

FCI LA TUNA

INMATE ADMISSION & ORIENTATION HANDBOOK



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The purpose of this handbook is to provide arriving inmates with information regarding the Bureau of Prisons (BOP), its programs, and the rules and regulations. It is not a specific guide to the detailed policies of the BOP. Rather, the material in this handbook will help new inmates more quickly understand what they will be encountering when they enter prison, and hopefully assist them in their initial adjustment to incarceration.

The Federal Correctional Institution La Tuna is a Low security facility. Adjacent to FCI La Tuna is the Federal Prison Camp which is a minimum-security facility. FCI and FPC La Tuna are located on U.S. Texas Highway 20 and Interstate 10, 16 miles north

of El Paso, Texas and 25 miles south of Las Cruces, New Mexico.

The Federal Satellite Low (FSL) is located on Biggs Army Airfield which is located directly adjacent to Ft. Bliss Army installation within the city limits of El Paso, Texas.

INTAKE, CLASSIFICATION AND THE UNIT TEAM

Orientation

Inmates are given a social screening by Unit Management staff and medical screening by Health Services and Mental Health staff at the time of arrival. Inmates are immediately provided with a copy of the institution rules and regulations, which include information on inmate rights and responsibilities. It also includes information on sexual assault and abuse.

Within four weeks of arrival, inmates will participate in the Institution Admission and Orientation (A&O) Program. While in A&O, inmates are advised of the programs, services, policies and procedures regarding the facility. An interpreter will be provided for inmates who understand Spanish only. Additionally, inmates with literacy problems will have the orientation information explained to them. Staff will utilize all translation resources available for

non-English speaking inmates (other than Spanish).

Classification Teams (Unit Teams)

Each inmate is assigned to a housing unit. 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 the inmates living in the unit. The unit offices are located in the units so staff and inmates can be accessible to each other. The unit staff typically includes a Unit Manager, Case Manager, Correctional Counselor, and Unit Secretary. The Staff Psychologist, Education Advisor and Unit Officer are considered members of the Unit Team and provide input for classification purposes.

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

GENERAL FUNCTIONS OF UNIT STAFF

Unit Manager

Each housing functional unit has a Unit Manager, also known as an Administrator. The Unit Manager directs and manages the housing unit and is responsible for the overall housing unit's operation and security; as well as, planning, developing, implementing and supervising individual programs designed to meet the particular needs of inmates in the unit. The Unit Manager supervises all staff in the unit and is available to both staff and inmates for consultation concerning any problems. Unit Managers are responsible for all unit programs and activities. They are department heads at the institution and have a close working relationship with other departments and personnel. The Camp Administrator serves as the Unit Manager for inmates living at the Federal Prison Camp.

Case Manager

A Case Manager (CSW) is responsible for all casework related services and prepares classification material, Progress Reports, Release Plans, correspondence responses, and other materials relating to the inmate's confinement. He/she is responsible to the Unit Manager on a daily basis and the Case Management Coordinator (CMC), who is a specialist and a point of

reference regarding specialized training and duties. The Case Manager serves as a liaison between the inmate, the administration and the community. The Case Manager is a frequent member of the Unit Disciplinary Committee (UDC).

Correctional Counselor

The Correctional Counselor (CCC) provides counseling and guidance for inmates living in the unit concerning areas of institutional adjustment, sanitation, personal difficulties, and planning for the future. He/she plays a leading role in all segments of the unit programming and is a voting member of the Unit Team. The Correctional Counselor is the individual to approach for daily problems. As a senior staff member, the Unit Counselor provides leadership and guidance to other staff in the unit. They hold major responsibilities for the security, safety, and sanitation of the housing unit. The Correctional Counselor is a frequent member of the Unit Disciplinary Committee (UDC).

Unit Secretary

The Unit Secretary performs receptionist, clerical, and administrative duties for unit team staff. She/he assists the Case Manager in processing release documents and arranging release transportation. The Unit Secretary is supervised by the

Unit Manager or Camp Administrator.

Unit Officer

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

Communications with Unit Team

At FCI La Tuna, a Unit Team staff is available each day of the week and most evenings until 9:00 p.m. Each Unit Team staff member's individual work/duty schedules are posted on the housing unit bulletin boards in each unit. Unit Managers are available to see inmates during mainline meal to answer questions and address concerns. Open House for Unit Team members is ordinarily 2:00 p.m. - 4:00 p.m., daily. Inmates are also encouraged to use Inmate Requests to Staff to make requests in writing.

Initial Classification/Program Reviews

Initial Classification Meetings and Program Reviews, also known as Team,

are conducted within 28 days of your arrival here, and every 90 or 180 days thereafter, depending on your Projected Release Date (PRD).

Attendance to Initial Classification Meetings and Program Reviews are mandatory, and are conducted by your Case Manager, Counselor, and Unit Manager to review your participation in programs, make recommendations, monitor work assignments/performance, cell sanitation, discuss transfer possibilities, custody and security level concerns, and overall institutional adjustment.

Reentry Pre-Release Programming

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

It is imperative at initial classification (Team) that inmates are open and honest when answering questions to allow the team to accurately identify needs and make appropriate program recommendations to improve inmates' chances of a

successful reentry. Each time an inmate goes to team, he or she will receive a progress update, and new recommendations as warranted. Contributors and programming recommendations include Education, Health Services, Psychology, Unit Team, Recreation, Religious Services, the inmate's Work Detail Supervisor, and the inmate. Inmates are strongly encouraged to take advantage of the program recommendations.

Additionally, to make the transition back to the community go as smoothly as possible, inmates should obtain at least two forms of identification to include a social security card. Inmates may also be eligible for some benefits upon release (e.g., social security disability, veteran's, Medicare etc.) to make the transition easier. Staff may be able to provide you with information concerning benefits so that you may determine your eligibility and begin the application and begin the application process if applicable prior to release. Lastly, the Career Resource Center, normally located in the Education Department, can also provide you with pre and post release programming and education ideas, potential employment and housing information, as well as potential benefits information.

Town Hall Meetings

Town Hall meetings are conducted on a monthly basis to provide information to the inmate population in the housing units about announcements, discuss changes in local policy, and any changes in procedures of the unit. You are encouraged to ask topic related questions of the Unit Team staff, and/or any guest speakers who are present during the facilitation of the Town Hall. It is encouraged your questions that your questions address the needs of the unit, rather than personal questions or problems. Personal issues can be addressed and resolved by Unit Team Staff at the conclusion of the Town Hall Meeting.

Treaty Transfer for Non-U.S. Inmates

FCI La Tuna has the distinct mission of coordinating the International Prisoner Transfer Program, also known as the "Treaty", in conjunction with the Republic of Mexico. Inmates approved to transfer to Mexico and/or American citizens serving time in Mexico arrive at FCI La Tuna to participate in the Treaty Transfer. These transfers are normally held four times per year.

Inmates who are not U.S. citizens may be eligible for a transfer to their home country to serve the remainder of their sentence. At initial classification, the inmate will be advised if the inmate's home country

has a formal exchange treaty with the United States. The Case Manager will provide additional information regarding an inmate's eligibility for participation in the program.

Foreign Consular

The most recent publication of the Consular Notification and Access directory will be in the Law Library.

Due to the proximity of FCI La Tuna to the border of Mexico, the Mexican Consulate makes.

monthly visits to the institution. If you wish to speak to a representative of the Mexican Consulate, submit a Request to Staff Member form to your correctional counselor. An appointment will be scheduled at the convenience of the Mexican Consulate Representative.

DAILY INMATE LIFE

Sanitation

It is the inmate's responsibility to check his cell immediately after being assigned there and report all damages to the Unit Officer or Correctional Counselor. An inmate may be held financially liable for any damage to his personal living area.

Each inmate is responsible for making his bed in accordance with posted regulations before work call (including weekends and holidays when

he leaves the area). Each inmate is also responsible for sweeping and mopping his cell floor, removing trash, and ensuring it is clean and sanitary. Cardboard boxes and other paper containers are not permitted for storage due to their combustible nature. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. Chairs are assigned to each cell and will not be defaced or marked in any manner by the inmate.

Toothpaste, toothbrushes, combs, razors, and soap for personal hygiene are issued by the institution. Inmates may purchase name brand items through the Commissary.

Wake-up

A general wake-up for all inmates is 6:00 a.m. It is the inmate's responsibility to leave the unit for meals and work. Late sleepers who are unable to maintain rooms or arrive at work on time are subject to disciplinary action.

Personal Property Limits

Items which may be retained by an inmate are limited for sanitation and security reasons, and to ensure excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the cell. Each institution is required to establish an Institution Supplement

regarding Inmate Personal Property, specifically identifying personal property which the inmate may retain. (See Institution Supplement LAT 5580 **Inmate Personal Property.**)

Personal property is any property the inmate is authorized to retain upon admission to the institution, which is issued while the inmate is in custody, which the inmate purchases in the institution commissary or which is approved by staff to be mailed to, or otherwise received by an inmate. No personal property may be exchanged, given, or sold to any other inmate regardless of value or cost. Any property in your possession which is not authorized will be confiscated and disposed of in accordance with Program Statement 5580.07, Inmate Personal Property.

All personal property must be stored in your locker. The total amount of commissary purchased items will not **exceed** the available storage space of the inmate's locker. You may not possess more than one watch, one radio, or one MP3 player at any time and proof of ownership (BP-383 and/or commissary receipt) is required.

Only one scrap book/photo album may be retained. No nude photos or pictures may be displayed. Polaroid photos may not be retained. You are allowed to maintain legal materials necessary for

your current legal actions. Materials which are not essential for litigation actually in progress must be disposed of through appropriate institutional procedures. Only legal reference materials not available in the law library will be permitted in your living quarters. See your Unit Manager should you require more space for pending litigation material.

Jewelry (neck chains, bracelets, etc.) not of a religious nature are contraband. A religious medallion and chain with no stones and non-metallic are allowed only upon approval of the Warden. The value must be \$100.00 or less. Food items that are left create a health hazard. These items must be properly always be sealed. Empty jars may not be used as drinking containers or for any other purpose and are to be thrown away.

CONTRABAND

Contraband is any item not authorized to be retained upon admission to the institution, issued by authorized staff, purchased from the commissary, or purchased or received through approved channels. Hard contraband is any item which poses a serious threat to the security of the institution, and which is not approved for possession by an inmate. Examples of hard contraband include weapons, intoxicants, currency and narcotics. Nuisance contraband is any item other than hard contraband which has not been authorized for

retention by the inmate. Examples of nuisance contraband include excessive accumulation of commissary, and clothing; newspapers more than one week old; more than 6 magazines and/or magazines more than 6 months old; letters which cannot be stored. Neatly in the designated area, food items retained beyond the point of safe consumption; and altered items of government/personal property. You may be subject to an incident report in these situations as determined by the staff. Personal property, which was authorized at another institution, but is not authorized at this facility, is considered contraband and will be mailed to your home or other chosen location at government expense.

**INMATE PERSONAL PROPERTY LIST
AUTHORIZED FOR RETENTION AND TRANSFER
BETWEEN INSTITUTIONS**

CLOTHING

Cap, Baseball (white or gray; no logos)	1
ea	
Shoes, Athletic (white, maximum \$100 value, no pumps/no pockets)	
	1 pr
Shoes, Specialty, (white, black, black/white combination, maximum	

\$100 value no pumps/no pockets) court, turf, running shoe,	1 pr
Shoes, Casual	1 pr
Shoes, shower (white or gray)	1 pr
Shoes, work	1 pr
Shorts, gym (white or gray/no logos)	2 ea
Socks (white)	7 pr
Sweatpants (gray/cotton/no logos)	2 pr
Sweatshirts (gray/pullover/no hoods/no logos/cotton)	2 ea
T-shirts (white or gray/no logos/no pockets)	7 ea
Underwear (white or grey or beige/boxers or briefs)	7 pr
Handkerchief (white only)	5 ea

PERSONALLY OWNED ITEMS

Address book	1 ea
Alarm clock (non-electric)	1 ea
Bag Athletic tote (no logos) (24 inches or less)	1 ea
Batteries	4 ea
Books (hard/soft) (excluding current school/vt books)	5 ea
Book reading light (battery operated)	1 ea

Bowl (plastic/24oz or less)	2 ea
Calculator (electronically unsophisticated inexpensive, non-print feature/battery or solar operated)	1 ea
Calendar, Small*	1 ea
Comb/Pick (plastic)	1 ea
Combination Lock	1 ea
Contact Lens (clear/prescribed)	**
Contact Lens Solution**	2 pr
Shaving Bag	1 ea
Cup (plastic)	1 ea
Dentures**	1 set
Earplugs	1 set
Envelopes	1 box
Eyeglasses** (NO STONES)	2 pr
Eyeglass Case**	2 ea
Hairbrush	1 ea
Headphones	1 ea
Jug (plastic/1gallon)	1 ea

Laundry Bag (mesh)	1 ea
Letters	25 ea
Mirror (small/plastic)	1 ea
Pen, Ballpoint	2 ea
Pencils	2 ea
Photo Album/Scrapbook	1 ea
Photos (single-faced) (loose)	25 ea
Playing Cards	2 decks
MP3 Player with Earplugs	1 ea
Radio with earplugs (Walkman-type)	1 ea
Stamps (total value equivalent to 20 1 st . Class)	20
Sunglasses (non-reflective)	1 pr
Towel (white or beige/large)	3 ea
Face Cloth (white or beige)	3 ea
Watch (\$100 maximum value, no stones, electronically unsophisticated i.e. inability to send signals)	1 ea
Wedding Band (no stones/white/yellow metal)	1 ea
Writing Tablet	1 ea

HYGIENE ITEMS

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

ITEMS TO BE SHIPPED AT INMATES EXPENSE

RECREATIONAL ITEMS:

Athletic Supporter	1 ea
Gloves (fingerless/athletic)	1 pr
Gloves (handball)	1 pr
Mouth Piece	1 ea
Eye Protection	2 ea
Head/Sweat Bands (white)	2 ea
Knee Wraps	2 ea
Racquetballs	2 cans

APPROVED RELIGIOUS ITEMS

Religious Medallion with chain
 (medallion must be 1 inch or less in diameter, chain must be 1/8 inch or less in diameter/value less than \$100/combined weight 4 grams or less)Religious materials
 (as authorized by Chaplain)
 1 ea

Native Americans

Headbands	3 ea
Medicine Pouch	1 ea
Beaded Necklace	3 ea
Eagle Feathers	7 ea

Sacred Pipe (used in Chapel only)
1 ea

Jewish

Yarmulkes
3 ea
Tefillin
1 ea
Prayer Shawl
1 ea

Sunni-Muslim

Kufis
3 ea
Miswak
1 ea
Prayer Beads
3 ea
Prayer rug
1 ea
Prayer robe
1 ea

Nation of Islam

Kufis
3 ea
Prayer rug
1 ea
Bow tie (black)
1 ea

Catholic

Rosaries
3 ea

Moorish Science Temple of America

Fez
1 ea

Turban
1 ea

APPROVED MEDICAL DEVICES

Devices as approved by the Health
Service Administrator

Other items Can drinks
12 cans
Chocolate (instant)
10 pkg
Coffee (instant/jar/container/unopened)
1 ea
Coffeemate (jar/container/unopened)
1 ea
Tea (instant/jar/container/unopened)
1 ea
Brushless Shave
2 ea
Conditioner/Hair
2 ea
Hair Oil/Gel (non-flammable, non-
alcohol) 1 ea
Laundry Detergent
2 ea
Lotion, Skin (moisturizing)
1 ea
Mackerel 14 2
10 cans
Mouthwash
2 cans
Powder/Body/Foot
2 ea
Shampoo
2 ea
Shaving Cream/Lotion
2 ea

Shoe/Polish/Wax	2 ea
Spam	3 ea
Tuna	5 ea
White Tuna	5 ea
Other commissary non-perishable items sealed in unopened containers.	

INSTITUTION ISSUED CLOTHING ITEMS MAY NOT BE TRANSFERRED FROM INSTITUTION TO INSTITUTION.

Cap (stocking)	1 ea
Coat (over)	1 ea
Gloves (work)	1 ea
Laundry Bags	1 ea
Shoes (work/steel toe)	1 pr
Socks	4 pr
T-shirts	4 ea
Underwear	4 pr
Underwear (insulate)	1 pr
Institution pants khaki	4 pr

Institution shirts khaki

4 pr

**ITEMS OF POSSESSION THAT MAY NOT BE
TRANSFERRED BETWEEN
INSTITUTIONS ARE TO BE MAILED HOME AT
THE INMATES EXPENSE**

Soda (cans)

Fruit

Magazines

Newspapers

Books (in excess of 5)

Drinking Thermos

Thermal Underwear

Beard Trimmers

Other commissary items not approved for
transfer to another institution.

Storage Space

Staff shall set aside space within each housing area for use by an inmate. The designated area shall include a locker or other securable area in which the inmate is to store authorized personal property. The inmate shall be allowed to purchase an approved locking device for personal property storage in regular living units. Limited space may also be available under the bed for approved items. The amount of personal property allowed each inmate is limited to those items which can be neatly and safely placed in the space designated. Under no circumstance will any materials be accumulated to the point where they become a fire,

sanitation, security, or housekeeping hazard.

Clothing

Civilian clothing (i.e., clothing not issued to the inmate by the Bureau or purchased by the inmate through the Commissary) ordinarily is not authorized for retention by the inmate. Prerelease civilian clothing for an inmate may be retained by staff in the Receiving and Discharge area during the last 30 days of an inmate's confinement. All inmates are prohibited from wearing any clothing not government-issued or purchased in the Commissary. No inmates may be issued, permitted to purchase, or have in their possession any blue, black, red, or camouflage clothing or cloth items. Commissary sales of clothing are limited to the following colors: Only gray and/or white clothing may be sold in institutions for males and only pastel green, gray, and/or white may be sold in institutions for females. The only exception is for religious headgear. All government clothing, except undergarments will be tagged with a label indicating the inmate's name and registration number. These items are to be neatly stored in the identified storage space provided. Individual washcloths and towels are issued to inmates. Representative authorized footwear/shoes may include work (1 pr.), shower (1 pr.), athletic/specialty (1 pr. - black,

white, grey, or a combination thereof with a maximum value of \$100.00), slippers (1 pr.), and casual (1 pr.). Footwear will be placed neatly under the bed.

Commissary/Special Purchase Items

These items are authorized to the point they can be contained in the storage area provided for personal property.

Letters, Books, Photographs, Newspapers, and Magazines

An inmate will be limited in the number of letters, books, photographs, magazines, and newspapers that can be stored in their designated storage space. Nothing is to be tacked, stapled or scotch taped to any surface. Inmates may not retain Polaroid photos. Nude or sexually suggestive photos (individual prints or copies as opposed to those from publications) present special concerns about personal safety, security, and good order, particularly when the subject is an inmate's relative, friend, or acquaintance or could reasonably be perceived as such. For these reasons, an inmate may not be permitted to retain, receive, or possess a personal photograph in which the subject is partially nude or nude, or when the photograph depicts sexual acts such as intercourse, fellatio, or sodomy. These materials will be returned to the sender upon receipt at

the institution.

Legal Materials

Staff may allow an inmate to possess legal materials in accordance with the provisions on inmate legal activities. Legal lockers may be requested through your Correctional Counselor.

Hobby craft Materials

All Hobby craft materials are to be kept in the Recreation Department Hobby craft lockers. Inmates are permitted to keep colored pencils for drawing in their personal lockers in the units.

Radios, MP3 Players, and Watches

An inmate may possess only one approved radio or MP3 player and watch at a time. The inmate must be able to demonstrate proof of ownership. An inmate who purchases a radio, MP3 player, or watch through a BOP commissary is ordinarily permitted the use of that item at any BOP institution if the inmate is later transferred. If the inmate is not allowed to use the radio, MP3 player, or watch at the new institution, the inmate shall be permitted to mail, at the receiving institution's expense, the item to a destination of the inmate's choice. Where the inmate refuses to provide a mailing address, the radio, MP3 player, and/or watch may be disposed of through approved methods, including destruction of the

property. The MP3 player can be managed through TRU-Units. This service allows inmates to manage the player and to purchase non-explicit music.

Jewelry

Inmates may have a plain wedding band and an appropriate religious medallion and chain without stones.

Smoking

Inmate smoking is prohibited in all BOP facilities.

Quarters Rules

In order to minimize maintenance costs, permit uniform inspection, search procedures, and maintain orderly congregate living, the institution has imposed reasonable regulations on inmate conduct and furnishings in housing units. Unit Officers and Counselors inspect cells daily and publish individual ratings of appearance.

The rules include items such as:

All beds are to be made daily in the prescribed manner. If a cell or room is not acceptable, disciplinary action will be taken.

Unit meal rotation is ordinarily based on weekly sanitation ratings of each unit. The unit with the highest sanitation is called first, and the

unit with the lowest rating is called last.

Room or cell doors are closed when inmates are not in them.

Each inmate is responsible for the cleaning and sanitation of his or her room or cell.

Everyone is responsible for cleaning up after themselves.

Sexually suggestive photographs are **NOT** authorized for display outside of the individual locker or cabinet. Provocative pictures, posters, cartoons, and any items cut out of magazines may not be displayed on the bulletin boards or in any cell or dorm.

Showers are available every day, but inmates may not be in the shower during an official count.

Safety shoes must be worn to work as designated in policy.

Unit televisions may be viewed during established off-duty hours. During normal working hours, unit televisions may be viewed at the discretion of staff.

A unit is a self-contained inmate living area which includes both housing sections and office space for unit staff. Each unit is staffed by a Unit

Team directly responsible for those inmates assigned to that unit. The unit staff offices are in the units so staff and inmates can be accessible to each other. The unit staff typically includes the Unit Manager, one or more Case Managers, one or more Correctional Counselors, and one Unit Secretary. When available, the Case Management Coordinator, Institution Psychologist, Education Representative, and Unit Officer will sit on the Unit Team and be considered as unit staff.

Institution Unit Location

AT THE FCI

Units 1 & 3 are located on the south end of the lower level of the institution. Units 4 & 6 are located on the north end of the lower level of the institution. Unit 2 is located on the south end of the upper level of the institution. Unit 5 is located on the north end of the upper level of the institution. Units 1/2/3 are the responsibility of Unit Manager 1/2/3 and units 4/5/6 are the responsibility of Unit Manager 4/5/6.

Unit 5 is the Residential Drug Abuse Program (RDAP) unit and is the responsibility of Unit 4/5/6 Unit Manager. The Drug Abuse Program is an intensive program for inmates who have met specific criteria indicating a need for drug/alcohol education and/or treatment. Services included in this

program are individual and group psychotherapy, psycho-diagnostics, and court-ordered psychological evaluations. Program development includes an education component for newly confined inmates and an educational component for inmates nearing release. If you are interested in being considered for this program submit a cop-out to the DAPS Psychologist. Inmates participating in the RDAP unit are required to live within the RDAP unit.

C & D Block is located on the north end of the lower and upper level of the institution. This unit is used only during overcrowding or for special needs. When operational, this unit is under the direction of the 1/2/3 Unit Manager.

AT THE FSL

The Units are divided by S1, S2 and S3. Those inmates assigned to S1 include Franklin Unit and Organ Unit Lower only. Those inmates assigned to S2 include Guadalupe Unit and Organ Unit Upper only. Inmates assigned to S3 are in Oregon Unit.

The FSL Case Managers, Counselors and Unit Secretaries are in their respective unit. The Unit Manager's office is in the Administrative Building.

AT THE FPC

There are two units (Camp 1 and Camp

2) and each has their respective unit team. The Unit Team is in both Camp One and Camp Two. Both teams are comprised of a Case Manager, a Correctional Counselor and a Unit Secretary. The Camp Administrator/Executive Assistant is responsible for the Unit Managers function and is located at the administrative building.

INITIAL ARRIVAL TO THE FACILITY/UNIT

Upon arriving to the FCI, FPC, FSL and being designated to your assigned living area, you will be issued a bed roll by the processing staff. You will also be assigned a bunk and locker. Upon arrival in the Unit, the unit officer will discuss with you the unit rules. Within 7 working days of your arrival, members of your Unit Team (Unit Manager, Case Manager, and Counselor) will conduct Unit A&O where they will discuss additional rules and regulations with you and explain their roles while you are confined at this institution.

The Unit Team will also address questions or concerns of a general nature at that time.

The Unit Team will meet with you for initial classification within 28 days of the date of your arrival. Attendance is mandatory. During this meeting, specific issues such as the payment of fines, any pending charges

or detainers, camp eligibility, and the criteria for transfers will be discussed. After your initial classification, you will be scheduled for a program review every 90 days, if you have one year or less left to serve, or 180 days if your projected release date exceeds one year.

Unit staff is available daily to assist with problems, concerns, or questions. The staff schedule is posted on the unit bulletin board. Unit Managers are required to stand mainline daily, so you can always address questions/concerns during mainline. Unit team members also have specific open house hours. These hours will be posted and discussed with you during your unit team orientation. There will be no standing or gathering in the corridors at any time, or standing or sitting on the stairs in those units who have stairs (FCI & FSL).

Inmates are not permitted to visit other units unless it is in order to see your assigned unit staff. The unit officer must grant permission first.

Escorted Trips

Bedside visits and funeral trips may be authorized for inmates in lower custody categories, when an **immediate family member** is seriously ill, in critical condition, or has passed away.

Depending on the inmate's custody classification, one or two Correctional Officers will escort the inmate. All expenses will be borne by the inmate, except for the first eight hours of each day that the employee is on duty and all money must be in the inmate's commissary account before a request for such a visit will be considered for approval. However, there are occasions, when an escorted trip will not be approved, even when all policy-required conditions have been met, based on a determination that the perceived danger to Bureau of Prisons' staff during the proposed visit is too great, or the security concerns about the individual inmate outweigh the need to visit the community.

Furloughs

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

Unit Bulletin Boards

Bulletin boards are one of the most common ways that inmate's receive information from staff concerning changes to rules and regulations, programs, and the daily operation of the living unit. Inmates are highly encouraged to check the bulletin board

daily. Each unit has several bulletin boards located in the main corridors and main areas of the units. Change Sheet, Call-Out Sheet and Food Service Work schedule are also posted daily on the bulletin boards.

TOWN HALL MEETINGS

Town hall meetings are held with the unit teams a minimum of once a month. Town halls are extremely important to the inmate population because they usually include information on policy changes, updates to rules and regulations, and are a perfect time to address issues within the unit. Town halls are usually held at 3:30 p.m. prior to the 4:00 p.m. official count. Although most town hall meetings are not mandatory, inmates are highly encouraged to attend and participate.

UNSCHEDULED PROGRAM REVIEWS

Inmates may request an unscheduled program review from their unit team by submitting an Inmate Request to Staff (cop-out) to their unit team. When requesting an unscheduled program review, specify the reason you want to be considered for an unscheduled program review. The unit manager will review your request and will inform you whether you are approved or disapproved. If approved, you will be placed on call-out as soon

as possible.

INMATE PRE RELEASE SAVINGS ACCOUNT

The FCI, FSL, and FPC have established a Pre-Release Savings Account thru the Trust Fund Inmate Account Program. See your assigned unit counselor to initiate or receive information in regard to establishing an Inmate Pre Release Savings Account.

COUNTS

On weekdays, there are five official counts of all inmates. On weekends and federal holidays there are six official counts. Official counts are held at the following times:

12:00 a.m.

3:00 a.m.

5:00 a.m.

4:00 p.m. (stand-up count)

9:00 p.m. (stand-up count)

10:00 a.m. and 4:00 p.m. (Weekends & federal holidays) (Stand-up count)

During a stand-up count, you are required to remain standing next to your bunk until the count has cleared. Additionally, there will be no talking or movement during any counts.

CONTROLLED MOVEMENT

FCI and FSL La Tuna have controlled movement, and all inmate activities will be arranged through the movement

schedule posted on all unit bulletin boards during the workday and will last for 10 minutes. If you are on the call-out sheet; you will go directly to that department during open movement at the appointed time and will not be able to return to your originating point until the next open movement. All movement to the recreation yard, library, barber shop, etc. will be done during open movement.

Each inmate is responsible for adhering to this requirement and any failure to do so could result in an incident report being written. Movement to and from the Visiting Room during non-movement times will be the only authorized movement.

WORK CALL

You are expected to leave the unit and report to your work detail no later than 7:40 a.m. Some of you will be working in Food Service and your work hours may begin at 4:00 a.m. If you work that schedule, the morning watch officer will wake you. You will be expected to rise promptly and dress yourself without disturbing others who are still sleeping.

LIGHTS OUT

Lights in the living quarters will be turned off at 11:00 p.m. Nightly. Unit

common area lights will be turned off each night upon completion of the 9:00 PM count and the units will observe "quiet hours" until after the 5:00 AM count the next morning. Unit common area lights will be turned on at 6:00 AM on weekdays and 9:30 AM on weekends and federal holidays. On weekdays after lights out, you are required to remain quiet and in your bunk area. On weekends, you may play quiet games, watch television, or read until 12:00 a.m. **only in those units with a day room (unit 1, 2, 4, 5, Camp 1 and Camp 2)**. In all other units, you may read, write, or whisper only. Inmates will NOT be authorized entrance into other housing units after lights out.

FIRE DRILLS

Two fire extinguishers are located in each unit. Fire safety is everyone's responsibility. Fire drills are conducted periodically in all areas of the institution

Each inmate is responsible for cooperating with the staff member conducting the drill.

INMATE REQUEST TO STAFF MEMBER

The BP-S148.055 form, **Inmate Request to Staff**, also referred to as a "cop-out", is available from the Unit Officer or Unit Staff. When you need to send a cop-out to a staff member or

department, send it through the institution mail system.

PERSONAL AREA

*****NOTE*****

Please be aware that both male and female staff routinely work and visit inmate housing areas. You must always dress appropriately.

It is your responsibility to check your living area immediately after being assigned to a unit and to report all damage to the Correctional Officer, Case Manager, or Counselor. You may be held financially liable for any damage to your personal living area. You are also responsible for keeping your area clean and free of contraband.

On Monday through Friday, you will be required to have your bed made and your area clean by 7:30 a.m. All Personal items are to be stored in your locker except for what is posted in a memo on the unit bulletin board. During cold weather months, the foul weather jacket is to be placed neatly at the end of the bed on top of your blanket. **Additional unit specific guidelines and rules are posted on the bulletin board in the unit and each inmate is responsible for knowing this information.**

If are moved from one dormitory to

another, you are required to take your bedding and personal items. **The pillow, mattress and locker are assigned to the bed, and are not to be taken with you.**

You are expected to keep your bunk, locker, and living area clean and neat. You are required to make your bed daily and to store all your personal belongings neatly in your locker. You will sweep, mop, and/or wax your area daily and keep the window and windowsill above your bunk or in your room clean. Your locker top is to be always kept clean.

SECURITY AND INMATE ACCOUNTABILITY

From time to time, your personal living area will be inspected or searched by unit staff. These area searches are not designed to inconvenience you, but to ensure that no unauthorized items such as weapons, tools, drugs, liquor, etc., are being kept in the unit to protect the safety and welfare of staff and inmates. Occasionally, you will be searched by staff. This procedure usually means that you will be required to show what you have in your pockets. Again, these searches are designed to ensure the safety, health, and welfare of all.

SHAKEDOWNS

Any staff member may search an inmate's room routinely or randomly,

without any suspicion of illegal activity, to retrieve contraband or stolen property. The property and living area will be left in the same general condition as found and these inspections will be unannounced and random.

*****You do not have a right to be present during the shakedown*****

DRUG SURVEILLANCE

The Bureau of Prisons operates a drug surveillance program which includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders you to provide a urine sample for this program, and you do not do so, you will be subject to an incident report. A positive test will result in an incident report.

ALCOHOL DETECTION

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

PERSONAL HYGIENE

Good personal hygiene is essential since you will be living in a dormitory with many other inmates. You are expected to shower regularly and keep your hair clean and neat. Beards and mustaches may be worn but must be kept clean and neat. Artificial hair pieces are not allowed. A Barber Shop **is available** at all three facilities. Personal hygiene items such as soap, toothpaste and shaving cream may be supplied by your Unit Officer. Personal hygiene items may also be purchased at the Commissary. Showers are authorized from 5:30 a.m. to 7:30 a.m. on weekdays. Only one shower will be available for use from 6:30 a.m. to 2:30 p.m., excluding weekends and Federal holidays, and permission must be obtained from the Unit Officer before showering. On weekends and Federal holidays showers are authorized from 6:00 a.m. to 11:00 p.m. Showers will be **terminated at 10:00 p.m. on weekdays.**

No one is permitted to take showers during count time. Prior approval must be obtained from the Unit Officer before showering at other times.

INMATE TELEPHONE REGULATIONS

There are telephones located in each dormitory at all 3 facilities. At the FCI there are phones in the south patio. The phones in the patio may be used by anyone. At the FPC, there is

an additional phone located near the commissary, which can be utilized by anyone.

Incidents of unlawful telephone usage will be referred to law enforcement authorities. In order to protect the security and orderly management of the institution, and in order to protect the public, telephone calls will be monitored. **Credit card, Third Party, or information calls are prohibited. A third-party call can include having the person you are speaking with make another call from a second phone or on a second phone line while you are still on the phone and relaying information to or from you.**

TELEVISION VIEWING IN UNITS/DORMS

At the FCI/FSL/FPC: Television rooms will be open for TV Viewing according to the following schedule:

Monday - Thursday	6:00 a.m. to 7:30 a.m. 2:30 p.m. to 10:30 p.m.
Friday	6:00 a.m. to 7:30 a.m. 2:30 p.m. to 11:00 p.m.
Saturday	6:00 a.m. to 11:00 p.m.
Sunday	6:00 a.m. to

	11:00 p.m.
Weekends with Federal Holidays	
Sunday	6:00 a.m. to 11:00 p.m.
Monday (Federal Holiday)	6:00 a.m. to 11:00 p.m.

The unit officer or unit staff has the authority to close the T.V. areas at any time if the areas are not up to sanitation expectations. This schedule can change without notice due to security concerns.

UNIT LAUNDRY ROOMS

At the FCI

Monday-Friday (Closed Federal Holidays) 7:30 a.m.-3:00 p.m.

Laundry drop off Monday thru Friday at 7:30 a.m. Pick up at 2:30 p.m. and 3:00 p.m. for UNICOR.

7:30 a.m.-8:30 a.m. A&O inmates report for fitting and clothing.

8:30 a.m.-2:30 p.m. General population, alterations, exchanges of oversized clothing, and yearly changes. (UNICOR is included with the general population) only on Monday, Wednesday and Fridays.

Centralized laundry procedures are utilized to launder all clothing; to include institutional and personal. All blankets and linens are exchanged on Thursdays from 8:30 a.m. to 3:00 p.m.

Jackets (Seasonal) are laundered on Wednesday at 7:30 a.m. Pick up will be at 2:30 p.m.

At the FPC

Laundry rooms are located adjacent to Camp 2 and are free of charge to the inmate population. Hours of operations:

The laundry washes your institutional clothing, your linen and towels.

Daily: 6:00 a.m. - 7:00 a.m.
 7:30 a.m. - 12:30 p.m.
 Closed for cleaning
 12:30 p.m. - 9:00 p.m.

At the FSL

The inmate Services Building located between Franklin and Guadalupe Units, is equipped with washers and dryers for inmate use at no charge. Inmates are responsible for caring for and laundering all Government issued items.

General Population

Monday	8:30 a.m.	-8:45	p.m.
Tuesday	8:30 a.m.	-8:45	p.m.
Wednesday	8:30 a.m.	-8:45	p.m.
Thursday	8:30 a.m.	-8:45	p.m.

Friday 8:30 a.m. -8:45 p.m.

General population inmates are not permitted in the laundry areas (ISB) during laundry worker hours for any reason. Any inmate caught in the ISB during the morning hours will receive an incident report.

Clothing Exchange & Laundry

Institutions issue clothing to the inmate population that is properly fitted, climatically suitable, and presentable. Institutions will furnish each inmate with sufficient clothing to allow at least three changes of cloths weekly.

Institutions establish local procedures to account for the initial issue of Government-furnished items to inmates and for their return before release. Government-issued clothing will not be altered or disfigured in any manner. Examples include, but not limited to, the following: converting pants to shorts, pleats, cutting off shirt sleeves, defacing clothing, etc. An inmate found to have destroyed government property may receive an Incident Report and appropriate disciplinary action will be taken.

Each institution has established local procedures for replacing lost, damaged, or clothing that does not properly fit. Additionally, you may contact the Trust Fund Department for

guidance or questions related to the Laundry/Clothing operation.

The institution may provide clean clothing in several ways: access to self-serve washers, a centralized laundry, or a combination of the two. When no centralized laundry available, institutions provide detergent for inmate use.

**STANDARDS & PROCEDURES OF CLOTHING
ISSUE**

New commitments are provided with the following items:

- a. Institutional (Bus) clothing until you are given a standard clothing issue.
- b. One pair of soft-soled shoes. These must be turned in upon receipt of standard-issue work shoes from the clothing room.
- c. Razor (Disposable) 1
each Un
it
Officer
will
issue
- d. Toothbrush 1
each
- e. Toothpaste 1
each

		Un
	it	
	Officer	
	will	
	issue	
f.	Sheets	2
	each	
g.	Pillowcase	1
	each	
h.	Blanket	2
	each	
i.	Comb	1
	each	
j.	Soap	1
	each	
k.	Towel	1
	each	

You will report to the Clothing Room the **next** regular working day after your arrival at La Tuna to receive an issue of regular clothing. The following is the standard clothing and linen items issue:

a.	Safety toe shoes	1
	pair	
b.	Trousers	4
	pair	
c.	Shirts	4
	each	
e.	Socks	4
	pa	
	ir	
f.	Belt	1
	each	
g.	Towels	2

		each	
h.	Jacket		1
		each	
		(seasonal)	
		1)	
I.	Laundry Bag		1
		each	
j.	Blanket		1
		each	
k.	Wash Towels		2
		each	

Inmates are responsible for all the above items until release or transfer from the institution; at which time they must be turned into the laundry room.

You will be assigned a bin number which will be marked on all your shirts, pants and boots. You will be required to sign a receipt for the above listed items and instructed that prior to our release, all clothing items must be returned to the Clothing Room.

If you are released after hours or on a weekend or holiday, you will turn these items over to the R&D Officer. Clothing **may** be replaced only after 12 months from the initial date of issue on an even exchange basis only. If any of those items are lost, stolen, or destroyed in less than the time allowed, those items may be reissued on an individual basis at the discretion of the Clothing Room

Officer. **The inmate may be responsible for reimbursement to the government for the cost of these items.**

Only as much personal property as can be neatly and securely stored in the locker space may be retained. The amount of clothing allowed is limited to those items which can be neatly stored in the space provided to you. **Altered clothing is contraband.** (See Institution Supplement 4810)

CLOTHING ROOM HOURS OF OPERATION

At the FCI

Monday-Friday (closed Federal Holidays) 7:30 a.m. - 3:00 p.m.

7:30 a.m. - 8:30 a.m.	A&O Inmates report for fitting and clothing issue.
8:30 a.m. - 2:30 p.m.	General populati on alterati ons, laundry, exchange oversize

clothing
on an as
need
basis.
(UNICOR
is
included
with the
general
populati
on.)

Laundry Schedule: Washers and dryers are available for inmate use in all living quarters. However, inmates are encouraged to utilize the centralized laundry as much as possible. All blankets should be washed at the centralized laundry.

At the FSL

The Inmate Services Building, located between Franklin and Guadalupe Units, is equipped with washers and dryers for inmate use at no charge. Inmates are responsible for caring for laundering all Government issued items.

General Population Hours

Monday	10:30 a.m. - 8:45 p.m.
Tuesday	12:30 p.m. - 8:45 p.m.
Wednesday	10:30 a.m. - 8:45 p.m.
Thursday	10:30 a.m. - 8:45 p.m.

Friday 12:30 p.m. - 8:45 p.m.
Sat/Sun 8:30 a.m. - 8:45 p.m.

At the FPC

The Laundry washes your Institutional clothing, your linen and towels. Clothing will be dropped off at 7:30 a.m., Monday through Friday at the laundry room and picked up no later than 2:30 p.m. on the same day clothing is turned in.

CIVILIAN CLOTHING

Effective November 1, 1997, commissary will be the sole source for inmates to purchase athletic shoes and will only stock shoes that are of \$100.00 value or less.

Inmates are prohibited from wearing any clothing not government issued or purchased in the commissary and any clothing that has been altered.

ABSOLUTELY NO CIVILIAN CLOTHING WILL BE ALLOWED IN THE POSSESSION OF ANY INMATE.

COMMISARY/TRUST FUND

The BOP maintains inmates' monies (Deposit Fund) while incarcerated. The purpose of the Deposit Fund is to provide inmates the privilege of obtaining merchandise and services either not provided by the BOP or a different quality than that provided by the BOP. An inmate may use funds in

their account to purchase items at the institution commissary, place funds on their inmate phone account, purchase TRU-Units for their TRULINCS account, or send funds by creating a BP-199. Inmates may not be in possession of cash at any time. Upon release, all Trust Fund accounts will be consolidated and placed on an Inmate Release Debit Card.

Commissary and validation schedules are posted on the inmate bulletin boards. Funds are withdrawn after positive identification by commissary card or fingerprint identification. It is the inmate's responsibility to know the amount of money available in his account. Inmates may verify their account balances by utilizing the TRULINCS or the inmate telephone (118+PAC). Inmates must always have their commissary card in their possession for identification purposes.

At the FCI

The commissary is located on the South Patio and is open Monday through Thursday from 6:15 a.m. to 7:15 a.m. and from 11:00 a.m. to 12:30 p.m. Your register number contains five digits separated from a three-digit number. Your shopping day is determined by the last two digits of the first five numbers. This schedule changes quarterly and is posted at the commissary, housing units and TRULINCS

bulletin board.

At the FSL

The Commissary is located on the South Patio and is open Monday through Thursday from 6:15 a.m. to 7:15 a.m. and from 11:00 a.m. to 12:30 p.m. Your register number contains five digits separated from a three-digit number. Your shopping day is determined by the last two digits of the first five numbers. This schedule changes quarterly and is posted at the commissary, housing units and TRULINCS bulletin board.

At the FPC

The Commissary is located between the dormitories adjacent to the Inmate Laundry Room. The same items are stocked as are available at the Main Institution Commissary. The Commissary is open Monday through Thursday from 11:00 a.m. to 12:30 p.m. The sales schedule is by register number and is posted at the commissary.

You must have a commissary order form completely filled out before you enter the line at the commissary. Order forms are available at the Commissary. The forms show all items available for sale and the approximate price for each.

You must check the quantity and item you want, and your order will be

filled by a commissary clerk and totaled at the register. You will be given an itemized receipt for all purchases which will state you're starting and ending balance. You may spend a maximum of \$100.00 per week excluding stamps and phone OTC medicine. You have a monthly spending limit of \$320.00. Each month your spending limit will be re-validated. To figure out the actual date you will be re-validated, use the following formula. Take the fifth digit before the hyphen in your registration number; multiply that number 3 and add 1. For example, registration number #12345-180; $5 \times 3 = 15 + 1 = 16$, every 16th would be your re-validation date.

The money you earn may be spent at the institution commissary. Money sent to you by family or friends is deposited into your commissary account via the lockbox and not accepted at the institution. You may check your commissary balance through your TRULINCS account.

Depositing Funds into your inmate account

The Federal Bureau of Prisons requires that all funds being mailed to inmates be sent to the Federal Bureau of Prisons national Lock Box. If family members or friends wish to send funds to inmates incarcerated in the Federal Bureau of Prisons, please instruct them to send any funds to the

following address:

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

In order to ensure that your funds are processed without delay to the inmate's Trust Fund account, you must adhere to the following directions:

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

DO NOT enclose cash, personal checks, letters, pictures or any other items in the envelope. Enclose only the allowable negotiable instrument. The national Lock Box cannot forward any items enclosed with the negotiable instrument to the inmate. Items, personal in nature, must be mailed directly to the Federal Bureau of Prisons institution where the inmate is housed.

Your name and return address must appear on the upper left-hand corner of the envelope to ensure that your funds can be returned to you in the event that they cannot be posted to

the inmate's account.

SPENDING LIMIT ANALYSIS

Certain items such as watches, radios, casual shoes, and hobby craft items involve special purchase procedures. You must submit a cop-out to the Unit Counselor requesting permission to purchase these items. The cop-out will be approved or denied and returned to you. Once you receive approval to make the purchase, take the approved cop-out to the Commissary and make the purchase. Stamps and telephone credits do not count against your spending limit. You are expected to store all commissary items purchased in your personal locker.

Special Purchase Orders must be requested by submitting a Form 22-CMS, Special Purchase Orders Request (SPO), in quadruplicate. Upon receipt of the SPO, your account is checked and a freeze for the total cost of the SPO + 30% is made.

COMMISSARY APPROVAL

Except for hobby craft items, you must submit a cop-out to your Unit Counselor specifying the item you wish to purchase. Once the Unit Counselor verifies that the requested item is not on your BP-383 Form (Inmate Personal Property Record), he will approve your cop-out and return it to you. Commissary personal will obtain

your signature on the Form 383 after completing the sale and distribute copies to the appropriate offices. You should retain your approved BP-ADMIN-70 for attachment to your SPO, or if you intend to purchase stocked merchandise, you should present the BP-ADMIN-70 to the commissary personnel at the time of the sale.

MISCELLANEOUS

- A. The institution commissary is the sole source for special purpose items. Any item acquired from a different source will be confiscated and disposed of at the discretion of the institution and in accordance with policy. Purchase orders issued by the institution will carry the notation **NO SUBSTITUTION**. Therefore, any item ordered by any inmate through SPO cannot be refused upon delivery.
- B. You are **NOT** allowed to loan, sell, trade, give away, or exchange these items and you must remove our property from the institution upon your release or transfer.
- C. You will be permitted to order only special purpose items specified in the Institution Supplement 4527.4, Commissary

Special Purpose Orders.

SAVINGS ACCOUNTS

You are encouraged to participate in a savings plan. To initiate this, see your designated Unit Team.

MAILING MONEY

Occasionally, you may wish to mail funds to your family or to purchase certain items such as books. Contact your Unit Counselor to initiate this. He/she will complete form BP-CMS 21/24 for your signature. This form authorizes the Trust Fund Clerk to have a United States Treasury Check issued to the payee. Normally, it takes 30 days for the check to reach its= destination. For further information, contact your Unit Counselor.

Spending Limitations

The National Spending Limit is 320.00 but may be further restricted at the local level. Each inmate account is revalidated on a monthly, bi-weekly, or weekly cycle.

Deposits to Accounts*U.S. Postal Service*

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

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

The deposit must be in the form of a money order made out to the inmate's full committed name and complete eight-digit register number. Effective December 1, 2007, all non-postal money orders and non-government checks processed through the National Lockbox will be placed on a 15-day hold. The BOP will return to the sender funds that do not have valid inmate information provided the envelope has an adequate return address. Personal checks and cash cannot be accepted for deposit.

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

In the event funds have been mailed but have not been received in the inmate's account and adequate time has

passed for mail service to Des Moines, Iowa, the sender must initiate a tracer with the entity who sold them the money order to resolve any issues.

Western Union Quick Collect Program

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

- 1) At an agent location with cash: The inmate's family or friends must complete a Quick Collect Form. To find the nearest agent, they may call 1-800-325-6000 or go to www.westernunion.com.
- 2) By phone using a credit/debit card: The inmate's family or friends may simply call 1-800-634-3422 and press option 2.
- 3) ONLINE using a credit/debit card: The inmate's family and friends may go to www.westernunion.com and select "Quick Collect".

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

- 1) Valid Inmate Eight-Digit Register Number (entered with no spaces or dashes) followed immediately by Inmate's Last Name
- 2) Committed Inmate Full Name entered on Attention Line
- 3) Code City: FBOP, DC

Please note the inmate's committed name and eight-digit register number must be entered correctly. If the sender does not provide the correct information, the transaction cannot be completed. The Code City is always FBOP, DC.

Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned.

Any questions or concerns regarding Western Union transfers should be directed to Western Union by the sender (general public). Questions or concerns should not be directed to the BOP.

MoneyGram Express Payment Program

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

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

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

- 1) Valid Inmate Eight-Digit Register Number (entered with no spaces or dashes), followed immediately by Inmate's Last Name
- 2) Company Name: Federal Bureau of Prisons
- 3) City & State: Washington, DC
- 4) Receive Code: Must always be 7932

5) Committed Inmate Full Name entered
on Beneficiary Line

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

Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned.

2) ONLINE using a credit, debit or prepaid card (Visa or MasterCard only): The inmate's family and friends can click on www.moneygram.com/paybills. Enter the Receive Code (7932) and the amount you are sending (up to \$300). If you are a first-time user you also must set up a profile and account.

Any questions or concerns regarding MoneyGram Express Payment transfers should be directed to MoneyGram by the sender (general public). Questions or concerns should not be directed to the BOP.

Commissary Fund Withdrawals

Requests for Withdrawal of Inmate Personal Funds, BP-199 forms, will be

processed weekly by Trust Fund, Inmate Accounts. Withdrawals are initiated in TRULINCS, Send Funds (BP-199) by the inmate. When the BP-199 is printed it must be signed by the inmate in staff presence and hand delivered. The Supervisor of Education approves withdrawal requests for correspondence courses and materials for approved education programs. Unit Managers will approve all other withdrawal requests. Only an Associate Warden can approve inmate withdrawals exceeding \$500.00.

TRULINCS

The Trust Fund Limited Inmate Computer System (TRULINCS) is the inmate computer network that provides inmates access to multiple services. At no time do the inmates have any access to the Internet.

Inmate's access dedicated TRULINCS workstations installed in various housing units and common areas to perform various functions using their register number, Phone Access Code (PAC), and Commissary Personal Identification Number (PIN). Inmate access to these workstations varies depending on the institution.

Account Transactions - This service allows inmates to search and view their Commissary, telephone, and TRULINCS account transactions, as well as view their Media List.

Bulletin Board - This service is used to supplement the use of inmate bulletin boards within the institution for disseminating information to the inmate population.

Contact List - This service is used by inmates to manage their email address list, telephone list, and postal mailing list. Inmates also mark for print postal mailing labels within this service.

If an email address is entered for a contact, TRULINCS sends a system generated message to the contact directing them to www.corrlinks.com to accept or reject email contact with the inmate prior to receiving any messages from the inmate. If a positive response is received, the inmate may begin exchanging electronic messages with this contact. If a contact rejects TRULINCS participation, the inmate is blocked from sending any messages to that email address.

Law Library - This service allows

inmates to perform legal research

Manage Funds - This service allows inmates to manage their personal funds by creating/canceling Requests for Withdrawal of Inmate Personal Funds (BP-199) and their Pre-Release Account.

Manage TRU-Units - This service allows

inmates to purchase TRU-Units using available Commissary funds or transfer TRU-Units back to their Commissary account.

Prescription Refill - This service allows inmates to request prescription refills via TRULINCS of self-carry medications that are ready for refill directly to the Pharmacy. Pharmacy staff will receive the prescription refill request and process the request accordingly. Inmates will follow established local procedures for picking up requested prescriptions.

Print - This service allows inmates the opportunity to print various documents marked for print within TRULINCS. Mailing labels and BP-199 forms may be printed for free. All other documents can be printed at a cost.

Public Messaging - Inmates may correspond with friends and family using public messaging. This is a restricted version of email that will only allow text messages and no attachments. There is a cost per minute fee for using this service. Messages are limited to 13,000 characters.

Request to Staff - This service allows inmates to correspond with staff electronically. The list of available departments varies by institution;

however, there is a standard DOJ Sexual Abuse Reporting mailbox available that provides inmate with an additional method to report allegations of sexual abuse and harassment directly to the Office of Inspector General (OIG).

Survey - This service allows inmates to take Bureau surveys (i.e., Institution Character Profile).

Inmate Telephone System -TRUFONE

Each inmate will be provided a nine-digit Phone Access Code (PAC) for accessing TRUFONE; including instructions for use of this system. The PAC is confidential and should not be shared with other inmates. A replacement fee will be charged if a PAC is misplaced or compromised. In addition, each inmate will need to perform voice verification registration. Management of inmates' telephone numbers is performed via the TRULINCS.

The hours of telephone operation begin at 6:00 am and end no later than 11:30 pm. Inmate access to telephones will normally be limited during the following times, Monday through Friday, not including holidays:

7:30 am until 10:30 am; and,
12:30 pm until after 4:00 pm count.
Inmates are expected to be at their work assignments and must not use the

telephone during their work hours. For inmates who work varied work shifts, at local discretion, institutions may leave one telephone per unit available for inmates on "days off," or "evening shift."

Directions for use of TRUFONE are posted near the telephones. All calls are limited to 15 minutes. Telephone calls are subject to monitoring and recording by institution staff. Inmates are limited to 300 minutes per month and may be used for any combination of collect or direct dial calls. Ordinarily, inmates will be allowed an extra 100 minutes per month in November and December. Telephone rates are posted throughout the institution.

TRUFONE credits are transferred using the TRUFONE system and must be done in even dollar amounts. The TRUFONE credits are deducted from an inmate's commissary account and transferred to the TRUFONE account immediately. Transfers may be made from any telephone during operational hours. It is each inmate's responsibility to verify the correctness of the amount transferred at the time of transfer.

SECURITY PROCEDURES

Attire

Inmates will be in the proper uniform, (normally khaki pants and khaki shirt), Monday thru Friday, between 7:30 a.m. and 3:30 p.m. The uniform will be maintained in a neat and professional manner, with shirt tucked in and pants around the waistline. Other than approved religious headgear, hats will not be worn while indoors.

Inmate Identification Cards

Inmates are required to always wear their identification cards upon departing their assigned cell. The inmate identification card will be worn on the upper front torso, with the inmate's picture clearly visible for staff to identify the inmate. Inmates will be issued an identification card upon arrival at the institution. Inmates are responsible for the care of these cards. Lost, stolen, or damaged cards must be replaced. Inmates will be charged a \$5.00 replacement fee for a new card.

Counts

Each institution will conduct, at a minimum, five official inmate counts during every 24-hour period. On weekends and holidays, an additional count will be conducted at 10:00 a.m. The inmate is expected to be standing at bedside during official counts held at 4:00 p.m. and 10:00 p.m., on weekdays and 10:00 a.m., 4:00 p.m.,

and 10:00 p.m. on weekends and holidays, and during any emergency count. Institutions with secure cell space are required to lock the inmates in their cells for all official counts, unless the inmates are on out-counts in areas such as Food Service, Health Services, Visiting, etc. Disciplinary action will also be taken against inmates for leaving an assigned area before the count is clear. The inmate must be seen at all counts, even if the inmate must be awakened.

Call-Outs

Call-outs are a scheduling system for appointments (which include medical, dental, educational, team meetings, and other activities) and are posted each day on the unit bulletin boards after 4:00 p.m., on the day preceding the appointment. It is the inmate's responsibility to check for appointments daily.

Controlled Movement

During non-working hours, movement throughout the institution will be regulated by a procedure called controlled movement. The purpose of controlled movement is to ensure all inmate movement is orderly when an institution pass system is not in effect. Normally, these moves are a one way move; meaning, "in bound" or "out bound" move. During the movement period, normally ten minutes, inmates

may move from an area of the institution to another without a pass or staff escort. The start and end of each movement period will be announced by staff.

During the evening hours, the first controlled movement period normally begins at the conclusion of a clear official 4:00 p.m. count. During the feeding of the evening meal, inmates can normally move to recreation yard or chapel; however, you remain secured inside those areas until the next controlled movement is announced. At the conclusion of the evening meal, the Compound will be secured and a ten-minute, controlled movement will commence.

On Saturdays, Sundays, and holidays, normally the first controlled movement will begin at the conclusion of the morning meal. The Compound will be secured at 9:30 a.m., in preparation of the 10:00 a.m. count. During the feeding of the brunch meal, inmates can normally move to the recreation yard or chapel; however, you must remain secured inside those areas until the next controlled movement is announced. The movement periods will resume after the brunch meal.

Contraband

Items possessed by an inmate ordinarily are not considered to be

contraband if the inmate was authorized to retain the item upon admission to the institution, the item was issued by authorized staff, purchased by the inmate from the commissary, purchased or received through approved channels (to include approved for receipt by an authorized staff member or authorized by institution guidelines). This ensures a safe environment for staff and inmates by reducing fire hazards, security risks, and sanitation problems which relate to inmate personal property.

Contraband includes material prohibited by law, or by regulation, or material which can reasonably be expected to cause physical injury or adversely affect the security, safety, or good order of the institution.

Staff shall consider as nuisance contraband any item other than hard contraband, which has never been authorized, or which previously has been authorized for possession by an inmate, but whose possession is prohibited when it presents a threat to security or its condition or excessive quantities of it present a health, fire, or housekeeping hazard. Examples of nuisance contraband include: personal property no longer permitted for admission to the institution or permitted for sale in the commissary; altered personal property; excessive accumulation of

commissary, newspapers, letters, or magazines which cannot be stored neatly and safely in the designated area; food items which are spoiled or retained beyond the point of safe consumption; government-issued items which have been altered, or other items made from government property without staff authorization.

Staff shall seize any item in the institution which has been identified as contraband whether the item is found in the physical possession of an inmate, in an inmate's living quarters, or in common areas of the institution. An inmate may not purchase, give, or receive any personal property from another inmate.

Staff shall return to the institution's issuing authority any item of government property seized as contraband.

Items of personal property confiscated by staff as contraband are to be inventoried and stored pending identification of the true owner (if in question) and possible disciplinary action. Staff will then provide you with a copy of the inventory as soon as practicable.

Shakedowns

The placement of metal detection devices throughout the institutions may be necessary for the control of

contraband. A metal detector search may be done in addition to the pat search. Staff may conduct a pat search of an inmate on a routine or random basis to control contraband. Staff may also conduct a visual search where there is reasonable belief that contraband may be concealed on your person or a good opportunity for concealment has occurred. Finally, staff may search an inmate's housing and work area, and personal items contained within those areas, without notice, randomly, and without the inmate's presence. The property and living area will be left as close to the same conditions as found.

Drug Surveillance / Alcohol Detection

BOP facilities operate drug surveillance and alcohol detection programs which include mandatory random testing, as well as testing of certain other categories of inmates. A positive test, or refusal to submit a test, will result in an incident report.

Fire Prevention and Control

Fire prevention and safety are everyone's responsibility. Inmates are required to report fires to the nearest staff member so property and lives can be protected. Piles of trash or rags in closed areas, combustible material, items hanging

from fixtures or electrical receptacles, or other hazards will not be tolerated. Regular fire inspections are made by qualified professionals.

PROGRAMS AND SERVICES

Job Assignments

All inmates, who have been medically cleared, will maintain a regular job assignment. Many job assignments are controlled through an Inmate Performance Pay (IPP) system, which provides monetary payment for work. Federal Prison Industries has a separate pay scale. Unit staff will assign work and approve all job changes. They also see that the changes are posted on the Daily Change Sheet.

Institutional maintenance jobs are usually the first assignment an inmate receives. This might include work in Food Service, as a unit orderly, or in a maintenance shop. However, most institutions have a significant number of inmate jobs in factories operated by Federal Prison Industries, also known as UNICOR. Many institutions have a waiting list for factory employment.

UNICOR employs and trains inmates through the operation of, and earnings from, factories producing high-quality products and services for the Federal

government. Some examples of products and services UNICOR produces are electronic cable assemblies, executive and systems furniture, metal pallet racks, stainless steel food service equipment, mattresses, towels, utility bags, brooms, data entry, signage, and printing. UNICOR provides an opportunity to the inmates to pay their court ordered financial obligations to society on a faster pace than any other job in the institution. Most institutions give priority for employment in UNICOR to inmates with large court ordered financial obligations. The training and experience acquired in UNICOR is beneficial for re-entry into society.

Since its establishment in 1934, UNICOR has been a self-supporting government corporation, which provides inmate employment and training by providing goods or services for federal agencies. FCI La Tuna has the Vehicular Factory.

La Tuna Vehicular Factory - UNICOR

At the FCI, the Vehicular Factory installs up fit packages to vehicles for the Department of Homeland Security, Bureau of Indian Affairs, U.S. Forest Service.

At the FPC, the Warehouse operation is responsible for the receipt of goods and raw materials that will be used in the production process. The Warehouse

is also responsible for the shipment of all finished goods.

INTRODUCTION

1. **Working Hours**

A. 7:30 am to 3:00 pm (7-hour work day), Monday through Friday, except holidays.

B. Overtime- As needed

C. Lunch-as per rotation

2. **UNICOR JOBS**

A. Vehicle Up fitting- 1, 2, 3, 4, and 5

- Background in auto electronic/wiring, auto body/paint
- Provide training for those with minimum experience

B. Quality Assurance

- Background in auto electronic/wiring, auto Body/paint
- Prior UNICOR related job experience

C. Machine/Fabrication Shop

- Welding and blueprint experience

D. Business and Factory Office

- Experience with SAP system, payroll, clerical, typing, and office functions

E. General

- Cleaners (orderlies)

3. **Application for UNICOR**

- Obtained from unit team counselor
- Application forwarded to UNICOR for consideration and placement on waiting list if accepted (waiting list:FPI24M for 24 months from their project release date (PRD), FPIPRI Prior UNICOR, FPIFRP restitution over \$1,000.00, and IND for all other category).
- List of hired inmates to UNICOR forwarded to each appropriate unit team counselor to place on call out for job change.
- Except for disciplinary transfer, inmates transferring from another institution and were working UNICOR upon transfer are given priority consideration.
- Inmates with large court fines or restitution can be given consideration over regular applicants. Unit team counselor will determine this need and discuss with UNICOR staff.

4. Pay Scale

- Grade 5 - .23 cents per hour
 - Grade 4 - .46 cents per hour
 - Grade 3 - .69 cents per hour
 - Grade 2 - .92 cents per hour
 - Grade 1 - \$1.15 per hour
 - Premium grade - \$1.35 per hour
1. No promotion above grade 4 for inmates with no High School Diploma or GED.
 2. After 30 day as grade 5, will upgrade to grade 4.
 3. Pay upgrades between 4 to premium grade are after 90 in that grade (competitive).
 - Performance is considered.
 - Ability to work at the level of the higher grade is considered.
 - Conduct record is considered
 - Education level is considered
 - Participation in Programs is considered.
 4. Longevity Pay
 - 10 cents is added to pay per hour after 19months of work in UNICOR
 - 5 cents per hour is added after 31, 43, 61, 85 months service in UNICOR.
 5. Vacation
 - 6 days of paid vacation accumulates after 12 months in
 -
 -

- UNICOR
- 12 days of paid vacation accumulates per year after the first year.

5. **SAFETY/WORK ENVIRONMENT.**

1. Safety

- Safety shoes required
- Appropriate Safety Equipment required to be worn while on the job site.
- Appropriate training for each work station and all equipment required.
- Inmate required reading and understanding MSDS Data

2. Work ENVIROMENT

- Wear and maintain appropriate work clothes.
- Stay in Assigned work areas-no visiting other areas.
- Any incident reports obtained on the job site is cause to be expelled from UNICOR

6. **Other Employment**

- UNCIOR is an Equal Opportunity Employer
- Part Time Employment-for anyone desiring or requiring an advance in his education or willing to attend the Drug Abuse Program.

7.

Miscellaneous

1. Deportable inmates

- Inmates pending a deportation hearing are allowed to work at UNICOR. Once known by UNICOR of an inmate officially (will deport status) deported via written documentation from Immigration and Custom Enforcement (ICE) or Deportation Hearing from the INS Judge the inmate will be re-assigned from UNICOR to another job. If the inmate is on a current UNICOR waiting list, he will remove from the list immediately.

Inmate Financial Responsibility Program (IFRP)

The Bureau of Prisons (BOP) encourages each sentenced inmate to meet his legitimate financial obligations. Working closely with the Administrative Office of the Courts and the Department of Justice, the BOP administers a systematic payment program for court-imposed fines, fees, and costs. These obligations may include: special assessments imposed under 18 USC 3013, court ordered restitution, fines and court costs, judgments in favor of the U.S., other debts owed the Federal government, and other court-ordered obligations (e.g., child support, alimony, other judgments). All designated inmates are required to develop a financial

plan to meet their financial obligations. As part of the initial classification process, your unit team will assist you in developing a financial plan for meeting those obligations, and at subsequent program reviews, staff shall consider your efforts to fulfill those obligations as indicative of your acceptance and demonstrated level of responsibility.

All documentation will be considered, including, but not limited to the Pre-sentence Investigation Report (PSI) and the Judgment and Commitment Order. A financial plan will be developed and documented which will include the following obligations:

1. Special assessments imposed under 18 United States Code, Section 3013.
2. Court ordered restitution
3. Fines and Court costs
4. Judgments in favor of the United States
5. Other debts owed the Federal Government
6. Other court-ordered obligations at lower government levels.

Institution staff will assist in planning, but the inmate is responsible for making all payments required, either from earnings within the institution or from outside resources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet

his or her obligations, the inmate cannot work for UNICOR nor receive performance pay above the maintenance pay level. He will also be placed in "refuse" status. As the result of being in refuse status, the inmate has a spending limit of only \$25.00 monthly, can be placed in less desirable housing, will not be considered for any favorable requests, i.e. (vacations, furloughs, early release, etc.) and will score zero in responsibility on the progress report. These are a few examples of the sanctions that can be imposed as a result of being in refuse status.

You are responsible for making a consistent effort to pay all of your financial obligations and for providing documentation to staff which indicates any payments made by outside sources. Contact the Unit Counselor to make arrangements for paying financial responsibilities from your inmate pay. These payments will be consistent with the financial plan developed by you and your unit team during initial classification. If you fail to demonstrate appropriate financial responsibility, you will not be eligible for UNICOR employment or regular performance pay. If you are already a UNICOR employee and fail to make adequate progress, you may be removed from your UNICOR position. Financial responsibility will also be

considered when you become eligible for transfer, custody reduction, camp placement, halfway house referral, or community based events. The unit team may postpone a newly committed inmate's participation in the IFRP until his first program review, if staff determine the inmate has limited financial resources. This option may apply to inmates with lengthy sentences (e.g. five years or longer) and to inmates with limited financial resources.

At each program review, when reviewing your financial plan, your unit team must:

- determine the total funds deposited into your trust fund account for the previous six months;
- subtract the IFRP payments made by the inmate during the previous six months;
- subtract \$450.00 (i.e., \$75 x 6 months, ITS exclusion)

The status of any financial plan will be included in all progress reports, and will be considered by staff when determining Security/Custody level, job assignments, eligibility for community activities, and institutional program changes. The U.S. Parole Commission will also review financial responsibility progress at parole hearings.

Any money remaining after the above computation may be considered for IFRP payments, regardless of whether the money is in the inmate's trust fund or phone credit account. All monies above that computation may be used to adjust the inmate's IFRP payment plan.

If you verbally refuse to participate in IFRP, your unit team will immediately enter you as "FRP Refuse". Subsequent to the initial classification, if at any time the unit team discovers that you are not making the agreed upon payment(s), it is their discretion to place you "FRP Refuse" status.

Food Service

The BOP offers a standardized National Menu. This menu is offered at all institutions and includes approved menu items based on standard recipes and product specifications. The National Menu offers regular, heart healthy and no-flesh dietary options. At the Warden's discretion items may be added to the National Menu by adding to a salad bar, hot bar, beverage bar (if these are part of the Food Service program) or by adding condiments such as sugar.

Medical diets will be provided by mainline self-selection from the items available on the National Menu for that meal unless menu items fail to meet the medical requirement. Menu

item replacements may not always be provided as inmates may have to avoid certain foods in the self-selection process; however, if a dietitian determines a Special Diet is required to ensure adequate nutrition, it will be provided by pre-plating or controlled plating.

The religious diet program, called the Alternative Diet Program, consists of two distinct components: one component provides for religious dietary need through self-selection from the main line, which includes a no-flesh option. The other component accommodates dietary needs through nationally recognized, religiously certified processed foods and is available through the approval of Religious Services.

The Food Service Department and inmate dining area are located at the north end of the North Patio at the FCI. At the FSL and FPC this department is located in the Administration Building

If you are interested in working for the Food Service Department, training in cooking and baking is available. The pay grades range from .12 to .40 cents per hour (grade 1 - 4). The hours of work range from 4:30 a.m. to 7:00 p.m. The dining area is open for breakfast at 6:30 a.m. each week day. All inmates assigned to the food service department are required to

complete no less than 60 days before becoming eligible to work in another department.

Grades are awarded to inmates based on the recommendation of his cook supervisor. Grades are awarded per month if work performance is well above average. Grades are not awarded because one has a GED or Diploma.

NO FOOD ITEMS ARE ALLOWED TO LEAVE THE FOOD SERVICE DEPARTMENT AT ANYTIME.

**Food Service Hours of Operation
(FCI, FPC, FSL)**

The dining area is open for breakfast at 6:00 a.m. on Sunday - Saturday. The noon meal begins at approximately 11:00 a.m. Work details are staggered to avoid overcrowding in the dining room. The evening meal begins at approximately 4:30 p.m., after the 4:00 p.m. official count has cleared. Living units are released in rotation for meals according to the weekly sanitation results. The unit receiving the best sanitation results will be released first.

All food served in the dining area is to be eaten in the dining hall. No food items are authorized to be brought into or out of the food service department with the exception of condiments (i.e. ketchup, mustard, pepper, salt, jalapenos, salsa, etc.), which may be brought into the dining room, but must be in the original container. Any condiment

found in any container other than its original one, will be confiscated, and you may face disciplinary action. No commissary or personal items such as Radios, personal drinking cups, books, magazines, etc.; are allowed into the dining area. Any food items removed from the cafeteria will be confiscated and you will be subject to disciplinary action. All shirts will be tucked in and buttoned upon entering the Dining Room, regardless of shirt style. Shorts and sweat shirts may be worn in the dining hall after 4:00 p.m. on weekdays and all day on weekends and federal holidays. The issued uniform is required in the dining hall at all other times. During the hot summer months after 4:00 p.m. or during the weekends or holidays the issued white T-Shirt or uniform shirt may be worn with the issued uniform pants. Shoes must be worn at all times and shower shoes are not authorized. Winter jackets must be unzipped when entering the food service building.

Health Services Department

The health care mission of the Federal Bureau of Prisons is to provide necessary medical, dental, and mental health services to inmates by professional staff, consistent with acceptable community standards. Locally, emergency medical care is available 24 hours a day. FCI La Tuna clinical staff are available from 5:30 a.m. until 10:00 p.m., seven days a

week. Community emergency personnel meet emergency needs when BOP clinical staff are not on-site. Urgent Care services (injuries, chest pain, asthma attacks) will be available at all times, either through on call providers or community emergency services.

The institutional Health Services Department provides on-site Dental care, pharmacy services, x-ray, Lab, and ambulatory clinic services. Clinical on-site staff to provide medical care include a physician, Advanced Practice Providers, Registered Nurses, and Paramedics. New or recurring medical or dental symptoms are addressed through a sick call system. Chronic care management is provided for chronic medical conditions and infectious diseases to ensure scheduled routine medical care. Routine dental care is addressed by an on-site Dentist and Dental Hygienist. Necessary medical, dental, and mental health care is provided by our professional staff consistent with community standards.

EMERGENCY MEDICAL PROBLEMS

If you are experiencing any medical problems of an emergency nature,

contact any institution staff member. The staff member can obtain medical assistance for you within minutes. This is very important for you to remember: regardless of the time of day or night, do not attempt to get to Health Services if you are having what you consider to be a medical emergency. Immediate contact should be with your detail supervisor or dorm officer.

Management of inmates with mental illnesses or disorders:

Inmates may arrive to their designated facility with a screening code used to identify inmates with disabilities. Upon arrival, all inmates are assessed via routine intake procedures in Health Services and Psychology. Inmates will receive in-person screening by Education staff in accordance with Education intake procedures. Additional assessment may be required per guidance in each department.

Patient Privacy:

Staff will provide inmates the opportunity to discuss their medical complaints without other inmates being present.

Poison Control:

If an inmate ingests an unknown medication or chemical, whether accidental or intentional, clinical

staff will complete an encounter, referring to any SDS sheet available. If necessary, Health Service staff will contact Poison Control and the on-call provider.

Patient Triage/Sick call Procedures
(Medical & Dental)

The first step to seek medical or dental care is reporting to sick call. Sick call is conducted Mondays, Tuesdays, Thursdays, and Fridays in the morning, following the schedule posted to TruLincs. Clinical and dental staff will triage the inmate's complaint, and schedule future appointment based on the urgency of the medical concern. The inmate will then be placed on call-out for the scheduled appointment in Health Services. Inmates will report to their assigned work details after making the sick call appointment. Inmates who become ill or require urgent medical care after the regular sick call sign-up period, will notify their work supervisor or Unit Officer to call the Health Services Unit to arrange an evaluation. Inmates requesting health services will be charged a co-payment fee unless staff determine they are indigent and not subject to a co-payment fee.

Inmates wishing to be seen for sick call must report to Health Services prior to 6:30 am on the scheduled days. Inmates will not be seen if late to sick call, except for emergent situations as

determined by clinical staff.

Pill Line Procedures:

Controlled medications are administered at regularly scheduled times of the day and evening in a specific location in the Health Services Unit known as the "pill line." Clinical staff deliver controlled medications to inmates in detention or segregation units during established pill line times. Inmates must report to pill line for prescribed medications, or they will be documented as non-compliant. Inmates have the option to refuse pill line medications, however, must show up to pill line and verbally refuse until they sign a treatment refusal, and the pharmacy processes the discontinuation. Pill line times may vary due to institutional needs and holiday/weekend schedules. However, the following is the typical pill line schedule:

WEEKDAYS:

6:00 a.m. to 6:30 a.m. (FCI)
6:30 a.m. to 7:00 a.m. (Camp,
SHU pill line will be
conducted after Camp)
10:30 a.m. to 11:00 a.m. (Camp)
11:00 a.m. to 11:30 a.m. (FCI)
11:30 a.m. to 12:30 p.m. (FCI)
dispensing of self-carry
medications (Monday,
Wednesday, & Friday)
4:30 p.m. to 5:30 p.m. (FCI)

Insulin
7:00 p.m. to 7:30 p.m. (Camp,
SHU pill line will be
conducted after Camp)
8:00 p.m. to 8:30 p.m. (FCI)

Medication

Medication will be dispensed only from the pharmacy, and only by presentation of a valid inmate identification card.

Inmates receiving insulin injections will not be allowed to draw up their prescribed dosage; however, they will be permitted to administer their own injections.

The injections will be conducted inside the medical treatment area and under the direct observation of the health care provider.

Pharmacy Self-Carry Distribution:

Some medication is authorized to be self-carry. Inmates who are prescribed self-carry medication may follow the schedule below for self-carry pick up.

Refills are to be ordered through Trulincs. It is the inmate's responsibility to take medication as prescribed.

FCI- Monday, Wednesday & Friday during the lunch move for all inmates (**exception** Food Service and UNICOR workers pick up meds at 2:30pm)

Monday, Wednesday, & Friday).
Camp- Pick up during pm pill line
times.

Over the Counter (OTC) Medications:

Only those medications approved by the Federal Bureau of Prisons (FBOP) will be dispensed at this facility. No personal medications may be sent into this facility, nor can they be brought from home even upon the advice of the inmate's private physician.

Many common medications are now available in the Commissary. These are classified as OTC medications. Medications available in the Commissary will not require approval from any Health Service staff and can be purchased anytime the Commissary is open, following the Commissary schedule. Indigent inmates will be required to submit their OTC medication request by obtaining the OTC indigent form from the pharmacy on Wednesdays at the 6:00 am pill line. Indigent medications that are reviewed/approved by the pharmacist will be dispensed/available for pick up the following Friday during scheduled prescription pick up times.

SPO items may be approved by Health Services providers (Mid-Level Providers and/or Physicians only). Inmates can initiate a sick call request to discuss the SPO item with

their assigned provider. If approved, the provider will send the approved SPO to Trust Fund staff via email of the approved item, being as specific as possible.

Approved list of Commissary provided OTC medications to follow.

Commissary Provided
OTC Medications

The following is a list of approved commissary OTC items, as found in TruLincs.

APPROVED
OVER THE
COUNTER
MEDICATIONS
(OTC)/MEDICA
L
PRODUCTS/VIT
AMINS/MINERA
L
SUPPLEMENTS

as of August 26, 2024

**Medication
Examples**

Acetaminophen	325 mg tablets (5	Tylenol, Tempra
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	grains)	
Acne Treatment Products		Stridex, The Perox regul scrub clean regular stren cleansing cr so
Aluminum Hydroxide/Magnesium Hydroxide/Simethicone liquid		Maalox a
Aluminum Hydroxide/Magnesium Trisilicate Tablets	100 tablets	Gavisco
Analgesic balm		Bengay, A-ba
Anesthetic gel; Dental		Benzodent, Or
Antacid tablets		Rolaids, T
Antibiotic ointment		Double
Arch Supports		Dr Scholl
Artificial Tears; eye drops		Tears Natur
Aspirin	325 mg tablets (5 grains)	Bayer o
Benzoyl Peroxide Soap		Pan-Oxyl
Benzoyl Peroxide (Cream)	10% cream; lotion not approved (flammable)	Clearasil Max Neutrogen
Bismuth Subsalicyclate		Pepto Bismol, Ge
Bug Repellent (non aeroso)	Not to exceed 50% DEET (N, N-Diethyl-M-Toluamide or N, M-Diethyl-3-Methylbenamide)	OFF!, Repe Ge
Calamine lotion		

Calcium Citrate with Vitamin D		Citrao
Calcium Polycarbophil	625 mg	Fibero
Carbamide Peroxide ear drops	15 cc plastic bottle	Debrox or
Chlorpheniramine Maleate (antihistamine)	4 mg tablets	Chlor-Trimeton
Clotrimazole	1%	Lotrimin or
Coal Tar Shampoo		
Corn pads		Dr Scholls o
Cough Drops		Robitussin, Vick
Cromolyn Sodium nasal spray	13 or 26 ml	NasalC
Dibucaine ointment		
Docusate	100 mg	
Eye Drops; medicated	[Naphazoline .025%/Pheniramine .3%], [Naphazoline .02675%/Pheniramine .315%], [Ketotifen .025%]	Visine A, Opcon or Ala
Famotidine	10 mg tablets	Pepcid AC or
Folic Acid	.8 mg (800 micrograms)	
Guaifenesin syrup (expectorant)	100% Alcohol free and Sugar free Must not contain Phenylpropanolamine (PPA), Dextromethorphan, or Pseudoephedrine	Gener
Hemorrhoidal cream		Preperation H, Gener
Hydrocortisone	0.5-1%	Hytone, Dermacor

		or C
Ibuprofen	200 mg tablets	Advil, Nupr
Insoles		Dr Scholl
Lac-Hydrin lotion	5%`	
Lactase Enzyme Tablets		Lactaid
Lopermide	2 mg tablets	Immo
Loratadine	10 mg tablets	Clariti
Medicated soaps		Fostex, Pan with Benz
Methyl cellulose		Cit
Miconazole cream	2%	
Miconazole vaginal cream	2%	Monistat 7
Midol Maximun Strength	500 mg	
Milk of Magnesia (antacid/laxative)		Phi
Naproxen Sodium	220 mg	Aleve o
Omeprazole	20 mg tablets	Prilo
Ranitidine	75 mg or 150 mg tablets	Zantac 75, Ge
Salicyclic Acid Plaster (corn removal)		Dr Scholls co or C
Saline nasal spray		Ocean, Salin
Selenium Sulfide shampoo	1%	Selsun Blu
Simethicone	80 mg tablets	Mylicon
Smoking Cessation patches	See note below	
Terbinafine	1%	Lamisil ant
Throat Lozenges		Sucrets, Ch Ge
Tolnaftate athletic foot cream	1% cream, 15 gram tube	Tinactin
Tolnaftate antifungal	1% powder	Tinactin
Triamcinolone Nasal OTC		Nas
Tucks medicated pads		

Vicks Vapor Rub		
Vitamin A&D ointment		
Vitamin E capsules (gelcap)	Not to exceed 400 I.U. per capsule	

Vitamin tablet, multi one a day type	Containing no more than 150% Recommended Daily Allowance (RDA) of each vitamin. May also contain the following minerals at not more than RDA: Calcium, Phosphorus, Iodine, Magnesium, Copper, Zinc, and Manganese.
Vitamin C tablets	Not to exceed 500 mg per tablet
Vitamin D	400 I.U. (10 micrograms)
Vitamin D with Calcium	Vitamin D 400 I.U., Calcium 650 mg
Vitamin B complex	Containing no more than 150% of RDA

Note:**Medications for the Smoking Cessation**

Programs- in accord with current Bureau policy on Smoking Cessation, Nicotine Replacement Therapy (NRT) patches may be sold in the Commissary to inmates who present, at that time of purchase, an authorization signed by Health Services or Psychology Services which includes: THE DATE, INMATE'S NAME, REGISTER NUMBER, AND

THE SPECIFIC DOSAGE OF NRT PATCHES
AUTHORIZED FOR PURCHASE.

This authorization is to allow the inmate to purchase on two-week supply of NRT patches at a time while they are in the program. The Commissary, as recommended by the Health Services Division, is to stock NRT patches (i.e., NicoDerm brand) in several dosages (7mg, 14 mg, and 21 mg), each sufficient for a two week's supply of NRT. No other products such as gum or lozenges are authorized at this time. Trust Fund staff must forward the completed authorization form, after the third purchase, to the Health Services Department. **Medical Duty Status/Medical Records**

A Medical Duty Status form will be provided to the inmate when changes are made to his medical status (lower bunk, soft shoe pass, lay-in, etc.) It is the inmate's responsibility to carry this form at all times, and/or place it in a conspicuous area in his/her assigned cell. Medical Duty Status and approved Medical Equipment must be documented on a Medical Duty Status form, or medical equipment is subject to confiscation. Medical records requests will be made via electronic cop-out via TruLincs. Inmates should include a date range for all medical records requests. If the records request is in preparation for halfway house/street release, it is recommended

to submit the request at least 4 weeks prior to the release date. This will ensure Health Service staff have adequate time to complete the request, including any fees that are associated with the records. Fees will be determined prior to printing, and the inmate will be required to sign a BP-199 form, authorizing the specified amount to be deducted from their Trust Fund account.

Medical Care for inmates in Special Housing Units or Quarantine Units

Inmates in detention, segregation, or quarantined areas and are unable to attend the scheduled sick call sign up, will access sick call by submitting a written request for evaluation. The request for a sick call appointment must be submitted to the Health Services clinical staff during the morning pill line rounds in the secured unit.

Intake Screening & Physical

Examinations Initial screenings and physical examinations include but are not limited to the following components: 1) Medical and Mental Health, 2) Dental and 3) Ordering of appropriate laboratory and diagnostic tests if clinically indicated. Intra-system transfers do not need a second complete initial physical examination if one has been completed for this period of confinement. Inmates who present with any new medical problems will be assessed appropriately. The Medical Director will ensure the

availability of age specific preventive health examinations (e.g., cancer screening) through individual inmate assessments.

Individual Treatment Plans (PCPT Teams)

The Health Services Department will follow the Primary Care Provider Team model to improve health services delivery, enhance continuity of care, and promote preventative health care measures. Each inmate is assigned a medical team of providers and support staff who are responsible for managing the inmates' health care needs. This team is based on the inmate's terminal number (12345-678).

Virtually all patient care provided to inmates will be by appointment, scheduled several days to weeks in advance through requests from the inmate via sick call, or follow-up appointments determined by the providers.

Copays

NOTICE TO INMATES - INMATE CO-PAYMENT PROGRAM

Pursuant to the Federal Prisoner Health Care Copayment Act (FHCCA) of 2000 (Public Law 106-294, 18 U.S.C. § 4048), the Federal Bureau of Prisons and FCI La Tuna provide notice of the Inmate Copayment Program for health care, effective October 3, 2005.

APPLICATION OF INMATE CO PAYMENT

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

Health Care Visits with a Fee:

1. An inmate must pay a fee of \$2.00 for health care services charged to his inmate commissary account, per health care visit, if the inmate receives health care services in connection with a health care visit that the inmate requested, except for services described in section C. below. These requested appointments include sick call and after-hours request to see a health care provider. If an inmate asks a non-medical staff member to contact medical staff to request a medical evaluation on his behalf for a health service not listed in section C. below, the inmate will be charged a \$2.00 copay fee for that visit.

2. An inmate must pay a fee of \$2.00 for health care services, charged to his inmate commissary account, per health care visit, if the inmate is found responsible through the disciplinary hearing process to have injured and inmate who as a result of the injury, requires a health care visit.

Health Care Visits with No Fee:

An inmate will not be charged a fee for:

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

If a health care provider orders or approves any or the following, a fee will not be charged for: Blood pressure monitoring; Glucose monitoring; Insulin injections; Chronic Care Clinics; TB testing; Vaccinations; Wound Care; or Patient Education. The inmate's health care provider will determine if the type of appointment scheduled is subject to a copay fee.

Indigence:

An indigent inmate is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days. If an inmate is considered indigent, he will not have to copay fee deducted from his inmate commissary account. If an inmate is NOT indigent but does not have sufficient funds to make the copay fee on the date of the appointment, a debt will be established by

TRUFACS, and the amount will be deducted as funds are deposited into the inmate's commissary account.

Complaints:

An inmate may seek review of issues related to health service fees through the Bureau's Administrative Remedy Program (See 28 CFR Part 542).

Chronic Care

In accordance with BOP policy, if you were incarcerated with a pre-existing medical condition, i.e., hernia, hearing deficiency, *etc.*, and it will not be detrimental to your health and well-being during your confinement, the BOP will NOT take action to correct that problem. If it becomes a further detriment to your health during your confinement, then corrective action will be taken. This determination will be made by the Health Services Administrator after diagnosis from the Clinical Director (Physician).

Inmates enrolled in a Chronic Care Clinic will be seen at least once every 12 months by the Physician, and if needed at six-month intervals by their assigned Advanced Practice Provider, as determined by individual clinical needs.

Inmates enrolled in a Chronic Care Clinic are predetermined to be "in need" for medical and recreation/leisure/fitness programs for First Step Act Assessment purposes. Health Services Staff will notify Unit Management of the specific

programs that address these needs.

Accident Injury Reporting

Inmates injured while performing an assigned duty, must immediately report this injury to their work supervisor. The work supervisor reports the injury to the institution Safety Manager who completes mandatory occupational injury documentation. The inmate must be evaluated by clinical staff and an injury report completed for inclusion in the inmate's health record under the Occupational Medicine section of BEMR.

Inmates who suffer a work-related injury may be eligible for compensation if the injury prevents the inmate from performing his or her usual work duties. However, the inmate may be disqualified from eligibility for lost-time wages or compensation if he or she fails to report a work injury promptly to the supervisor.

Outside Medical Consults & Elective Procedures

If the inmate required medical care that cannot be provided by Health Services clinical staff, the assigned Advanced Practice Provider or Physician may request an outside consultation. All consultation requests will be approved by the Clinical Director, or designee. Elective procedures will be reviewed during monthly Utilization Review Committee (URC) meetings. If they are approved by the URC, the request for an

elective procedure will be sent for final approval by the region.

Bureau physicians are not obligated to follow outside consultant recommendations.

Exercise and Physical Therapy

Health Services staff can refer at-risk inmates to the Recreation Department for specialized exercise and/or leisure opportunities.

Inmates requiring specialized physical therapy needs will be initially assessed by their assigned Advance Practice Provider, who will then create a home workout plan. If necessary, the inmate may require an outside consult to develop the home therapy plan.

Medical & Dental Adaptive Devices

Eyeglasses: To be placed on the list to receive an eye exam, send in an Inmate Request to Staff Member form stating your request. After your exam, Health Services will order your glasses for you. The glasses usually require four to six weeks for delivery. Contact lenses will only be approved by the Optometrist for certain medical conditions.

Properly fitting shoes: The fitting of regular issue shoes is the responsibility of inmate services and the clothing issue department. If the foot problem originates due to improperly fitting shoes, the inmates are to be referred

there. The boots that are currently being issued by laundry (inmate services) were evaluated by the Clinical Director and found to be medically acceptable for diabetics and other minor foot deformities. If an inmate has not been issued these new boots, the inmate will be referred to Clothing Issue to receive boots.

Correction and treatment of minor foot imbalances: Every inmate who comes to health services complaining of foot problems will be evaluated. Minor deformities and variations of the foot may be corrected by referring inmates to Commissary to purchase arch supports (if clinically indicated) or mole skin. When it is determined that the inmate has a deformity or ulceration (diabetic) in which institution boots cannot be worn, the inmate will be referred to the Clinical Director or his designee for final evaluation. If it is determined that an orthotic shoe or insert is required, that will be referred for scheduling with podiatry.

Special Care Items: Will only be approved when clinically indicated and approved by the Clinical Director or designee.

CPAPs- Inmates with obstructive sleep apnea will require a sleep study dated within the last 5 years to determine clinical need of a CPAP machine. The inmate's assigned Advanced Practice Provider will request those records (self-surrenders/new commits) and review

them prior to issuing a CPAP to the inmate.

No Show Appointments

Medical call-outs are mandatory. Failure to show up for a call-out will result in an incident report.

Job Assignments

Unit Team Staff are the only ones who make specific job assignments. The Health Services Department issues information regarding any physical duty restrictions to the Unit Team Staff. Unit Team Staff are then responsible for placement in a work assignment which takes these restrictions into consideration. If you cannot perform a specific work assignment due to your medical condition, you should contact Unit Team Staff and not members from the Health Services Department.

Patient Rights and Responsibilities:

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

Your Healthcare Rights	ur Responsibilities
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<p>You have the right to access health care services provided on the local procedures at your institution. Health services include medical, dental and all support services. If inmate pay system exists at your institution, Health Services cannot be denied due to lack (verified) of personal funds to pay for your care.</p>	<p>You have the responsibility to comply with the health care policies at your institution, and follow recommended treatment plans established for you, by health care providers. You have the responsibility to pay an identified fee for any health care counter initiated yourself, including emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.</p>
<p>You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.</p>	<p>You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.</p>

<p>You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services administrator, members of your Unit team, the Associate warden, and the warden.</p>	<p>You have the responsibility to address your concerns in the accepted format, such as the <i>Inmate Request to Staff Member</i> form, in line, or the accepted <i>Inmate Grievance Procedures</i>.</p>
<p>You have the right to provide the Bureau of Prisons with Advance Directives or a Living Will that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.</p>	<p>You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.</p>
<p>You have the right to be provided with information regarding your diagnosis, treatment, and prognosis. This includes the right</p>	<p>You have the responsibility to keep this information confidential.</p>

<p>be informed of health care outcomes that differ significantly from the anticipated outcome.</p>	
<p>You have the right to obtain copies of certain releasable portions of your health record.</p>	<p>You have the responsibility to be familiar with the current policy and procedure by such to obtain these records.</p>
<p>You have the right to be examined in privacy.</p>	<p>You have the responsibility to comply with security procedures should security be required during your examination.</p>
<p>You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.</p>	<p>You have the responsibility to maintain your health and not to endanger yourself, or others, participating in activity that could result in the spreading or catching infectious disease.</p>

<p>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, provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.</p>	<p>You have the responsibility to communicate with your health care provider, especially regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure they follow up.</p>
<p>. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.</p>	<p>. You have the responsibility to be honest with your health care provider(s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.</p>

<p>. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.</p>	<p>. You have the responsibility to eat healthy and not abuse waste food or drink.</p>
<p>. You have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).</p>	<p>. You have the responsibility to notify medical staff at you wish to have examination.</p>
<p>. You have the right to dental care defined in Bureau of Prisons' Policy include preventative services, emergency care and routine care.</p>	<p>. You have the responsibility to maintain your oral hygiene and health.</p>

Education Department

FCI La Tuna Educations Department includes the Satellite Camp Prison (SCP), and Federal Satellite Low (FSL).

Mission

Our mission is to afford inmates self-improvement opportunities through programs such as General Education Development (GED), English-as-a-Second Language (ESL), Vocational / Occupational Training Programs (VT's), Post-Secondary Education Programs, Adult Continuing Education (ACE) Programs, First Step Act (FSA) Programs, Leisure and Law Library Services, and Release Preparation (RPP) Programs. By striving for excellence, our educational staff ensures all inmates are treated with dignity, in addition with providing programs that inspires and empowers them to become productive and successful law-abiding citizens upon release.

Hours of Operation**FCI Education Department**

Monday - Friday 7:30am - 3:00pm

Monday, Tuesday, Wednesday & Thursday
5:30pm-8:30pm

Sunday 6:30am - 2:30pm

SCP Education Department

Monday - Friday 7:30am - 3:00pm

Rules and Regulations

No food, beverages, or personal radios are permitted inside the education

department. Upon entering the FCI Education building inmates must have their Bureau of Prisons, identification on them. Shirts will be buttoned and tucked in, and no sunglasses or non-religious headgear is to be worn inside the education department. Personal or legal materials should not be left unattended in the library. Inmates should periodically refer to the bulletin boards located in the education department for updates and a complete listing of the inmate Law Library rules. Any deviation from the rules, misuse of equipment and materials, and/or failure to return checked out items may result in immediate dismissal, loss of library privileges, incident reports, and sanctions.

Library Services

A Leisure and Law Library is available for the inmate population. The Leisure Library contains a variety of reading materials designed to meet educational, cultural, and social needs of the inmate population. The library is available to all off-duty inmates whenever the education department is open. The development and care of the library's collection is a responsibility shared by the education staff and the inmate population. If inmates have suggestions for book purchases, newspapers or magazine subscriptions, inmates must submit an "Inmate Request to Staff" via

cop-out to the Library Coordinator.

The Law Library is to be used by those engaged in legal activities. It is a place for serious study and concentration. Inmates in the Special Housing Unit (SHU) must submit a "Inmate Request to Staff" form, or to the SHU Officer to utilize the SHU Law Library, and to the education department for access to any law materials not available in the SHU Law Library.

An Electronic Law Library (ELL) is also available in SHU.

The ELL system allows inmates to view and print law materials. To access the ELL system, inmates must have to have a register or PAC number, which is assigned by their Unit Team. Inmates are encouraged to contact the Trust Fund department or their Unit Team, whenever having problems with signing on or operating the ELL system. An online ELL operating tutoring guide is available for the ELL System.

Inter-Library Loan (ILL) program, inmates can request to participate in the ILL program by contacting the Library Coordinator, by submitting a "Inmate Request to Staff" form. The ILL program is conducted through the El Paso Public Library system. Through this program, inmates can request non-fiction or fiction books.

Copy Machine and Typewriter

A copy machine is available for legal use at the inmate's expense. Typewriters are available for legal needs only.

Initial Education Interview

An initial education interview will be conducted with all inmates within twenty-eight (28) days of arrival to the institution. This initial education interview is used to review an inmate's current educational status, and to make recommendations for program involvement. Inmates are encouraged to use the consultation session to ask questions and to develop plans for their educational goals.

Mandatory Programs

The Literacy Program is designed to help inmates develop foundational knowledge and skills in reading, math, science, and social studies to prepare inmates in obtaining their General Education Development (GED) certificate.

The completion of a literacy program is often the first step towards adequate preparation for a successful post-release reintegration into society. Additional, educational program such as vocational and occupational training programs or college courses are increasingly needed in today's technical world. Our literacy standard reflects those in communities where we will release Federal inmates. Through our literacy program, we help inmates develop the skills needed to complete for available jobs and cope with

post-release community, family, and other responsibilities.

The Literacy Program Statement (PS), 5350.28, GED Standard, requires inmates who do not have a verified GED credential or a high school diploma to complete one period of two hundred forty (240) instructional hours of literacy program participation during their confinement. Except as provided for in §544.71, an inmate confined in a federal institution, who does not have a verified GED credential or high school diploma is required to attend an adult literacy program for a minimum of two hundred forty (240) instructional hours or until a GED is achieved, whichever occurs first.

Inmates may ask to be released from this program after two hundred forty (240) instructional hours; however, all promotions in the Federal Prison Industries UNICOR, and institutional job assignments beyond entry level graded are dependent upon successful completion of the GED program. Failure to enroll for the minimum two hundred forty (240) hours literacy program may result in an Incident Report and/or loss of Good Conduct Time (GCT) credits, as outlined below.

Literacy Requirements for the Violent Crime Control Law Enforcement Act (VCCLEA) mandates that an inmate with a date of offense on or after September 13,

1994, but before April 26, 1996, lacking a high school diploma, participate in and make satisfactory progress toward obtain a GED credential to earn vested GCT.

The **Prison Litigation Reform Act (PLRA)** of 1995, P.L. 104-134, requires Bureau of Prisons to considers whether inmates earned or are making satisfactory progress toward earning GED credential before awarding GCT.

For, 18 USCA 3624, an inmate subject to the **VCCLEA/PLRA** shall be deemed to be making satisfactory progress towards earning a GED credential unless any of the following events occur:

1. The inmate refuses to enroll in the literacy program.
2. The inmate has been found to have committed a prohibited act that occurred a literacy program during the last two hundred forty (240) hours of the inmate's most recent enrollment in the literacy program; or
3. The inmate has withdrawn from the literacy program.

Failure to attend or make satisfactory progress in the GED program may result in the loss of GCT and sanctions. Inmates may not decline the GED program when participation is mandated by statue.

Deportable Aliens

Deportable aliens sentenced under VCCLEA/PLRA, who do not have a verified VCCLEA/PLRA, who do not have a verified

GED credentials or high school diploma and are sentenced under the VCCLEA/PLRA, must follow the satisfactory progress provision of these laws, PS 5350.28.

**English-as-a-Second Language (ESL)
Program & Participation Requirement**

ESL is a program designed to assist inmates whose primary functional language is one other than English. As provided under the exemptions outlined in Program Statement 5350.24, limited English proficient inmates are required to attend the ESL program until they function at the equivalent of the eighth- grade in competency skills as measured by their Comprehensive Adult Student Assessment Systems (CASAS) Reading score of 225 and CASAS Listening score of 215 on Level B and C.

All incoming United States citizens inmates, with certain exceptions, who have been determined to have limited proficiency in the English language, will be required to take the CASAS placement test measuring English comprehension. Inmates who are required to take the CASAS test and who score less than 225 will be required to attend the ESL classes until they achieve a score of 225 upon retesting Program Statement 5350.24.

**District of Columbia Education Good
Conduct Time (DCEGT)**

Educational good time sentence credit is authorized by District of Columbia (D.C.) Code §24-429 and reduces the amount of

time to serve under a term of imprisonment. In these rules, we refer to D.C. educational good time as "DCEGT".

Who is eligible for DCEGT? You are eligible for DCEGT if:

- A.** You are incarcerated in the Bureau of Prisons institution or a Bureau of Prisons contract facility; PS 5884.02 does not cover D.C. code offenders in custody at a DCDC contract facility, because they are not in Bureau custody.
- B.** You are serving a term of imprisonment of a D.C. criminal code violation committed before August 5, 2000: D.C. code offenders who committed their offenses on or after August 5, 2000, are not eligible for DCEGT (see D.C. Code §24-203.1 (d)).
- C.** Your Unit Team approved or designed a plan for you to complete a program designated by the Bureau as eligible for DCEGT.
- D.** The Supervisor of Education finds that you successfully completed a Bureau designated education program on or after August 5, 1997; and
- E.** You did not violate prison discipline rules while enrolled in the program (see §523.33). 28 CFR 523.33 refers to section 9 of this PS.

Literacy Program - Exception for Special Learning Needs (DCEGT)

D.C. code offenders who participated in the literacy program and whom the Bureau later exempted because of a special

learning need (GED ZP), are eligible for DCEGT for the time enrolled in the program, if otherwise eligible for DCEGT under PS 5884.02.

Amount of Available DCEGT (\$523.32) How much DCEGT can be earned?

- A.** D.C. inmates can earn five (5) days DCEGT for each month you were enrolled in a designated program, up to the maximum amount designated by the Bureau of the type of program successfully completed.
- B.** D.C. inmates are limited to five (5) days per month DCEGT, even if enrolled in more than one designated program.
- C.** Enrollment in a designated program for any portion of a calendar month earns one full month's worth of DCEGT.
- D.** You are not eligible for DCEGT which, if awarded, would make you past due for release.

Educational Programs:

ACT'S Work Keys Basic and Advance

Programs are assessments that measure foundational skills required for success in the workplace and help measure the workplace skills that can affect job performance.

Adult Continuing Education (ACE) classes are offered quarterly throughout the year. Participation in an ACE class is voluntary and will be available on a first come, first serve basis. Upon satisfactory completion of an ACE class,

inmates will receive a certificate of completion. PS 5300.21

Automotive Technical Training Program is instructed by an El Paso Community College instructor, as well as the certificates. Automotive Technical Training Program provides complete knowledge of the basics of the modern automobile. The ASE program can train the student to entry-level performance of the latest industry approved equipment.

Apprenticeship Programs offers the opportunity to participate in training which prepares them for employment in various trades. Apprenticeship programs are registered with the Bureau of Apprenticeship and Training, U.S. Department of Labor. These programs are structured to offer on-the-job training and learning in industries. Upon completion of a registered trade, inmates can earn a certificate of competition from the Department of Labor.

Career Resource Center located in the education building to provide inmates with research materials that include job search and interview techniques, resume writing and general information about career opportunities.

HVAC a Vocational Training/Occupational Program are available to those inmates who have a high school diploma or GED, or

who are enrolled in a GED program. Priority is given to inmates who have an early projected release date.

Microsoft Office Technology Technical Training Program is instructed by an El Paso Community College instructor, as well as the certificates. The computer program is designed to introduce the student to the basic functions and applications of computers as used in a business environment. The program teaches word processing applications such as Word Processing, Excel, and Power Point.

Post-Secondary Education Programs require inmates to submit application forms and mail completed correspondence paperwork. All courses must be approved by the Post-Secondary Education Coordinator, an education staff member, prior to enrollment. The Post-Secondary Education Coordinator will help ensure the inmate does not receive unauthorized materials and assist with arranging proctored exams for the inmate. Costs and other correspondence requirements for these programs will be endured by the inmate. PS 5300.01

First Step Act Achievement Awards

A financial award will be submitted to an inmate for the completion of each Evidence-Based Recidivism Reduction (EBRR) such as: GED, ESL, Apprenticeship, Post-Secondary and HVAC programs. PS 5300.21/5350.28

Recreation at the FCI

The recreation yard, located behind UNICOR, consists of three handball courts, a racquetball court, a basketball court, multi-purpose court, soccer/softball field, a volleyball court and a quarter-mile run/walk track. Indoor facilities are provided for a number of hobby-craft activities and wellness programs.

Hours of Operations:

Monday - Friday	6:30 a.m.	Rec.
Yard Open For Daily Operations	7:30 a.m.	
Inmate Work Call	10:30 a.m.	
Recall/Rec. Yard Closed	12:30 p.m.	
Inmate Work Call/Rec. Yard Open For Daily Operations	3:30 p.m.	
Recall/Rec Yard Closed	4:30 p.m.	
Rec. Yard Open For Daily Operations	8:30 p.m.	
Recall/Rec. Yard Closed	6:30 a.m.	
Weekends/Holidays	6:30 a.m.	
Rec. Yard Open For Daily Operations	9:30 a.m.	
Recall/Rec. Yard Closed	10:30 a.m.	
Rec. Yard Open For Daily Operations	3:30 p.m.	
Recall/Rec. Yard Closed	4:30 p.m.	

Rec. Yard Open For Daily Operations
8:30 p.m.

Recall/ Rec. Yard Closed

Note: For a complete schedule of institution/recreation movements, refer to posted schedule on bulletin boards.

Year-round leisure activities include intramural sports, hobby craft, wellness (physical fitness/health education), movie music, holiday and special events (health fair/community resources) as well as educational sports courses.

Intramural sports leagues: soccer, softball, basketball, volleyball, racquetball, handball, chess and occasionally flag football.

Hobby craft activities and classes: leather-work, ceramics, drawing and painting as well as other forms consistent with institution guidelines. Mail-out day is Wednesday from 1:30 p.m. - 3:30 p.m. and 4:30 p.m. - 7:30 p.m.

Wellness: cardiovascular endurance (run/walk), aerobic exercise (step, spin, jump rope, yoga), body fat/flexibility and dynamic strength (one minute sit-up/push-up) test, as well as health and nutrition educational courses. Health awareness resource library is available inside the wellness office. Steel toe shoes are required in the weight pile.

Movie: rental movies are shown on weekends

and holidays on channel 20. No movies rated R, X or NC-17 may be shown to inmates. Movies shown are selected by the movie committee.

Music: acoustic guitar courses. Guitars and accordions are available for general use.

Holidays: tournaments and other activities such as bingo are held during the holidays.

Special Events and educational courses: ongoing are volunteers and community resources programs, health fairs and introduction to sports courses.

Inmates are not allowed to walk, sit or stand on the perimeter fence sidewalk painted in yellow.

Recreation a the FSL

Indoor Recreation facilities are located in modular buildings adjacent to Franklin Unit.

Hours of Operations:

Monday - Friday	6:00 a.m.	Rec.
Open For Daily Operations	7:30 a.m.	
Inmate Work Call	10:30 a.m.	
Recall/Rec. Yard Closed	11:00 a.m.	Rec. Open For Daily Operations
	12:00 p.m.	Inmate Work Call
	3:30 p.m.	
Recall/Rec Yard Closed	4:30 p.m.	
		Rec. Open For Daily Operations

8:00 p.m.
 Recall/Rec. Closed
 Weekends/Holidays 6:00 a.m. Rec.
 Open For Daily Operations
 9:30 a.m.
 Recall/Rec. Closed
 10:30 a.m.
 Rec. Open For Daily Operations
 3:30 p.m.
 Recall/Rec. Closed
 4:30 p.m.
 Rec. Open For Daily Operations
 8:00 p.m.
 Recall/ Rec. Closed

Open house hours are Tuesday and Thursday
 from 3:15 p.m. -
 3:45 p.m.

Both individual activities and intramural sports are available. Individual activities include; weight lifting, racquetball, handball, horseshoes, ping pong, running/walking track, and a variety of table games. Intramural sports may include softball, basketball, volleyball, flag-football, and different table games. Leagues, holiday tournaments, and open play are scheduled and organized on a regular basis. Winning participants are generally awarded commissary prizes. Announcements and sign-up information are posted at the recreation building and on the unit bulletin boards.

Hobby craft activities are located in the indoor recreation room. The hobby crafts available include: beginning leather,

advanced leather, greeting cards, stick art and art/drawing. Basic Guitar and advanced guitar classes are also provided. Information regarding participation, rules and regulations is available from recreation staff.

Movies are rented on a weekly basis and shown in the available TV rooms. An inmate movie committee makes suggestions from the approved movie list on a weekly basis. In order to be placed on the movie committee a cop-out must be submitted to the recreation staff.

Recreation at the FPC

The recreation office and hobby shop are located in the administration building. Hobby Craft include: leather craft, beads, drawing and painting. Mail-out days may vary due to staff availability.

The recreation department offers structured intramural sports leagues to include softball, soccer, basketball, volleyball racquetball/handball and horseshoes. A pool table, ping pong table and foosball table is located near the weight pile. Sports equipment and supplies are located in the bike room.

The wellness facilities include a weight pile area, bike room and a run/walk track. Physical fitness health education programs are available. Health awareness resource library is located inside the administration building hallway across from the library.

Steel toe shoes are required in the weight pile.

Other leisure activities such as holiday tournament (board/card games), Yoga, guitar classes and bingo are offered inside the visiting room or in the unit common areas. Guitars and accordions are located inside the hobby shop for general use. Rental movies are shown on weekends and holiday. No movies rated R, X or NC-17 may be shown to inmates. Movies shown are selected by the movie committee.

Hours of Operations:

Monday-Friday	6:30	a.m.	-	10:30
a.m.				
			11:00	a.m. -
3:30 p.m.			4:30	p.m. -
8:30 pm				
Weekends/Holidays	6:30	a.m.	-	9:30 a.m.
			10:30	a.m. -
3:30 p.m.				
	4:30	p.m.	-	8:30 p.m.

Religious Services

The Religious Services Department provide pastoral care and religious accommodation to individual and group religious beliefs and practices in accordance with the law, Federal regulations and BOP policy. The Chaplains offer religious worship, education, counseling, spiritual direction, support and crisis intervention to meet the diverse religious needs of inmates. BOP Chaplains also oversee the

religious diet program, ceremonial religious meals and religious holiday observances. All Chaplaincy Services' programming is directed to promote BOP reentry goals. The Life Connections and Threshold programs highlight our faith-based reentry priorities.

Religious Services provides equal opportunities according to current policies, guidelines and institutional possibilities for each Authorized Religious Group. The regular practice and studies for any authorized Religious Group, must be collectively performed at the allotted time scheduled, and to be under the direct or the intermittent supervision at any of the assigned inside or outside worship areas.

The individual practice or study of a member of any Religious Group, may be conducted privately, if done without interfering with the operation of the institution, nor with the participation of other inmates. No congregational religious activity may be conducted by any inmate in the role of the religious leader, but all of the participants may coordinate among themselves, during the regular ongoing of any of their scheduled religious activities.

The congregational religious items provided by the institution, may only be used as authorized for each religious activity, in the assigned place and during the scheduled time. Personal religious

items may be used through the compound, if approved by the Religious Services Department, as authorized by pertinent policy and guidelines.

In addition to the Warden's authorization for the conducting of a religious service in a foreign language, only Formulaic Prayers may be conducted in a non-authorized foreign language, but the remainder of the religious service must be conducted in English.

The observance of annual holidays, for inmates who are members of the pertinent Religious Group, sometimes includes some days of an authorized work proscription without pay. Otherwise, such inmates may be excused from work, only for the time of the scheduled religious activity.

The annual fellowship meal, as authorized for each of the Religious Groups, must be served from the master menu for the general inmate population. The authorized observance of Public Fasts, not the Private Fast, allows the inmates to consume their daily saved meals, at the end of their fast.

Hence the religious marriage is not authorized, the interested inmate must marry by the Civil Law, and such a process begins with the pertinent Counselor of the inmate. In consequence the wedding band is not considered as a religious item.

Psychology Services

Psychology Services provides basic mental health care to inmates. This care may include screening, assessment and treatment of mental health or drug abuse problems, individual and/or group counseling, psycho-educational classes, self-help and supportive services, or referral to Health Services for medical treatment of a mental illness.

In addition, Psychology Services and other programming staff in the institution, collaborate with your Unit Team to develop a comprehensive assessment of your strengths and weaknesses. Based on this assessment, Psychology Services will offer programming recommendations specific to your psychological needs. These recommendations are designed to ensure your successful adjustment to incarceration and prepare you for your eventual release. We encourage you to participate actively in the assessment process. If mental health or drug abuse programming is recommended for you, Psychology Services will provide ongoing feedback to you and your unit team regarding your progress toward these programming goals.

If you are new to the BOP, or if you have previously identified mental health or drug abuse programming needs, you will be scheduled for an interview with Psychology Services staff. The purpose of this interview is to review your history and identify your programming needs. This interview is an ideal time for you to share

your interest in specific services, such as drug abuse treatment or mental health counseling.

The Psychology Services department at this institution is staffed by a Chief Psychologist, a Drug Abuse Program Coordinator (DAP-C), two Staff Psychologists, five Drug Treatment Specialists, and a Psychology Technician. The department's offices are located on the first floor adjacent to unit 4. Some offices are in the RDAP housing area. At the FSL, Psychology Services and Drug Programming are located in the small building close to Health Services.

There are a number of ways to contact Psychology Services at this institution. You may:

- Submit an Inmate Request to a Staff Member (a "Cop-out") to Psychology Services. Electronic requests may be sent to the InmatetoPsychologySvcs mailbox.
- Speak with a Psychology Services staff member during mainline or as they make rounds in your unit.
-
- Or in the case of a crisis situation, notify your Unit Officer, Unit Team, or any other BOP staff member of your urgent need to speak with Psychology Services.

Suicide Prevention

Incarceration can be a difficult experience. At times, you may feel discouraged, frustrated, and helpless. It is not uncommon for people to experience depression while in jail or prison, especially if they are newly incarcerated, serving a long sentence, experiencing family problems, struggling to get along with other inmates, or receiving bad news. Over time, most inmates successfully adapt to incarceration and find ways to use their time productively and meaningfully. However, some inmates continue to struggle with the pressures of incarceration and become overwhelmed by a sense of hopelessness. If you feel a sense of hopelessness or begin thinking about suicide, talk to a staff member. Help is available and actively seeking help is a sign of your strength and determination to prevail. If you feel you are in imminent danger of harming yourself or someone else, you should contact a staff member immediately.

In addition, if you suspect another inmate is contemplating suicide, please notify a staff member. Staff do not always see everything inmates see. And, most suicidal individuals display some warning signs of their intentions. PLEASE alert a staff member right away if you suspect a fellow inmate is considering suicide. The most effective way to prevent another person from taking his or her life is to recognize the factors that put people at risk for suicide, take warning signs seriously and know how to respond. The warning signs of

suicide may include:

- threatening to hurt or kill oneself or talking about wanting to hurt or kill oneself
- feeling hopeless
- feeling rage or uncontrolled anger or seeking revenge
- increased alcohol or drug use
- withdrawing from friends, family, associates
- experiencing dramatic mood changes
- feeling anxious or agitated, being unable to sleep, or sleeping all the time
- seeing no reason for living or having no sense of purpose
- .

If your friend, cellmate, coworker, or associate is exhibiting these signs, start by telling the person you are concerned and give him/her examples of what you see that worries you. Listen and encourage the person to seek help. If they are hesitant, offer to go with them to speak to a staff member. If you are not confident they will seek help, notify a staff member yourself. Seeking help for a person in distress isn't "snitching", it is showing concern for the welfare of a fellow human being. If you report your concerns to staff, you can rest easy knowing you did everything within your power to assist the individual.

Drug Abuse Programs

Drug abuse programming is available in all BOP institutions. The BOP offers a drug education course as well as treatment

options for inmates who have abused alcohol and/or drugs.

Drug Abuse Education Course

The Drug Abuse Education Course is not drug treatment. The purpose of the course is to encourage you to review the consequences of your choice to have drugs in your life, to look at the relationship between drug use and crime, and to begin to think about how different your life could be without drugs. Looking at your drug involvement in this way may motivate you to ask for drug abuse treatment. If your pre-sentence report documents a prolonged history of drug use, evidence that alcohol or drug use contributed to the commission of your offense, a judicial recommendation for treatment, or a violation of community supervision as a result of alcohol or drug use, you are required to take the Drug Abuse Education Course. Failing to take this required course will result in your ineligibility for performance pay above maintenance pay level as well as ineligibility for bonus or vacation pay. You will also not be eligible for a Federal Prison Industries work program assignment. If you are not sure what this means, you may want to ask your counselor.

The Drug Abuse Education Course is available in every BOP institution. If you would like to enroll in the course, but are not required to participate, you may submit an Inmate Request to a Staff Member (a "Cop-Out") in order to place your name on the waiting list for the course.

Electronic requests may be sent to the InmatetoDAPCoordinator mailbox.

Nonresidential Drug Abuse Treatment

Nonresidential Drug Abuse Treatment is also available in every Bureau institution. Nonresidential Drug Abuse Treatment has been developed to provide the flexibility necessary to meet each individual's treatment needs, and more specifically for:

- inmates with a relatively minor or low-level drug abuse problem,
- inmates with a drug use disorder who do not have sufficient time to complete the intensive Residential Drug Abuse Treatment Program (RDAP),
- inmates with longer sentences who are in need of treatment and are awaiting placement in the RDAP,
- inmates with a drug use history who chose not participate in the RDAP, but want to prepare for staying sober in the community, and
- inmates who completed the unit-based portion of the RDAP and are required to continue treatment until their transfer to a Residential Reentry Center (half-way house).

Program completion awards are only available for those who complete the program. If you are interested, ask the institution's drug abuse treatment staff for more information on these awards.

Residential Drug Abuse Treatment

The RDAP provides intensive drug abuse

treatment to inmates diagnosed with a drug use disorder. Inmates in the residential program are housed together in a treatment unit that is set apart from the general population. Treatment is provided for a minimum 9 months; however, your time in the program depends on your progress in treatment.

To apply for the RDAP you must send an Inmate Request to a Staff Member (a "Cop-Out") to obtain an interview for the program. First, staff will screen your pre-sentence report to determine if there is any documentation indicating that you have a pattern of drug abuse or dependence. If so, you will be referred to the Drug Abuse Program Coordinator for an interview to determine if you meet the diagnostic criteria for a substance use disorder.

Inmates who are diagnosed with a drug use disorder are qualified for the RDAP and are admitted to the program based on their nearness to release, as mandated by federal statute. You must have enough time left to serve on your sentence to complete the unit-based component and the community transition component of the program. Follow-up Treatment, as described earlier, is provided to inmates after they complete the unit-based component and before they transfer to a residential reentry center.

The RDAP is operated as a modified therapeutic community where inmates are expected to model the pro-social behaviors expected in a community. This means RDAP

participants are role models to other inmates. Therefore, they are to demonstrate honesty, to relate positively with their peers, and to fully participate in all treatment activities in the unit. The RDAP is a half-day program, with the rest of the day devoted to work, school, and other self-improvement activities. The RDAP is available in 62 BOP institutions, including FCI La Tuna.

If you are interested in volunteering for the RDAP and would like to know if you are eligible for the program, contact the institution's drug abuse program coordinator. You may apply for the program at any time during your incarceration, but your interview, like program admittance, will be based on your proximity to release. Ordinarily inmates are interviewed 42-24 months from release depending on the facility's security level and waiting list for the RDAP.

Early Release

The Violent Crime Control and Law Enforcement Act of 1994 allows the BOP to grant a non-violent inmate up to 1 year off his or her term of imprisonment for successful completion of the residential drug abuse treatment program (Title 18 U.S.C. § 3621(e)(2)). This is determined by the Designation and Sentencing Computation Center in Grand Prairie and based on your criminal history and certain aspects of your current offense. Reviews for eligibility for sentence reduction are **ONLY** conducted **after** you have been interviewed by the Drug Abuse

Program Coordinator and found to be qualified for the program.

Community Transition Drug Abuse Treatment

To successfully complete the RDAP, inmates are required to participate in the Community Transition Drug Abuse Treatment component of the program. The BOP ensures that inmates receive continued treatment when transferred to a residential reentry center (RRC) or to home confinement. The RRC, is structured to help you adjust to life in the community and find suitable post-release employment. RRCs provide a structured, supervised environment and support job placement, counseling, and other services. Within the structure of the RRC, RDAP participants continue their drug abuse treatment, with a community-based treatment provider. The BOP contracts with this provider to deliver treatment services in the community. Inmates must continue to participate in transition drug abuse treatment to earn any benefit associated with successful completion of the RDAP, e.g., early release.

In addition to these drug abuse programs, drug abuse treatment services may also be provided within the context of other specialized treatment programs with the BOP, such as the Resolve Program and the Challenge Program.

Specialized Mental Health Programs

The BOP also has several residential mental health programs designed to help inmates

with severe emotional, cognitive, and behavioral problems. These programs are indicated for inmates who are having difficulty functioning in a mainline institution due to a psychological disorder. They are designed to improve the day to day functioning of inmates with the goal of helping them return to a mainline institution or preventing the need for hospitalization. Psychology Services has additional information about these programs and can make recommendations for participation.

The Sex Offender Management Program

The BOP offers sex offender treatment programs at our Sex Offender Management Program (SOMP) institutions. SOMP institutions have a higher proportion of sex offenders in their general population. Having a larger number of sex offenders at SOMP institutions ensures that treatment volunteers feel safe about participating in programming.

The BOP's sex offender treatment programs are stratified into two program levels:

The Residential Sex Offender Treatment Program

The Residential Sex Offender Treatment Program (SOTP-R) is a high intensity program designed for high risk sexual offenders - ordinarily inmates with multiple sex offenses, or a history of contact sexual offenders. The SOTP-R is offered at the Federal Medical Center (FMC) in Devens, Massachusetts.

The Non-residential Sex Offender Treatment Program

The Non-residential Sex Offender Treatment Program (SOTP-NR) is a moderate intensity program designed for low to moderate risk sexual offenders. Many of the inmates in the SOTP-NR are first-time offenders serving a sentence for an Internet sex crime. All SOMP institutions offer the SOTP-NR.

When you volunteer for treatment, BOP staff will determine whether the Residential or Non-residential Treatment Program is appropriate for you based on your offense history. If eligible for treatment, you will be transferred to a SOMP institution based on your treatment needs and security level.

If you are interested in receiving sex offender treatment and would like to know if you are eligible for the program, contact Psychology Services. You may apply at any point in your sentence. However, inmates ordinarily enter treatment when they have between 24 to 42 months remaining on their sentence. If you are at the beginning of your sentence or have more than 48 months remaining on your sentence, you may want to wait before applying for the program.

Institution Specific Programs

Group Counseling: Group counseling, covering various topics, are periodically conducted through the Psychology

Department. Announcements are posted prior to a new group starting and are often part of the pre-release program.

Resource Center: We have a resource library available for your use. It is comprised of various self-help materials and is located in Psychology Services. There are numerous audiotapes, videotapes, books and programs available in both Spanish and English covering a variety of subjects related to self-improvement.

Confidentiality

Security needs and the nature of a prison environment affect mental health care in a variety of ways. Confidentiality is an important component of the therapeutic relationship. However, in a prison environment, confidentiality must be weighed against institutional needs of safety and security. Mental health providers in the institution not only serve inmates, they also serve the institution and the public at large.

In the community, certain situations require mental health providers to violate client confidentiality. For example, many states, mandate reporting of child or elderly abuse. Providers also must notify authorities if a client threatens suicide or serious harm to others. Similarly, prison mental health providers violate confidentiality when an inmate is at risk of serious harm to themselves or others, such as when an inmate presents a clear and

present risk of escape or when an inmate is responsible for the creation of disorder within a facility. Confidentiality may also be limited when prison mental health providers share information on a need-to-know basis with prison officials or other federal law enforcement entities. For example, before you are transferred to a residential reentry center, mental health providers must communicate your mental health needs to your unit team.

If you tell a staff member, including a Psychology Services staff member, you are going to harm or kill yourself or someone else, or engage in a behavior that jeopardizes the safety or security of the institution, confidentiality will be breached and the appropriate individuals will be notified on a need-to-know basis only. Simply put, there is no guarantee of confidentiality in the prison setting. However, you can rely on the professional judgment of Psychology Services staff who conscientiously balance your confidentiality and the safety and security of the institution. Information that does not impact the safety and security of the institution, inmates, and staff, will not be shared. While these limitations on confidentiality may initially deter you from seeking treatment, be assured you that the vast majority of inmates who receive psychological services are comfortable with the decisions staff make with regard to their confidentiality. If you have additional questions about confidentiality, be certain to discuss your

concerns with Psychology Services staff.

Escorted Trips

Escorted trips provide approved inmates with staff escorted trips into the community for such purposes as receiving medical treatment not otherwise available, for visiting a critically ill member of the inmate's immediate family, or for participating in programs or work related functions. Additionally, bedside visits and funeral trips may be authorized for inmates with custody levels below maximum. All expenses will be borne by the inmate, except for the first eight hours of each day that the employee is on duty. There are occasions based on a determination that the perceived danger to BOP staff during the proposed visit is too great, or the security concerns about the individual inmate outweigh the need to visit the community.

Furloughs

A furlough is an authorized absence from an institution by an inmate who is not under the escort of a staff member, a U.S. Marshal, other Federal or State agent. Furloughs are a privilege, not a right, and are only granted when clearly in the public interest and for the furtherance of a legitimate correctional goal. An inmate who meets the eligibility requirements may submit an application for furlough to staff for approval.

Central Inmate Monitoring System

The Central Inmate Monitoring System (CIMS)

is a method for the Agency to monitor and control the transfer, temporary release, and participation in community activities of inmates who pose special management considerations. Designation as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities. All inmates who are designated as CIMS cases will be notified by their Case Manager.

Marriages

If an inmate wishes to be married while incarcerated, the Warden may authorize him to do so under certain conditions. All expenses of the marriage will be paid by the inmate. If an inmate requests permission to marry he must:

- Have a letter from the intended spouse which verifies their intention to marry.
- Demonstrate legal eligibility to marry.
- Be mentally competent.
- The marriage must not present a security risk to the institution.

Marriage procedures are detailed in local Institution Supplement's.

Barber Shop

Haircuts and hair care services are authorized in the barber shop only. Hours of operation will be posted in each of the housing units and the barber shop.

CONTACT WITH THE COMMUNITY AND PUBLIC

Correspondence

In most cases, inmates are permitted to correspond with the public, family members and others without prior approval. Outgoing mail from a sentenced inmate in a minimum or low security institution may be sealed by the inmate and is sent out unopened and uninspected. Except for "special mail," outgoing mail from a sentenced inmate in a medium or high security institution, or an administrative institution may not be sealed by the inmate and may be read and inspected by staff. The outgoing envelope must have the inmate's committed name, register number, and complete institution return address in the upper left hand corner.

Inmates will be responsible for the contents of all of their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws.

Inmates may be placed on restricted correspondence status based on misconduct or as a result of classification. The inmate is notified of this placement and has the opportunity to respond. Mail service to inmates is ordinarily provided on a five-day schedule, Monday through Friday. Usually, weekend and holiday mail services are not provided.

The Federal Correctional Institution, La Tuna is a low security facility located approximately fifteen miles northwest of El

Paso, Texas, approximately 23 miles south of Las Cruces, New Mexico, and one mile south of the New Mexico/Texas border. For the purpose of mailing letters, the institution's address is:

Your Name and Register Number
Federal Correctional Institution La Tuna
Post Office Box 3000
Anthony, New Mexico 88021

The Federal Satellite Low, La Tuna is located on Biggs Field, El Paso, Texas. For the purpose of mailing letters, the institution's address is:

Your Name and Register Number
Federal Satellite Low La Tuna
P.O. Box 6000
Anthony, New Mexico 88021

The Federal Prison Camp La Tuna is a minimum security facility located adjacent to the FCI. For the purpose of mailing letters, the camp's address is:

Your Name and Register Number
Federal Prison Camp La Tuna
Post Office Box 8000
Anthony, New Mexico 88021

Sample of outgoing envelope:

n Doe, #00000-000

Place Stamp Here

Above Address for Your

pective Institution

e of person you are writing to Address of person you are
 ting to

y, State Zip Code

The FCI and FPC's emergency telephone number is (915)791-9000. The FSL's emergency telephone number is (915)564-2100.

POSTAGE

You may purchase stamps on a weekly basis up to a total of 20 First Class Stamps. Stamps are sold in first class books. Stamps do not count against the monthly spending limit. Inmates are limited to possession of no more than twenty (20) 1st class stamps at one time. Approval for additional stamp purchases in excess of 20 must be approved by the Associate Warden with request through your respective Unit Manager. Indigent inmates may request postage stamps through their respective unit counselor.

At the FCI, a centralized mail box is

located on the 1st floor adjacent to the Lieutenant's office. You must address and place proper postage on all outgoing correspondence. As this is a Low security level facility, you may place your mail in the mail box sealed. Legal mail to attorneys, Courts, and to members of Congress must be clearly marked and must be sealed in the presence of the SIS Staff. The SIS Staff will be available during the lunch meal to assist you with mailing of legal mail.

At the FSL, mail boxes are located outside on the west side of the Administration Building.

At the FPC, mail boxes are located in Administration Corridor adjacent to Food Service.

Requests for correspondence privileges with inmates located in other institutions should be submitted to your Case Manager for approval. You are personally responsible for the content of your letters. If staff you have reason to believe you are violating mail regulations by mailing threatening letters, engaging in criminal activity, or conducting a business, your mailing privileges may be restricted. Mail restriction means that you may only write to people on an approved mailing list. It also means that your incoming and outgoing mail will be read by staff.

You will be placed on the call-out for the mail room for receipt of all incoming legal mail. Mail room staff will open all legal mail in your presence to check for

contraband. They will not read your legal mail. Inform your attorney that legal mail must meet the following guidelines:

- a. The correspondence **must** adequately identify the sender on the envelope as an attorney, and by his/her name, title and address.
- b. The front of the envelope must be marked, **•SPECIAL/LEGAL MAIL - OPEN IN PRESENCE OF THE INMATE* OR WORDS TO THAT EFFECT.**

Legal mail to and from the President, congressmen, Department of Justice, ambassadors, U.S. Courts, state governors, etc., are often referred to as "Special Mail". A complete list of individuals to whom you can write "Special Mail" can be found in Program Statement 5265.11, entitled Correspondence.

You may use a typewriter located in the Legal Library to prepare legal mail or "Special Mail" letters. All social letters must be hand written. You must place your committed name, register number, and institution address in the top left-hand corner of all outgoing envelopes.

All inmates who arrive at La Tuna, you will be required to sign a correspondence form (BP-A407). This form will indicate that staff has the authority to open your incoming mail to check for contraband.

MAILING PACKAGES OUT

At the FCI, on Tuesdays and Thursdays of each week, the Mail Room Officer will be located across the hallway from Lt's office on the

first floor from 11:15 a.m. to 11:45 a.m., for the purpose of addressing questions. You may weigh packages to mail out in the inmate library at the FCI and the FPC. A staff member will be available at the FPC on Wednesdays during the noon meal to address any questions you may have.

At the FSL, on Tuesdays and Thursdays of each week, between 3:15 p.m. and 3:45 p.m., inmates may visit the Mail Room to weigh packages and address questions.

If you wish to mail a package home during your confinement and it is not related to a transfer, you will bear the expense of mailing costs and insurance. It is **your** responsibility to indicate on the property form whether or not you wish to insure the package. You need to see your counselor for the proper form.

Incoming Correspondence

First class mail is distributed Monday through Friday (except holidays) by the evening watch Correctional Officer in each living unit. Legal and Special Mail will be distributed by Mail Room or Unit staff and opened in the presence of the inmate. Inmates are asked to advise those writing to them to put the inmate's registration number and Housing Unit on the envelope to aid the prompt delivery of mail. All inmate packages must have prior authorization unless otherwise approved under BOP policy.

Incoming Publications

The BOP permits inmates to subscribe to and

receive publications without prior approval. The term publication means a book, booklet, pamphlet, or similar document, or a single issue of a magazine, periodical, newsletter, newspaper, plus such other materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. An inmate may only receive hard cover publications and newspapers from the publisher, a book club, or a bookstore. At minimum and low security institutions, an inmate may receive softcover publications (other than newspapers) from any source. At medium, high, and administrative institutions, an inmate may receive softcover publications only from the publisher, a book club, or a bookstore.

Special Mail

Special Mail is a category of correspondence sent to the following: President and Vice President of the United States, the U.S. Department of Justice (including the BOP), U.S. Attorneys Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts (including U.S. Probation Officers), Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorneys General, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State law enforcement offices, attorneys, and representatives of the news media.

Special mail also includes correspondence received from the following: President and Vice President of the United States, attorneys, Members of the U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons but including U.S. Attorneys), other Federal law enforcement officers, State Attorneys General, Prosecuting Attorneys, Governors, U.S. Courts (including U.S. Probation Officers), and State Courts.

A designated staff member opens incoming Special Mail in the presence of the inmate. These items will be checked for physical contraband, funds, and for qualification as Special Mail; the correspondence will not be read or copied if the sender has adequately identified himself/herself on the envelope and the front of the envelope clearly indicates that the correspondence is "Special Mail - Open only in the presence of the inmate" or with similar language. Without adequate identification as Special Mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

Inmate Correspondence with Representatives of the News Media

An inmate may write, following Special Mail procedures, to representatives of the news media when specified by name and title. The inmate may not receive compensation or anything of value for correspondence with

the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in BOP custody.

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

Unless under special or specific restrictions, an inmate may correspond with news media per telephone. Inmates are required to sign a News Interview Authorization form (BP A233.014) before staff arrange for them to speak with a reporter over the telephone. Although auditory supervision of telephone interviews is not permissible, staff will ensure that direct visual supervision occurs when special calling arrangements are made for inmate telephone interviews. Staff presence is solely for supervision purposes.

Correspondence between Confined Inmates

An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family (mother, father, sister, child, or spouse), or party in a current legal action (or a witness) in which both parties are involved. The Unit

Manager at each institution must approve the correspondence if both inmates are housed in Federal institutions.

Rejection of Correspondence

The Warden may reject general correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, or discipline of the institution, to the protection of the public, or if it might facilitate criminal activity.

Notification of Rejection

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

Change of Address/Forwarding of Mail

Mail Room staff will make available to an inmate who is being released or transferred a change of address form. General correspondence (as opposed to special mail) will be forwarded to the new address for 30 days. After 30 days, general correspondence is returned to sender with the notation "Not at this address - return to sender." Staff will use all practical

means to forward special mail. After 30 days, the SENTRY address will be used to forward special mail.

Certified/Registered Mail

Inmates may use certified, registered, or insured mail services. Other mail services such as stamp collecting, express mail, cash on delivery (COD), and private carriers are not provided.

Telephones

Telephone privileges are a supplemental means of maintaining community and family ties. Telephones are to be used for lawful purposes only. Threats, extortion, etc. may result in prosecution.

All inmate telephones are subject to monitoring and recording. Inmates must contact their Case Manager to arrange an unmonitored attorney call.

While policy specifically allows inmates to make one call every three months, there is no specific limit on the number of phone calls that an inmate may make. It is expected that each inmate will handle his calls in such a manner that will allow the equal use of the phones by all inmates. Calls are limited to fifteen (15) minutes in duration. Each inmate is allowed 300 minutes of calling time per month, unless on telephone restriction. Telephones will not be used to conduct a business.

Inmates are allowed to have thirty (30) approved numbers on their phone list. In

order to use the system, you will have to transfer funds from your commissary account to your individual telephone account. There are telephones located in each housing unit for your use. No third party, credit card calls, 1-800, 1-900, 1-888, or 1-976 can be made on these lines. Collect calls can also be made to pre-approved telephone numbers.

Inmates will be given their SECRET PAC (nine digits) number by your Correctional Counselor. This will allow you to place a call by first entering the telephone number followed by your nine digit PAC number. Giving or selling your PAC number will result in disciplinary action. All calls are automatically terminated after fifteen (15) minutes. A waiting period may be established between calls.

It is each inmates responsibility to maintain their PAC in a way to ensure no other inmate has access to it. Inmates found to be sharing their telephone account with other inmates will result in disciplinary action taken with all inmates involved. Third part telephone contact will also result in disciplinary action. This could include, but is not limited to three way calls, call forwarding, the use of two or more telephones to communicate, and/or ANY circumstance in which the party called establishes third party telephone contact.

ACCESS TO LEGAL SERVICES

Legal Correspondence

Legal correspondence from attorneys will be treated as Special Mail if it is adequately marked. The envelope must be marked with the **attorney's name** and an indication that he/she is an attorney and the front of the envelope must be marked as "Special Mail - open only in the presence of the inmate" or with similar language clearly indicating the particular correspondence qualifies as legal mail and the attorney is requesting the correspondence be opened only in the inmate's presence. It is the responsibility of the inmate to advise his/her attorney of these requirements. If legal mail is not adequately marked, it may be opened as general correspondence.

Attorney Visits

Attorneys are encouraged to visit during regular visiting hours, by advance appointment. However, visits from an attorney 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.

Notification of Visitation Disruption

In instances where there is a significant or disruptive event affecting the conditions of confinement and, institution management decides to restrict legal and/or social visiting, employees must make all reasonable efforts to notify all known parties affected by the disruption. This

includes, but is not limited to inmate families, defense counsel, local courts, and the public. This information will be transmitted on the Institution's webpage at bop.gov.

Legal Material

During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area, with prior approval. Legal material may be transferred, but is subject to inspection for contraband. Inmates are expected to handle the transfer of legal materials through the mail as often as possible.

Attorney Phone Calls

In order to make an unmonitored phone call with an attorney, the inmate must demonstrate to the Unit Team the need, such as an imminent court deadline. Inmates are responsible for the expense of unmonitored attorney telephone calls. When possible, it is preferred that inmates place an unmonitored, collect legal call. Phone calls placed through the regular inmate phones are subject to monitoring.

Law Library

Electronic Law Libraries (ELL): Inmates are afforded access to legal materials and an opportunity to prepare legal documents in the ELL. Resources are available for inmates to prepare legal material via Trust Fund.

Notary Public Under the provisions of 18 USC 4004, Case Managers are authorized to

notarize documents. A recent change in the law allows that a statement to the effect that papers which an inmate signs are true and correct under penalty of perjury will suffice in Federal courts and other Federal agencies, unless specifically directed to do otherwise. Some states will not accept a government notarization for real estate transactions, automobile sales, etc. In these cases, it will be necessary to contact unit staff for arrangements with the institution's notary public.

Copies of Legal Material

In accordance with institution procedures, inmates may copy material necessary for their research or legal matters. A copying machine is available in the Education Department for inmate use for a nominal fee. Individuals who have no funds and who can demonstrate a clear need for particular copies may submit a written request for a reasonable amount of free duplication through the unit team.

Federal Tort Claims

If the negligence of institution staff results in personal injury or property loss or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a Standard Form 95. They can obtain this form by submitting an Inmate Request to Staff Member or requesting one through your Correctional Counselor.

Freedom of Information/Privacy Act of 1974

The Privacy Act of 1974 forbids the release of information from agency records without a written request, or without the prior written consent of the individual to whom the record pertained, except for specific instances. All formal requests for access to records about another person and/or agency record other than those pertaining to themselves shall be processed through the Freedom of Information Act (FOIA), 5 USC 552. Requests may be made in writing to the FOIA Branch, Central Office, 320 First St., N.W., Washington, D.C. 20534.

Inmate Access to Central Files and Other Documents

An inmate may request to view his/her central file (minus the FOIA section) under the supervision of his/her Case Manager by submitting a cop-out to the Unit Team. An inmate does not need to submit a FOIA Act Request to the Director of the BOP unless the information requested is in the FOIA Exempt section. Likewise, an inmate wishing to review his/her medical file should send a request to Health Services.

An inmate can request access to the non-disclosable documents in his central file and medical file, or other documents concerning himself that are not in his central file or medical file, by submitting a Freedom of Information Act Request to the Director of the BOP, Attention: FOI Request. A request on the behalf of an inmate by an attorney, for records concerning that inmate, will be treated as

a Privacy Act Request if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

EXECUTIVE CLEMENCY

The BOP advises all inmates that the President of the United States is authorized under the Constitution to grant executive clemency by pardon, commutation of sentence, or reprieve. A pardon is an executive act of grace that is a symbol of forgiveness. It does not connote innocence nor does it expunge the record of conviction. A pardon restores civil rights and facilitates the restoration of professional and other licenses that may have been lost by reason of the conviction. Other forms of executive clemency include commutation of sentence (reduction of sentence imposed after a conviction), and a reprieve (the suspension of execution of a sentence for a period of time). Inmates should contact their assigned Case Manager for additional information regarding this program.

Commutation of Sentence

The BOP also advises inmates on commutation of sentences. Commutation of sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. Inmates applying for commutation of sentence must do so on forms available from the assigned unit team. The rules governing these petitions are available in the Law Library.

The Designation Sentence and Computation Center (DSCC), located in Grand Prairie, Texas, is responsible for the computation of

inmate sentences and will normally complete your sentence computation within 30 days of your arrival at La Tuna. Upon certification, you will be provided a copy of your sentence computation data. The method of computation will be dependent upon the date of your offense.

PRE-NOVEMBER 1, 1987 SENTENCE (OLD LAW)

If your sentence was committed prior to November 1, 1987, the DSCC will establish your release date based on the sentencing date, allowable jail time credit (JTC) and statutory good time (SGT). Sentences of less than six months do not earn SGT. You may also be eligible for extra good time (EGT). EGT may be awarded for outstanding work performance if you are recommended for it by your detail supervisor. Your detail supervisor may recommend you for EGT after you have worked on the detail for a minimum of 30 days. If EGT is approved, you will earn three days per month the first year and five days per month thereafter.

POST-NOVEMBER 1, 1987 SENTENCE (SENTENCE REFORM ACT)

If your offense was committed after November 1, 1987, the DSCC will establish your release date based on the number of good conduct days and jail time credit for which you are eligible. You may earn 54 good conduct days for each year served on your sentence. Sentences of one year or less are not eligible for good conduct days. Additionally, sentences after November 1, 1987 are not eligible for statutory good time or extra good time.

FOREIGN SENTENCES

If you are a treaty transfer inmate, your sentence will be computed based on the date of offense. However, there are several significant differences. After a United States Probation Officer prepares a Post-sentence Investigation Report (PSI), you will be scheduled for a hearing with the United States Parole Commission. The Parole Commission will establish your sentence length. The combination of the time you served while in a foreign country plus time served after transfer to the United States, plus a supervised release term cannot exceed the total length of the sentence imposed by the foreign Court. If your foreign sentence was imposed prior to November 1, 1987, your sentence will be computed as described above under pre-November 1, 1987 sentence.

PAROLE

Most individuals receiving pre-November 1, 1987 sentences are eligible for parole, provided the sentence exceeds one year. Most Regular Adult sentences require that one-third of the sentence be completed before becoming eligible for parole. However, certain sentences such as B-2 sentences allow for the individual to be paroled at the discretion of the United States Parole Commission. Contact your Case Manager or Counselor to apply for a parole hearing or if you have any questions or concerns relating to parole.

Violent Crime Control Law Enforcement Act (VCCLEA)

The VCCLEA provisions apply to offenses which

were committed on or after September 13, 1994, but prior to April 26, 1996. Two of the SRA sections amended by the VCCLEA have major sentencing implementation significance. Those sections are 18 USC 3621(e) (substance abuse treatment) and (3624(b) (credit for service of sentence for satisfactory behavior).

Prison Litigation Reform Act of 1996 (PLRA)

The PLRA became effective on April 26, 1996, and applies to offenses that occurred on or after that date. This Act requires that no sentence will vest any Good Conduct Time until the prisoner is released from their imprisonment. Therefore, these sentences will be computed separately from all other sentencing provisions (i.e., will not be aggregated with Old Law, SRA, or VCCLEA sentences).

Pardon

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

Compassionate Release/Reduction in Sentence

The Director of the Bureau of Prisons may motion an inmate's sentencing court for

reduction in sentence (RIS) for an inmate presenting extraordinary and compelling circumstances. See 18 U.S.C. § 3582 and Program Statement on *Compassionate Release/Reduction in Sentence*. The BOP may consider both medical and non-medical circumstances. The BOP consults with the U.S. Attorney's Office that prosecuted the inmate and will notify any victims of the inmate's current offense. If the RIS is granted, the judge will issue an order for the inmate's release and he or she will then usually begin serving the previously imposed term of supervised release. If an inmate's RIS request is denied, the inmate will be provided a statement of reasons for the denial. The inmate may appeal a denial through the Administrative Remedy Procedure. Denials by the General Counsel or the Director are final agency decisions and are not appealable. Inmates who feel their request is of an emergency nature (e.g., a terminal medical condition) may state as such in accordance with the regulation. (See 28 CFR part 542, subpart B).

PROBLEM RESOLUTION

Inmate Request to Staff Member

An Inmate Request to Staff Member (form BP-S148), commonly called a Cop-Out, is used to make a written request to a staff member. Any type of request can be made

with this form. Cop-outs may be obtained in the living units from the Correctional Officer on duty. Staff members will answer the request within a reasonable period of time.

Administrative Remedy Process

The BOP emphasizes and encourages the resolution of complaints. The first step of the Administrative Remedy process is to attempt an Informal Resolution, utilizing the appropriate Informal Resolution form. (See the Administrative Remedy Institution Supplement, Attachment A.) When an informal resolution is not successful, an inmate can access the Administrative Remedy Program. All Administrative Remedy forms may be obtained from your assigned Correctional Counselor or Unit Team member.

If the issue cannot be informally resolved, a formal complaint may be filed with a Request for Administrative Remedy (formerly BP-229), commonly referred to as a BP-9. The inmate may place a single complaint or related issues on the form. If the form contains multiple unrelated issues, the submission will be rejected. The inmate will return the completed BP-9 to the Correctional Counselor, who will deliver it to the Administrative Remedy Coordinator (BP-9 will be rejected unless processed through staff). The BP-9 complaint must be filed within twenty (20) calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time which

should be documented in the complaint. Institution staff has twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional twenty (20) calendar days. The inmate will be notified of the extension.

If the inmate is not satisfied with the Warden's response to the BP-9, he may file an appeal to the Regional Director. This appeal must be received in the Regional Office within twenty (20) calendar days from the date of the BP-9 response. The regional appeal is filed on a Regional Administrative Remedy Appeal (form BP-230), commonly referred to as a BP-10, and must include the appropriate number of copies of the BP-9 form, the Warden's response, and any exhibits. The regional appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. The inmate will be notified of the extension

If the inmate is not satisfied with the Regional Director's response, he may appeal to the General Counsel in the Central Office. The national appeal must be made on the Central Office Administrative Remedy Appeal (form BP-231), commonly referred to as a BP-11, and must have the appropriate number of copies of the BP-9, BP-10, both responses, and any exhibits. The national appeal must be answered within forty (40) calendar days, but the time limit may be

extended an additional twenty (20) days. The inmate will be notified of the extension.

When filing a Request for Administrative Remedy or an Appeal (BP-9, BP-10, or BP-11), the form should contain the following information:

- Statement of Facts
- Grounds for Relief
- Relief Requested
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Sensitive Complaints

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

General Information

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

seventy-two (72) hours from the receipt of the complaint.

For detailed instructions see Program Statement 1330.16, Administrative Remedy Program.

DISCIPLINARY PROCEDURES

Inappropriate sexual behavior towards staff and other inmates will not be tolerated. Inappropriate sexual behavior is defined as verbal or physical conduct perceived as a sexual proposal, act, or threat. Examples of inappropriate inmate sexual behavior include displaying sexually explicit materials; making sexually suggestive jokes, comments, proposals, and gestures; and engaging in stalking, indecent exposure, masturbation, or physical contact. Inmates who engage in this type of behavior will be disciplined and sanctioned accordingly, through the inmate discipline process.

Discipline

The inmate discipline program helps ensure the safety, security, and orderly operation for all inmates. Violations of BOP rules and regulations are handled by the Unit Discipline Committee (UDC) and, for more serious violations, the Disciplinary Hearing Officer (DHO). Upon arrival at an institution, inmates are advised of the rules and regulations and are provided with copies of the Prohibited Acts and Available Sanctions, as well as local regulations.

Inmate Discipline Information

When a staff member witnesses or reasonably believes an inmate has committed a prohibited act, a staff member will issue an incident report, a written copy of the charges against an inmate. The incident report will ordinarily be delivered to the inmate within 24 hours of the time staff became aware of the inmate's involvement in the incident. If the incident is referred for prosecution, the incident report is delivered by the end of the next workday after it has been released for administrative processing. An informal resolution of the incident may be attempted at any stage of the discipline process. If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged for all violations in the Moderate and Low severity categories. Staff may suspend disciplinary proceedings up to two calendar weeks while informal resolution is undertaken. If an informal resolution is not accomplished, staff will reinstate the discipline process at the stage at which they were suspended. Violations in the Greatest and High severity categories cannot be informally resolved and must be forwarded to the DHO for final disposition.

Initial Hearing

Inmates will ordinarily be given an initial hearing within five (5) workdays after the incident report is issued, excluding the

day it was issued, weekends, and holidays. The Warden must approve, in writing, the any extension over five (5) days. The inmate is entitled to be present at the initial hearing and may make statements and present documentary evidence. The UDC must give its decision in writing to the inmate by the close of the next workday. The UDC may make findings on Moderate and Low severity offenses. The UDC will automatically refer Greatest and High severity offenses to the DHO for final disposition.

Discipline Hearing Officer (DHO)

The Disciplinary Hearing Officer (DHO) conducts disciplinary hearings on all Greatest and High severity prohibited acts and other violations referred by the UDC at the Moderate and Low severity levels. The DHO may not hear any case not referred by the UDC. An inmate will be provided with advance written notice of the charge(s) not less than 24 hours before the inmate's appearance before the DHO. Inmates may waive this requirement. Inmates may appear before the DHO either in person or electronically (for example, by video or telephone conferencing). The Warden provides a full-time staff member to represent an inmate, if requested. An inmate may make statements and present documentary evidence on his or her behalf. The inmate may request witnesses appear at the DHO hearing to provide statements. The DHO will call witnesses who have information directly relevant to the charge(s) and are reasonably

available. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant. Inmates may not question a witness at the hearing; however, the staff representative and/or the DHO will question the witness(es). An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. An inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security may be jeopardized. The DHO may postpone or continue a hearing for good cause or disposition when the case does not warrant DHO involvement or may refer an incident report back for further investigation or review. The DHO will give the inmate a written copy of the decision and disposition, ordinarily within 15 days of the decision.

Appeals of Disciplinary Actions

Appeals of all disciplinary actions may be made through the Administrative Remedy Program. The initial reviewing official for the UDC is the Warden. The decision of the DHO is final and subject to review only by the Regional Director through the Administrative Remedy program. Appeals are made to the Regional Director (BP-230) and the General Counsel (BP-231). On appeal, the reviewing authority (Warden, Regional Director, or General Counsel) considers:

Whether the UDC or DHO substantially complied with regulations on inmate discipline.

- Whether the UDC or DHO based its decision on facts. If there is conflicting evidence, whether the decision was based on the greater weight of the evidence.

- Whether an appropriate sanction was imposed for the severity level of the prohibited act, and other relevant circumstances.

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Special Housing Unit Status

Special Housing Units (SHUs) are housing units in BOP institutions where inmates are securely separated from the general inmate population and may be housed either alone or with other inmates. SHU helps ensure the safety, security, and orderly operation of correctional facilities, and protect the public by providing alternative housing assignments for inmates removed from the general population.

When placed in the SHU, you are either in administrative detention (A/D) status or disciplinary segregation (D/S) status. Administrative detention (A/D) status: A/D is an administrative status which removes you from the general population when necessary to ensure the safety, security, and orderly operation of correctional facilities, or protect the public. Administrative detention status is non-punitive and can occur for a

variety of reasons.

You may be placed in A/D status for the following reasons:

(a) Pending Classification or Reclassification: You are a new commitment pending classification or under review for Reclassification. This includes newly arrived inmates from the bus, airlift, and U. S. Marshals Service.

(b) Holdover Status: You are in holdover status during transfer to a designated institution or other destination.

(c) Removal from general population: Your presence in the general population poses a threat to life, property, self, staff, other inmates, the public, or to the security or orderly running of the institution and:

(1) Investigation: You are under investigation or awaiting a hearing for possibly violating a Bureau regulation or criminal law.

(2) Transfer: You are pending transfer to another institution.

(3) Protection cases: You requested, or staff determined, you require administrative detention status for your own protection; or

(4) Post-disciplinary detention: You are ending confinement in disciplinary

segregation status, and your return to the general population would threaten the safety, security, and orderly operation of a correctional facility, or public safety.

When placed in A/D status, you will receive a copy of the administrative detention order, ordinarily within 24 hours, detailing the reason(s) for your placement. However, when placed in A/D status pending classification or while in holdover status, you will not receive an administrative detention order.

In A/D status you are ordinarily allowed a reasonable amount of personal property and reasonable access to the commissary.

Disciplinary segregation (D/S) status: D/S is a punitive status imposed only by a Discipline Hearing Officer (DHO) as a sanction for committing a prohibited act(s). When you are placed in D/S status, as a sanction for violating BOP regulations, you will be informed by the DHO at the end of your discipline hearing. In D/S status, your personal property will be impounded, except for limited reading/writing materials and religious articles. Your commissary privileges may also be limited. In either status, your amount of personal property may be limited for reasons of fire safety or sanitation. The Warden may modify the quantity and type of personal property allowed. Personal property may

be limited or withheld for reasons of security, fire safety, or housekeeping. The unauthorized use of any authorized item may result in the restriction of the item. If there are numerous misuses of an authorized item, the Warden may determine that the item will not be issued in the SHU. Program staff, including unit staff, will arrange to visit inmates in a SHU within a reasonable time after receiving the inmate's request. A Health Services staff member will visit you daily to provide necessary medical care. While in SHU, you may continue taking your prescribed medications. In addition, after every 30 calendar days of continuous placement in either A/D or D/S status, a Mental Health staff will examine and interview you.

SPECIAL HOUSING UNIT VISITING

Detention/Segregation Status

All detention or segregation visiting will be conducted utilizing the video visiting system, except for scheduled approved visits, such as legal visits. The inmate visitor(s) will be in the FCI Visiting Room, while the inmate is in the Special Housing Unit. Video visiting will be authorized for all inmates in the Special Housing Unit, except for those inmates with documented visiting restrictions. Up to five visitors, to include children, will be authorized. Children must remain in the non-contact room during the duration of the

visit. Detention or segregation visiting will be limited to a maximum of two (2) hours per visit. The rotation for visits will be on a monthly basis.

SHU VISITING SCHEDULE

Units	Weekday
1,2,3,Camp a.m.	Friday 8:30 a.m. - 10:30
1,2,3,Camp p.m.	Friday 10:45 a.m. - 12:45
1,2,3,Camp p.m.	Friday 1:00 p.m. - 3:00
1,2,3,Camp a.m.	Saturday 8:30 a.m. - 10:30
1,2,3,Camp p.m.	Saturday 10:45 a.m. - 12:45
1,2,3,Camp p.m.	Saturday 1:00 p.m. - 3:00
4,5,6,FSL	Sunday 8:30 a.m. - 10:30 a.m.
4,5,6,FSL	Sunday 10:45 a.m. - 12:45 p.m.
4,5,6,FSL	Sunday 1:00 p.m. - 3:00 p.m.

4,5,6,FSLMonday 8:30 a.m. - 10:30 a.m.

4,5,6,FSLMonday 10:45 a.m. - 12:45 p.m.

4,5,6,FSLMonday 1:00 p.m. - 3:00 p.m.

Effective May 4, 2012, visiting for inmates housed in the Special Housing Unit (SHU) will be conducted in the SHU non-contact visiting room. It is the inmate's responsibility to notify his visitor of his visiting day. If there is a conflict in the schedule, the Operations Lieutenant will utilize the procedure for visiting room overcrowding to determine visitor priority. This schedule will rotate monthly. Units 1,2,3, and Camp will visit on Fridays and Saturdays and 4,5,6, and FSL will visit on Sundays and Mondays on odd months. Units 1,2,3, and Camp will visit on Sundays and Mondays and 4,5,6, and FSL will visit on Fridays and Saturdays on even months.

RELEASE

Sentence Computation

The Designation and Sentence Computation Center (DSCC), located in Grand Prairie, Texas, is responsible for the computation of inmate sentences. Once staff at the DSCC have certified the sentence computation as being accurate, staff will provide the inmate with a copy of his or her sentence computation data. Any questions concerning good time, jail time credit, parole eligibility dates, full term

dates, or release dates are resolved by staff upon inmate request for clarification.

Fines and Costs

In addition to jail time, the court may impose committed or non-committed fines and/or costs. Committed fines mean that the inmate will remain in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 USC, Section 3569 (Discharge of indigent prisoner). Non-committed fines have no condition of imprisonment based on payment of fines or costs. Payments for a non-committed fine or cost are not required for release from prison or transfer to a contract residential reentry center.

Detainers

Case management staff may give assistance to offenders in their efforts to have detainers against them disposed of, either by having the charges dropped, by restoration to probation or parole status, or by arrangement for concurrent service of the state sentence. The degree to which the staff can assist in such matters as these will depend on individual circumstances.

The Interstate Agreement on Detainers Act (IADA) allows for the disposition of untried charges, indictments, information, or complaints that have been lodged as a detainer by party states. The United States of America, the District of

Colombia, and any U.S. state or territory that has codified the IADA into its statutes have been identified as party states. The states of Mississippi and Louisiana, the Commonwealth of Puerto Rico, and the territories have not joined the IADA to date.

Good Conduct Good Time

This applies to inmates sentenced for an offense committed on or after November 1, 1987, under the Sentencing Reform Act of 1984 (SRA), the Violent Crime Control Law Enforcement Act (VCCLEA), or Prison Litigation Reform Act (PLRA).

The SRA became law on November 1, 1987. The two most significant changes made to sentencing statutes concern good time and parole issues. There are no provisions for parole under the SRA. The only good time available under the SRA is 54 days of Good Conduct Time (GCT) for each year served on the sentence. No GCT is applied to life terms, or to sentences of 1 year or less. Good time is not awarded under the SRA until the end of each year served on the sentence, and may be awarded in part or in whole, contingent upon behavior during the year. Once awarded, GCT earned under the SRA is vested, and may not be forfeited later.

For inmates convicted under the VCCLEA, for offenses committed from September 13, 1994, through April 25, 1996, the 54 days of GCT earned for each year served on the sentence will not vest if an inmate does not have a

high school diploma or a GED, and the inmate is not making satisfactory progress toward earning a GED. Unsatisfactory progress is determined by the institution Education Department.

For inmates sentenced under the PLRA, for offenses committed on or after April 26, 1996, the GCT earned for time spent in service of the sentence does not vest. In addition, if an inmate does not have a high school diploma or a GED, and the inmate is not making satisfactory progress toward earning a GED, only 42 days of GCT will be earned for each year in the service of the sentence. Unsatisfactory progress is determined by the institution Education Department.

The amount of GCT an inmate is eligible to receive is based on the amount of time served on the sentence, not the length of the sentence. This calculation method has been upheld by the U.S. Supreme Court.

THE GOOD TIME DISCUSSIONS BELOW DO NOT APPLY TO INMATES SENTENCED UNDER THE NEW SENTENCING GUIDELINES.

Good Time

Good Time awarded by the BOP under statutes enacted prior to November 1, 1987, has the effect of reducing the stated term of the sentence that is, it advances the date when release will be mandatory if the offender

is not paroled at an earlier date. The award of Good Time does not in itself advance the offender's release date. It has that effect only if the offender would not otherwise be paroled before the mandatory date.

Statutory Good Time

Under 18 U.S. Code 4161, an offender sentenced to a definite term of six months, or more is entitled a deduction from his term, computed as follows, if the offender has faithfully observed the rules of the institution and has not been disciplined:

Not greater than one year - 5 days for each month of the not less than six months or more than one year sentence.

More than 1 year, less than 3 years - 6 days for each month of the stated sentence.

At least 3 years, less than 5 years - 7 days for each month of the stated sentence.

At least 5 years, less than 10 years - 8 days for each month of the stated sentence.

10 years or more - 10 days for each month of the stated sentence.

At the beginning of a prisoner's sentence, the full amount of statutory good time is credited, subject to forfeiture if the prisoner commits disciplinary infractions.

The following applies only to inmates sentenced for an offense committed prior to November 1, 1987.

Extra Good Time

The Bureau of Prisons awards extra good time credit for performing exceptionally meritorious service, performing duties of outstanding importance, or for employment in an Industry or Camp. An inmate may earn only one type of good time award at a time (e.g., an inmate earning industrial, or Camp good time is not eligible for meritorious good time), except that a lump sum award may be given in addition to another extra good time award. Neither the Warden nor the DHO may forfeit or withhold extra good time.

The Warden may disallow or terminate the awarding of any type of Extra Good Time (except for lump sum awards), but only in a non-disciplinary context and only upon recommendation of staff. The DHO may disallow or terminate the awarding of any type of Extra Good Time, (except lump sum awards) as a disciplinary sanction. Once an awarding of meritorious good time has been terminated, the Warden must approve a new staff recommendation for the award to recommence. A disallowance means that an inmate does not receive an Extra Good Time award for only one calendar month. A disallowance must be for the entire amount of extra good time for that calendar month. There may be no partial disallowance. A decision to disallow or terminate extra good time may not be suspended pending future consideration. A retroactive award of meritorious good time may not include a month in which Extra Good Time has been disallowed or terminated.

Residential Reentry Center Good Time

Extra good time for an inmate in a Federal or contract Residential Reentry Center is awarded automatically beginning on arrival at that facility and continuing if the inmate is confined to the Center, unless the award is disallowed.

Camp Good Time

An inmate assigned to a camp is automatically awarded Extra Good Time, beginning on the date of commitment to the camp, and continuing if the inmate is assigned to the camp unless the award is disallowed.

Lump Sum Awards

Any staff member may recommend to the Warden the approval of an inmate for a lump sum award of Extra Good Time. Such recommendations must be for an exceptional act or service that is not a part of a regularly assigned duty. The Warden may make lump sum awards of Extra Good Time of not more than thirty (30) days. If the recommendation is for more than thirty days, and the Warden agrees, the Warden will refer the recommendation to the Regional Director, who may approve the award.

Good Time Procedures

Extra Good Time is awarded at a rate of three days per month during the first

twelve months, and at the rate of five days per month thereafter (i.e., the first twelve months, as stated, means 11 months and 30 days -Day for Day - of earning Extra Good Time before an inmate can start earning five days per month.

First Step Act (FSA)

The Bureau identified 13 need areas for inmate assessment as outlined in the RNAS. The need areas are dynamic factors that can be targeted to reduce an inmate's risk of recidivism. The 13 need areas are anger/hostility, antisocial peers, cognitions, dyslexia, education, family/parenting, finance/poverty, medical, mental health, recreation/leisure/fitness, substance abuse, trauma, and work. Different departments are responsible for assessing specific needs as outlined below. Individual needs are re-assessed at 180-day intervals, as part of the routine program review (team meeting) process. Unit Management staff complete the Insight "Re-assessment of Needs" and "Risk Assessment" tabs by reviewing relevant provided documentation and present the results to the inmate during the team meeting. All needs, other than Dyslexia, are to be re-assessed.

First Step Act (FSA) Incentives-Approved Programs

Inmates may earn a limited financial

award to offset time lost from work as an additional incentive for successfully completing particularly intensive EBRRs in areas where they have identified needs. Only programs worth 100 hours or more are eligible for this incentive. The amount for each completed program is \$50.

EBRR Programs

Hours

Apprenticeship Training

Varies

Federal Prison Industries (FPI)

500

Residential Drug abuse Program (RDAP)

500

Vocational Training

125

FTC Auto-Calculation Transition

Under the First Step Act of 2018 (FSA), eligible offenders can earn and apply time credits toward time off their sentences and/or early placement in halfway house or home confinement. Since January 2022, these credits have been calculated using the interim procedures which included manual calculation and a simplified review for successful participation. Recently, the auto-calculation application was launched. The move to the fully automated process included both the automated calculation of time credits and the review of all requirements related to successful participation. This led to changes in the "eligible to apply" status for some offenders calculated under the interim

procedures which impacted community placement dates. For all other inmates, if you did not complete your Needs Assessments and/or declined to participation in EBRR programs or Productive Activities recommended based on your identified need areas, you are NOT in earning status nor are you eligible to apply any credit. You will need to review your most recent Needs Assessment worksheet and Program Review Report (team) to identify any Needs Assessments which are in "refuse status" and/or program declines and correct in order to ensure you are able to earn and apply time credits. Failing to complete the Needs Assessment, including the self-assessment surveys on Trulincs, and/or failing to participate in EBRR programs or Productive Activities recommended based on identified need areas WILL negatively impact your ability to both earn and apply time credits. If you are not in earning status due to an incomplete Needs Assessment and/or declining to participating recommended EBRR program or productive activity, you are strongly encouraged to correct your status in order to ensure you are able to benefit from the First Step Act.

Parole

Parole is release from incarceration under conditions established by the U.S. Parole Commission. Parole is not a pardon or an act of clemency. A parolee remains under the supervision of a U.S. Probation Officer

until the expiration of his full term.

Federal inmates sentenced prior to 1987 are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment (EXEMPTIONS: inmates sentenced before September 6, 1977, and inmates with a minimum parole eligibility of ten years). Inmates sentenced in the District of Columbia Superior Court who are eligible for parole will normally receive a parole hearing 180 days prior to their parole eligibility date. If the inmate chooses not to appear before the Parole Board for the initial hearing, a waiver must be given to the Case Manager prior to the time of the scheduled parole hearing. This waiver will be made part of the Parole Commission file and the inmate's central file.

All inmates who previously waived a parole hearing are eligible to appear before the Parole Board at any regularly scheduled hearing after they waive. Application for a parole hearing must be made at least 60 days before the first day of the month of the hearings. The Parole Board conducts hearings at most Bureau institutions every two months.

Applications, to the Parole Commission for a hearing, are the responsibility of the inmate, but in certain cases the Unit Team will assist the inmate if necessary. Application forms may be obtained from the Case Manager.

Following the hearing, the inmate will be advised of the tentative decision reached in the case by the hearing examiners. The recommendations of the hearing examiner must be confirmed by the Regional Office of the Parole Board. This confirmation usually takes three to four weeks and is made through the mail on a form called a Notice of Action. Federal inmates may appeal a decision made the Parole Commission by obtaining the appropriate forms from the Case Manager. Inmates with a District of Columbia Superior Court case cannot appeal a decision made by the Parole Commission. If granted a presumptive parole date (a parole date more than six months following the hearing), a parole progress report will be sent to the Parole Board three to six months before the parole date.

Parole may be granted to a detainer or for the purpose of deportation. The inmate should have an approved residence and an approved employer before being released on parole.

Residential Reentry Center Placement

Inmates who are nearing release, and who need assistance in obtaining a job, residence or other community resources, may be referred for placement at a Residential Reentry Center (RRC).

The Residential Reentry Management Regional Administrator supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Residential Reentry Manager (RRM) links the BOP with the U.S. Courts, other Federal agencies, State and local governments, and the community. Located strategically throughout the country, the RRM is responsible for developing and maintaining a variety of contract facilities and programs, working under the supervision of the appropriate regional administrator.

Community programs have two major emphases: residential community-based programs provided by RRCs and programs that provide intensive nonresidential supervision to offenders in the community.

Community-Based Residential Programs

The community-based residential programs available include both typical RRCs and work release programs provided by local detention facilities. The RRCs provide a suitable residence, structured programs, job placement and counseling while monitoring the offender's activities. They also provide drug testing and counseling, and alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement. The inmate's payment rate during RRC residence is 25 percent

of the inmate's gross income.

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

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

Each RRC now provides two components within one facility, a prerelease component and a community corrections component. The prerelease component assists offenders making the transition from an institutional setting to the community, or as a resource while under supervision. The community corrections component is more restrictive. Except for employment and other required activities, the offenders are required to remain at the RRC, where recreation, visiting, and other activities are provided in-house.

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

The Adam Walsh Child Protection and Safety Act

The Adam Walsh Child Protection and Safety Act (Pub.L. 109-248) was signed into law on July 27, 2006. The legislation organizes sex offenders into 3 tiers and mandates that Tier 3 offenders update their whereabouts every 3 months. It makes failure to register and update information a felony. It also creates a national sex offender registry and instructs each state and territory to apply identical criteria for posting offender data on the Internet (i.e., offender's name, address, date of birth, place of employment, photograph, etc.).

VISITING

Directions to the FCI and FPC

The FCI is in Anthony, Texas, on U.S. Texas Highway 20 and Interstate 10, 16 miles north of El Paso, Texas and 25 miles south of Las Cruces, New Mexico. The address of the FCI and FPC is 8500 Doniphan Road.

Directions to the FSL

The FSL is located approximately 30 miles from the main institution and is situated on military property at the Biggs Army Airfield in Fort Bliss, Texas. The FSL is near the El Paso International Airport. Interstate 10 and Airway Blvd. provides easy access to Biggs Army Airfield. Entrance into the Army Base will require all visitors to stop at the Visitors Center. All visitors will be required to provide a form of identification. Visitors driving on the military base will require proof of auto insurance.

Local Transportation

Transportation via taxi or bus is available throughout the El Paso/Las Cruces area to the 3 facilities. For detailed information, contact the local yellow pages. For information on bus schedules from El Paso, contact the El Paso Sun Metro at (915) 533-1220. For information on bus schedules from Las Cruces, contact Las Cruces Roadrunner Transit at (505) 541-2500.

Visiting Hours and Days

At the FCI: visiting hours will be 8:00 a.m. to 3:00 p.m. Monday, Friday, and Saturday, Sunday, **and** Federal holidays. THERE IS NO VISITING ON TUESDAY, WEDNESDAY AND THURSDAY.

At the FSL and FPC: Visiting hours are from 8:00 a.m. to 3:00 p.m. on Saturdays, Sundays and Federal Holidays.

When Visitors can be refused entrance

Front Lobby/visiting Staff may recommend, with the approval of a shift supervisor, i.e., Lieutenant, Duty Officer, that a visitor not be allowed entrance into the facility. Reasons for refusal, although not all inclusive include non-compliance with the facilities dress code, non-compliance with regulations of the visiting program, non-compliance with instructions given by staff, smell of alcohol, signs of impairment, no proper I.D. provided, overcrowding in the visiting room, institutional emergencies, positive ION testing, etc.

Approved Dress Code

Visitor's dress should be within the bounds of good taste and should not present possible disrespect to others who may be present in the visiting room. Prospective visitors will not be allowed to visit if their clothing does not adequately cover, or which exposes areas of the person's body from the top of the shoulders down to three inches above the knee. Clothing worn by a visitor that is determined to be sexually provocative,

such as, miniskirts, halter or midriff tops, see-through dresses or blouses, or body tight knits or spandex, will also be reason for denial of the visit. Any clothes which is tight fitting, or revealing, skirts or dresses above the knees, sleeveless tops, midriffs, spandex more than three inches, culottes, shorts, see through clothing halters, hats, clothing with gang related or suggestive logos, or any apparel of a suggestive or revealing nature will not be permitted. Hair pieces or wigs that can be easily removed will not be permitted, unless medically needed and accompanied by a physician's letter. Clothing which resembles inmate or staff clothing, i.e., khaki colored, all gray sweat suits, camouflage, or BDU's will not be authorized in the visiting room. If the Visiting Room Officer or Lobby Officer determines that the visitor is improperly dressed, the visitor will be asked to change and return. Visitors may be denied a visit when supervisory staff (i.e., Lieutenant, Duty Officer, etc.) determine a visitor's dress is inappropriate for the institution setting. If the visitor refuses to comply with the criteria, they will be refused admittance.

Identification Required

Visitors entering the institution will be required to provide at a minimum of one form of identification. The identifications permitted are State

issued identifications, State Driver's License, Passports. All identifications will require a current photo. Mexican consular identification cards (matricular consular cars) are **not accepted as** a valid form of identification for visiting purposes.

Authorized Items

Visitors are permitted only the following items in the visiting room: clearly see through change purses or billfolds, \$1 bills, \$5 bills, change and reasonable baby care items. Only clear plastic baby bottles and factory sealed baby food will be allowed. A rule of thumb to follow is that any item that cannot easily be searched would not be allowed. All medications (such as nitro pills, heart medicine, etc.) will be annotated and highlighted on the visiting form and the Visiting Room Officer will maintain these items in their control for issue to the visitor if necessary. Strollers and other carrying devices will not be allowed into the institution due to space constraints of the visiting room. Normally, the institution Medical Department will provide wheelchairs for those visitors requiring their use, however, exceptions may be made for specialty wheelchairs. No pagers, cellular phones, PDA's or other electronic and/or communication devices will be allowed.

Special Rules for Children

Children must always remain

with an adult. No running, jumping or horse-playing while in the visiting areas. It is the responsibility of the inmate to ensure that all visits are conducted in a quiet, orderly and dignified manner.

Items that a Visitor may give to Offenders

Absolutely nothing is allowed to be exchanged by a visitor and an inmate while in the visiting room.

Special Visits for Family Emergencies

All special visits during family emergencies need to be addressed through your unit team.

Visiting Points

FCI inmates will receive 7 visiting points per calendar month. SPC inmates will receive 7 visiting points per month. Weekday visiting is encouraged to control overcrowding in the visiting room on weekends and holidays. **Each visit constitutes 1 point on weekdays and 2 points on weekends and holidays regardless of the number of visitors or duration of the visit.** Additional visiting points must be requested through you Unit Team and may be granted by the Associate Warden when indicated by special circumstances. Inmates requesting additional visiting points may do so by providing their Unit Manager with a written request containing the reasons

why extra points should be granted, who will be visiting and where they will be traveling from. The Unit Manager may deny the request or forward it with a recommendation for approval to the Associate Warden.

Visitor limit

Each inmate will be allowed a maximum of 5 total visitors at a time. Additional visits due to special circumstances, i.e., family emergencies, distant travel, may request additional visitors through their unit manager. However, due to overcrowding during weekends and holidays, this cannot always be accomplished.

Conclusion

Hopefully this information will assist inmates during their incarceration and help clarify any concerns they may encounter. New commitments should feel free to ask any staff member for assistance, particularly unit staff. For individuals who are not yet in custody, and who have been given this publication to prepare for commitment, the BOP's RRM or the staff at the institution to which they have been designated can help clarify any other concerns.

INMATE VOTING RIGHTS

On March 7, 2021, an executive order on Promoting Access to Voting was issued. As a result, voter registration is eligible for certain individuals in federal

custody. Currently, only the District of Columbia, Maine, Vermont, and Puerto Rico allow incarcerated individuals to vote.

1) Materials are provided to notify individuals releasing from federal custody of any restrictions on their ability to vote under the laws of the state in which they plan to reside and if restrictions do exist, the individual's rights may be restored under applicable State law.

2) All voters must possess some form of identification in order to vote. Therefore, obtaining a valid identification is extremely important. Any valid identification you have at home, can be mailed to your Unit team, and placed in your central file.

3) Below is state specific material for DC, Maine, Vermont, and Puerto Rico.

a. In DC, you must have a proper proof of residence (address must match the address listed on the voter application). Those in a federal facility may use your DC home address. If you do not currently have an address in DC (i.e., no family currently residing there), but are still returning to DC upon release, use your last known address. DC passed the Restore the Vote Amendment Act on April 27, 2021, which allows DC's incarcerated citizens to vote. Those from DC who wish to vote in DC (local) and/or national elections must properly register to vote with the DC Board of Elections. If you were registered to vote before the beginning of your sentence and prior to the passage of this Act, you will need to complete a

new voter registration application, because you were automatically removed from DC's list of eligible voters after sentencing. You MUST include your register number as part of your current mailing address. Once registered, you will receive an absentee ballot for all DC and national elections. You will not need to request an absentee ballot. Lastly, an added benefit of registering to vote is that you will receive a voter registration card. The card can be used as a secondary form of ID on employment verification forms and possibly in other circumstances.

b. In Maine, you must have an established residence. Residence for the purpose of elections refers to "that place where the person has established a fixed and principal home to which the person, whenever temporary absent, intends to return." In other words, you must intend to return to that address, and you will need to attest to that on the forms.

c. In Vermont, inmates vote by absentee ballot by using their last known address in Vermont.

d. In Puerto Rico, if you lived there at the time of your sentence, you may register and vote in Puerto Rico during your incarceration. Absentee voting must be requested for each vote by request of the Elector, on or before 45 days prior to the day of voting at the polling stations. A voter confined in a penal institution has the right to vote through the early voting procedure. An early vote must be requested for each vote by

request of the voter, on or before 50 days prior to the day of voting at the polling stations.

The BOP received voting materials for DC, Maine, Vermont and Puerto Rico their registration and absentee voting material have been posted onto TRULINCS. Prior to release or transfer to community placement you will receive additional information. This may occur through a variety of reentry focused experiences and formats, including but not limited to the Release Orientation Program (ROP), and/or individual or group counseling. Similarly, the delivery of this information may be done by Bureau staff, volunteers or other relevant community stakeholders with specific knowledge in voter rights.

INCOMING AND OUTGOING VOTER MAIL

Incoming mail from a Board of Election labeled "Official Election Mail," "Official Election Ballot," "Ballot Enclosed," or similar language indicating the contents of the envelope include an election ballot will be treated as legal mail and inmates will sign for the mail. Only incoming ballots will be treated as legal mail, other types of informational mail are considered general correspondence. All outgoing inmate mail addressed to a Board of Election will be treated as legal mail.

RESTORATION OF VOTER RIGHTS

It has been a common practice within the

United States to make felons ineligible to vote, and in some cases permanently. Over the past few decades, the general trend has been to reinstate the right to vote at some point, although this is a state-by-state policy choice. Below is a summary. In the District of Columbia, Maine and Vermont, felons never lose their right to vote, even while they are incarcerated. In 18 states, felons lose their voting rights only while incarcerated and receive automatic restoration upon release. In 19 states, felons lose their voting rights during incarceration, and for a period after, typically while on parole and/or probation. Voting rights are automatically restored after this time period. Former felons may also have to pay any outstanding fines, fees or restitution before their rights are restored as well. In 11 states, felons lose their voting rights indefinitely for some crimes, or require a governor's pardon for voting rights to be restored; face an additional waiting period after completion of sentence (including parole and probation) or require additional action before voting rights can be restored.

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 assaults 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 severities 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 severities prohibited acts.

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
 - B.1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 12 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (*e.g.*, visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group

activity.

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

HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person.
- 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 officer's or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 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 assaults of any person, involving non-consensual touching without force or threat of force.
- 231 Requesting, demanding, pressuring, or otherwise intentionally creating a situation, which causes an inmate to produce or display his/her own court documents for any unauthorized purpose to another inmate.
- 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 severities 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 severities prohibited acts.

AVAILABLE SANCTIONS FOR HIGH SEVERITY
LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
 - B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 6 months).
- D. Make monetary restitution.
- E. Monetary fine.

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

MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.
- 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 absences 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 severities 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 severities prohibited acts.

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

A. Recommend parole date rescission or retardation.

- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 3 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.

L. Restrict to quarters.

M. Extra duty.

LOW SEVERITY LEVEL PROHIBITED ACTS

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 severities 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 severities prohibited acts.

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

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

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

Table 2. ADDITIONAL AVAILABLE SANCTIONS FOR REPEATED PROHIBITED ACTS WITHIN THE SAME SEVERITY LEVEL

Prohibited Act Severity Level	Time Period for Prior Offense (same code)	Frequency of Repeated Offense	Additional
Low Severity (400 level)	6 months	2 nd offense	1. Discip month). 2. Forfeit up to 10% less, and/ good time be suspend

		3 rd or more offense	Any av sanctio
Moderate Severity (300 level)	12 months	2 nd offense 3 rd or more offense	1. Dis months) 2. Forf up to 3 is less (an EGT Any a sanctio
High Severity (200 level)	18 months	2 nd offense 3 rd or more offense	1. Dis months) 2. Forf up to 7 less, a (an EGT Any av sanctio
Greatest Severity (100 level)	24 months	2 nd or more offense	Discipl months)

Attachment C
Sexually Abusive
Behavior Prevention and
Intervention:
Information and How to
Report

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

**Sexually Abusive Behavior
Prevention and Intervention:
Information and How to Report**



An Overview for Individuals in BOP Custody

FCI La Tuna Anthony, NM/TX

January 2023

PREA AT A GLANCE

Everyone in BOP custody has the right to be safe from sexual abuse and harassment.

Anyone who reports sexual abuse and harassment (staff or those in BOP care and custody) has the right to be free from retaliation for reporting.

There are multiple ways to report sexual abuse or harassment:

- Email Office of Inspector General (OIG) directly. When you email OIG from TruLincs, this is not traceable at your institution. Staff and other individuals in BOP custody will not know you made this report. You can request for your report to remain confidential. OIG is completely separate from the BOP. OIG staff do not work for the BOP.
- Tell any staff member about the sexual abuse or harassment.
- Write a “cop-out” to any staff member you are comfortable with.

- Write directly to the Regional or Central Office PREA Coordinator.
- Write directly to OIG (information is included later in this handbook).
- File an administrative remedy.
- **Have someone you trust report the allegations online (the web address is included later in this handbook).**

ALL allegations of sexual abuse or harassment are taken seriously and investigated accordingly.

You can always ask a staff member if you have questions about the information provided in this handbook.

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 person in BOP custody or a staff member. Regardless of your age, size, race, ethnicity, sex, or sexual orientation, you have the right to be safe from sexually abusive behavior.

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 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 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, **we recommend that you see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom because evidence can be lost.** 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. Those who sexually abuse or assault individuals in BOP custody can only be disciplined and/or prosecuted if the abuse is reported. **Regardless of whether your assailant is another individual in BOP custody 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.

It is helpful for the investigation if you include as many details as possible about the allegation(s). This can include the date, time, location, any witnesses, any evidence you may have, if you have heard of other potential victims, any previous incidents, etc.

After you make your report, you will be asked to make a statement to an investigator about the allegation. While it is helpful for the investigation to cooperate with this interview, it is always your choice how much information to share and with whom. You will also have an opportunity to speak with a Psychologist and a medical provider.

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 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 can 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. You may request to remain anonymous to the BOP. 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. ■ 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.

These e-mails:

■ **Third-party Reporting.** Anyone can report such abuse on your behalf by accessing the BOP's public website, specifically https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp

Confidential Reporting

As noted above, you can send reports of sexual abuse to a dedicated email address managed by OIG, and you can request the report remain confidential. OIG is completely independent of the BOP. OIG protects the identity of victims and other individuals who report allegations to the greatest extent possible, while still thoroughly vetting and investigating the allegations. As an incarcerated person, you can make third-party reports to OIG regarding about other individuals in BOP custody and you are encouraged to do so.

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.

You may also contact your local Rape Crisis Center (RCC). Rape Crisis Centers are community-based organizations that help victims of sexual violence. Your institution may have a Memo of Understanding (MOU) with a local RCC. If so, Psychology Services can provide you with the contact information. If no MOU exists, you may seek services through Psychology Services.

Your Local Rape Crisis Center:
Center's Name: Center Against Sexual & Family Violence
Contact Information: (915)593-7300

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

Prohibited Acts: Individuals in BOP custody who engage in inappropriate sexual behavior can be charged with the

following Prohibited Acts under the *Inmate Discipline Program* 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

Policy Definitions per 28 CFR 115.6

Sexual abuse includes—

- (1) Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident; and
- (2) Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer.

Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

- (1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.
- (2) Contact between the mouth and the penis, vulva, or anus.
- (3) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
- (4) Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer includes any of the following acts, with or without consent of the inmate, detainee, or resident:

- (1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.
- (2) Contact between the mouth and the penis, vulva, or anus.
- (3) Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire.
- (4) Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire.
- (5) Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire.
- (6) Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs (1) through (5) of this definition.
- (7) Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident, and
- (8) Voyeurism by a staff member, contractor, or volunteer.

Sexual harassment includes—

- (1) **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, or resident directed toward another;
and

(2) Repeated verbal comments or gestures of a sexual nature to an inmate, detainee, or resident by a staff member, contractor, or volunteer, including demeaning references to sex, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

Voyeurism by a staff member, contractor, or volunteer means an invasion of privacy of an inmate, detainee, or resident by staff for reasons unrelated to official duties, such as peering at an inmate who is using a toilet in his or her cell to perform bodily functions; requiring an inmate to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions.

An incident is considered **Inmate-on-Inmate Abuse/Assault** when any sexually abusive behavior (including sexual harassment) occurs between two or more inmates. An incident is considered **Staff-on-Inmate Abuse/Assault** when any sexually abusive behavior (including sexual harassment) 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 individuals in BOP custody, even when no objections are raised, are prohibited acts, and may be illegal. Sexual acts or contacts between an individual in BOP custody and a staff member, even when no objections

are raised by either party, are always forbidden and illegal. Individuals who have been sexually assaulted by another individuals in BOP custody or staff member will not be prosecuted or disciplined for reporting the assault. However, individuals may be penalized for knowingly filing any false report.

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

Contact Offices:

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

**Federal Bureau of Prisons
Central Office
National PREA Coordinator
400 First Street, NW, 4th Floor
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 Stockton, CA 95219

**Federal Bureau of Prisons
Western Regional Office
Regional PREA Coordinator**

7338 Shoreline Drive
Atlanta, GA 30331-5099

Third-party reporting (outside of institution):

https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp

PREA Video Script

Serving your sentence can be a challenging time in your life. While in the care and custody of the Federal Bureau of Prisons, you have the *right* to be free from sexually abusive behavior. In fact, sexual abuse is illegal. The Prison Rape Elimination Act of 2003 (commonly known as “PREA”) is the law enacted to ensure your time in our custody is safe. The Bureau of Prisons has a commitment to uphold our zero-tolerance policy for sexually abusive behavior. This means we do not tolerate sexual abuse or sexual harassment of any kind from staff or other individuals in BOP custody, and we are obligated to respond when you feel you have been abused or harassed.

Many of you experienced and survived physical, emotional, or sexual trauma before your incarceration. It is unacceptable for this cycle of abuse to continue during your sentence. Our institutions are meant to be places where you can serve your sentence safely and engage in programming and activities designed to help meet your individual reentry, health and wellness, parenting, psychological, and other needs. Our goal is for you to serve your sentence and work on self-improvement and do so in a safe environment without worrying about your safety and wellbeing.

BOP staff are prohibited from engaging in sexually inappropriate behavior. This includes demeaning references to your sex or comments about your body. Staff are prohibited from using indecent language, sexually suggestive comments, or gestures, or watching you for their own pleasure. These behaviors are considered sexual harassment. Sexual harassment or the invasion of your privacy by staff for reasons unrelated to official duties are not acceptable and may constitute a PREA violation. Even having sexually suggestive pictures hanging in public areas is inappropriate in our prisons. You may perceive these behaviors as uncomfortable to refuse or you may feel like you can't report them, but you can and should. You might worry how reporting may interrupt your current relationships, phone calls and visits; you may even fear retaliation. I want you to know, staff who violate professional boundaries must be reported and safeguards are in place to ensure your protection. Retaliation of any kind for reporting allegations of staff misconduct or sexual abuse is strictly prohibited. It is the expectation of the agency and its leadership that our staff at every level treat those in BOP custody with respect and dignity, and we ask the same of you. When we all work together, there are better outcomes for you when you return home to your children, families, and loved ones.

If you feel you have been harassed or abused, there are multiple ways for you to report this behavior. You can tell any staff member; call to report; send an email; or write to report. Specific details for your facility are available in your A&O Handbook or on the black and yellow PREA signs in your housing unit. All allegations of sexual abuse are taken seriously and investigated. If you have questions or need help with understanding your handbook or any of this information, please reach out to a staff member.

At all BOP facilities, we have trained, professional mental health staff who can help you after an allegation of sexual abuse, and most institutions also have access to outside advocates you can contact, should you choose to work with them after an allegation. This includes access to follow-up services beyond your initial report. Your safety and wellbeing are of the utmost importance to the BOP. Please reach out to your Executive Staff or any staff member you feel comfortable asking if you have any questions. You have the right to be free of sexual abuse and harassment and we can all work together to keep you safe and healthy.

**If you have been the
victim of sexual
abuse or assault
during your
incarceration, you
have the right to
information regarding
access to outside
victim advocates and
emotional support
services.**

**Center Against Sexual &
Family Violence**

580 Giles Road
El Paso, Texas 79915
(915) 593-1000

**Rape, Abuse & Incest
National Network (RAINN)**

1220 L Street, NW
Suite 505
Washington, DC 20005
phone: 202.544.3064
National Sexual Assault
Hotline - 1.800.656.HOPE

**PREA (Prison Rape
Elimination Act) Crisis
Hotline**

(915) 593-7300

If you need assistance accessing these resources, you may contact your Unit Team, Psychology Staff, or Religious Services Staff.