



# INMATE ADMISSION AND ORIENTATION HANDBOOK

FEDERAL BUREAU OF PRISONS USP AND SCP LEE

INMATE MAILING ADDRESS:

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\*UPDATED 09/20\*

## Introduction

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.

## 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 28 days of arrival, inmates will participate in the Admission and Orientation (A&O) Program. While in A&O, inmates are advised of the programs, services, policies and procedures regarding the facility. After completing the A & O Program, inmates will be assigned a permanent job.

### 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 7:00 p.m., and during the day on weekends and holidays.

## GENERAL FUNCTIONS OF UNIT STAFF

**Unit Manager:** The Unit Manager is the administrative head of the general unit and oversees all unit programs and activities. The Unit Manager is the Chairperson of the team which comprises the Case Manager, Correctional Counselor, with input from Education and Psychology staff. The Unit Manager reviews team decisions and may chair the Unit Discipline Committee (UDC), which is a body that hears disciplinary infractions. The Unit Manager is ordinarily present during initial classification and subsequent program review(s) in which RRC placement is discussed.

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

**Correctional Counselor:** The Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties, and plans for the future. He/She plays a leading role in segments of unit programs relating to inmate activities. The Unit Counselor may conduct counseling groups for inmates in his/her unit and/or groups open to the general population.

**Unit Secretary:** The Unit Secretary performs clerical and administrative duties, to include the preparation of release paperwork.

**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, as long as such

interaction does not interfere with their primary duties. Unit Officers control movement in and out of the unit and conduct regular searches for contraband.

### Communications

Normally, a unit staff member is available each day of the week and most evenings until 7:00 p.m. The unit bulletin boards and the TRULINCS system contain written communication of interest to inmates. Unit Managers may utilize monthly Town Hall meetings to dispense information and foster improved communications. Unit team members will utilize either open house hours or an open door policy to address inmate concerns. Inmates are also encouraged to use Inmate Requests to Staff (Cop-outs) to make requests in writing.

### Initial Classification/Program Reviews

Inmates initially designated to the institution will receive initial classification within 28 days of arrival. Unit, Education, and Psychology staff will assess each inmate and work with them to develop an individual plan which will address skill deficits that may deter successful reentry into the community.

Subsequent program reviews will be held every 90 to 180 days, depending upon release date. These are held by the Unit Team to review progress on programming goals, work assignments, transfers, custody/security level, institutional adjustment, etc. The inmate may not waive appearance with the Unit Team.

### 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 may be held to make announcements and to discuss changes in the policy and procedures of the unit. Inmates are encouraged to ask pertinent questions of the staff and any guest speakers who are present. These questions should pertain to the unit as a whole, rather than personal questions or problems. Personal issues will be resolved by unit staff during the regular working hours which are posted in each unit.

### Treaty Transfer for Non-U.S. Inmates

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 located in the Law Library.

### 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.

## 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.

## 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) is not authorized for retention by inmates. 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. 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 except to bulletin boards. Ordinarily, photographs, particularly those of family and friends, are approved, since they represent meaningful ties to the community. A personal photograph is defined as a photograph intended for individual

viewing, as opposed to a photograph published for commercial use. Personal photographs may be stored or displayed in the housing units according to local sanitation and housekeeping guidelines. 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 Material

Staff may allow an inmate to possess legal materials in accordance with the provisions on inmate legal activities.

#### Hobbycraft Materials

Staff shall limit an inmate's hobby shop projects (drawings, beading, and crochet) within the cell or living area to those projects which the inmate may store in designated personal property containers. Staff may make an exception for an item (for example, a large drawing) where size would prohibit placing the item in a locker. This exception is made with the understanding that the placement of the item is at the inmate's own risk. Staff shall require that hobby shop items be removed from the living area when completed.

#### 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. MP3 players are not authorized or transferable to contract facilities.

#### 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.

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. Provocative pictures, posters, cartoons, and any items cut out of magazines may not be displayed on the bulletin boards or on the walls of 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.

### 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.

### 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 four changes of clothes 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 will provide clean clothing in via centralized laundry.

### Commissary

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 inmate identification card or fingerprint identification. It is the inmate's responsibility to know the amount of money available in their account. Inmates may verify their account balances by utilizing the TRULINCS or the inmate telephone (1 18+PAC). Inmates must have their identification card in their possession at all times for identification purposes.

### Spending Limitations

The National Spending Limit is 360.00 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 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 Valid Committed Inmate Name  
Insert Inmate Eight-Digit 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 IS-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 in the event that they cannot be posted to the inmate's account. The deposit envelope must not contain any items intended for delivery to the inmate. The 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 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:

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](http://www.westernunion.com).

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

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

### 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 the fingerprint process or 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](http://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 8:30 pm. Inmate access to telephones will normally be limited during the following times, Monday through Friday, not including holidays:

7:30 am until 8:30 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 funds are transferred using the TRUFONE system and must be done in even dollar amounts. The TRUFONE funds 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.

## VISITING PROCEDURES

Visiting Facilities: A multi-purpose Visiting Room is provided. The Visiting Room has restrooms which may be used by visitors upon request. Movement from visitor restrooms will be monitored by staff. In addition, individual attorney/client rooms are available in the Visiting Room, ordinarily on non-visiting days with Unit Team monitoring the legal visit.

USP Lee has been declared a tobacco free institution. Visitors are not authorized to bring any tobacco products into the institution and/or Visiting Room. All visitors are required to ensure they arrange for their transportation to and from the institution and it is available in the event a visit is terminated or denied. Visitors will not be permitted to loiter anywhere on the grounds of USP Lee property.

Visiting Hours: The USP Visiting Room will be open from 8:15 a.m. until 3:00 p.m. on Saturday and Sunday. The Visiting Room will be closed Monday through Friday. The Visiting Room will also be open from 8:15 a.m. until 3:00 p.m., on all recognized federal holidays. Visitors will not be processed into the Visiting Room after 2:00 p.m. Processing out of the Visiting Room and institution will begin at this time based on time of arrival, (i.e.: first in, first out), or as directed by staff. Visitors will be escorted out in small groups, including children, with no more than ten to a group. Utilizing this process, it is expected by 3:00 p.m., all visitors will have been escorted out of the Visiting Room. Outdoor visiting is not permitted,

The Camp Visiting room will be open Friday from 5:00 p.m. until 8:30 p.m., and Saturday and Sunday from 8:15 a.m. until 3:00 p.m. The Visiting Room will also be open from 8:15 a.m. until 3:00 p.m., on all recognized federal holidays. Outdoor visiting is not permitted.

Frequency of Visits and Number of Visitors: Inmates are authorized an unlimited number of visits throughout the month providing it's according to the established schedule. No more than three (3) adult visitors, not including dependent children (under the age of 16), will be permitted for each inmate at any given time.

Allowance of more than three visitors requires prior written approval. Additional visitors will be denied without prior written approval. Requests for additional visitors on the day of the visit will be denied. Children under 16 years of age must be accompanied by an adult and shall be kept under supervision of the responsible adult. No group visiting is permitted.

Visiting Lists: The following are the guidelines for the visiting lists for USP Lee. The inmate must have known the proposed visitor(s) prior to incarceration. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown the proposed visitor is reliable and poses no threat to the security or good order of the institution. The Warden must approve any exception to this requirement. Inmates arriving at USP Lee/SCP will be required to have an updated and approved visiting list prior to receiving visits, to include new and updated NCIC checks.

Visiting privileges ordinarily will be extended to friends and associates who have had an established relationship with the inmate prior to confinement, unless such visits could reasonably create a threat to the security and good order of the institution.

Inmates arrived at USP Lee will be required to have an updated and approved visiting list prior to receiving visits, to include new and update NCIC checks.

Inmates may initiate their visiting list by completing the appropriate forms and providing the forms to their assigned Correctional Counselor.

Members of the immediate family will be placed on the inmate's approved visitor list immediately, in compliance with national policy. Appropriate background checks are required on each prospective visitor. Should the background check be determined unsatisfactory, the immediate family member may be removed from the approved visitor list.

Immediate Family / Non-Family Member: If there is a felony conviction (drugs/violence) within the past five years, ordinarily a memo will be prepared by the Correctional Counselor and forwarded to the Unit Manager, Captain, Associate Warden, and to the Warden, with the recommendation for denial. If the visitor is currently on supervision from a Federal, State, or local agency, then a letter from the supervising agency authorizing the individual to visit must be forwarded to the Warden along with a memo indicating recommendation for approval of the visit. If a potential visitor is not honest when completing the visiting form, the individual may be denied visiting privileges by the Unit Manager.

Background Checks: A background investigation is necessary before approving any visitor, including immediate family, and an investigation will be performed to include an NCIC at the new facility. Background investigations and NCIC checks will be conducted on approved visitors every three years.

Inmates may place members of their immediate family (mother, father, sister, brother, spouse, same sex marriage partner, etc.) on their visiting list with a restriction of 25 persons. Friends, associates, and relatives not listed above will be limited to a total of 10 persons. The inmate's Correctional Counselor will be responsible for entering the approved visitor or the removal of a visitor, in the web-based visiting program with a copy maintained in the inmate's central file.

Inmates will be responsible for obtaining visiting guidelines/regulations from their Correctional Counselor and mailing forms to each prospective visitor. These guidelines/regulations will also be made available to the visitors in the front lobby area, in English and Spanish.

Prospective visitors must return the forms directly to the Correctional Counselor via U.S. Mail. The visiting request forms will be forwarded to the Unit Manager for review and approval.

The inmate shall be held responsible for mailing a release authorization to the proposed visitor. That form must be signed and returned to staff by the proposed visitor prior to any further action regarding visiting. Upon receipt of the authorization-form, staff may then forward a questionnaire, along with the release authorization, to the appropriate law enforcement or crime information agency. An inmate's visiting list may be changed at any time in accordance with these procedures.

Normally, visitors may not be on more than one inmate's visiting list, except where inmates have the same immediate family member. In these rare cases, the visitors may visit each inmate separately.

**Attorneys and Support Staff:** During non-visiting days, approved attorneys, paralegals, sponsors, investigators, or others who request admission to the facility to conduct interviews, will be processed as regular visitors and allowed entrance under escort of the affected area. Staff from the affected department will provide visual supervision of attorney and support staff/client visits. Upon conclusion of the visit, staff from the affected department will search the inmate in accordance with established procedures.

If any suspicious activity occurs during the course of any attorney/support staff visit, supervising staff should contact the Operations Lieutenant. Attorneys are expected to display a professional demeanor while inside the institution. Pursuant to the Program Statement entitled, Legal Activities, Inmate, attorneys may not directly give their inmate clients any document or item. Instead, attorneys have the options of:

(1) Placing documents to be left with their client in a sealed envelope that will be provided by staff. The inmate's name and Register Number must be written legibly on the face of the envelope, and it should be marked as LEGAL MAIL. This envelope will then be routed directly through the institution mailroom and to the inmate.

Mailing the documents to the inmate through the institution after the attorney/client visit. This latter option is the most widely used procedure, as it permits attorneys to make file copies of all documents in their home offices.

**Business Visitors:** The following are guidelines for business visits for USP Lee.

Where documentation exists that an inmate was an owner of a business and has relinquished the operation of the business or profession to another person, and a decision must be made which could substantially affect the assets or prospects of the business, the Warden may approve the Special Visit. In such a matter, the Warden may waive the requirement for the existence of a prior relationship. A request must be submitted through the inmate's Unit Team and be reviewed by the Special Investigative Agent (SIA) or the Special Investigative Supervisor (SIS) prior to the request being forwarded to the Warden for approval.

**Business Visitors Dress Code:** Business visitors include, but are not limited to, clergy, attorneys, paralegal specialists, investigators, members of community groups, students, volunteers, and other visitors who are visiting based on a professional relationship with an inmate. Such individuals should wear professional attire or business casual clothing consistent with their profession. No shorts (regardless of length), halter tops, half tops, low-cut tops, backless clothing, tight-stretch clothing (such as Spandex-type items), sheer clothing (i.e., transparent or semi-transparent items), or clothing items of a suggestive or revealing nature will be permitted in the institution. Skirts and dresses should be knee length or below. Sleeveless shirts are not authorized. The dress code will be adhered to by both male and female visitors.

Approved religious headwear may be worn, but may require removal to successfully clear the walk-through metal detector and x-ray machine in the front entrance. Religious headwear that obscures a visitor's face must be removed sufficiently to reveal the face for identification upon entering and leaving the institution. In these cases, the visitor will be escorted to an area of privacy by an assigned staff member of the same sex when available, and instructed to remove enough of the headwear to properly identify the visitor's face.

**Consular Visitors:** The Unit Team will verify whether the inmate is a citizen of a foreign country and verify the visit is concerning matters of legitimate business. The Correctional Services Supervisor will either approve or disapprove the visit and submit documentation to the Central File and visiting file.

**Visits from Representatives of Community Groups:** The requesting department is responsible for investigating the interest and qualifications of any community groups or representatives of these groups wishing to visit. The Warden will either approve or disapprove the visit and submit documentation to the Central File and visiting file.

**Law Enforcement Visits:** Whenever a law enforcement agent makes a request to visit an inmate, it will be coordinated and cleared by the SIA or the SIS. The SIS staff will provide coverage for the visit.

**Pastoral Visits:** Pastoral visits will be processed by the staff Chaplain. Visitors in this category ordinarily provide assistance in release planning, counseling, and discussion of family problems. The requirement for the existence of an established relationship prior to confinement for visitors does not apply to visitors in this category. Any questions concerning pastoral visits should be addressed to the Staff Chaplain.

**Prisoner Visitation and Support (PVS):** The primary, though not exclusive, focus of PVS is to provide inmates with acute needs contact with the community. This includes inmates with long sentences, those in the Special Housing Unit (SHU), those without visits, or those who are transferred frequently. The Warden may approve PVS visitors to visit individual inmate program participants. Prior to approval, PVS visitors must have appropriate screening, including local law enforcement checks and NCIC clearances. However, PVS visitors are not required to be placed on visiting lists.

**Special Visits:** Special Visits are arranged by the Unit Team and will be supervised by Unit Team staff. A memorandum through the designated Associate Warden over unit management or correctional services requesting approval of a special visit will be submitted by the Unit Team to the Warden. Copies of the approved memorandum will be provided to the Captain, Operations Lieutenant, Control Center, Visiting Room, and Front Lobby Officer Stations. The responsibility of supervising special visits will be determined by the appropriate Associate Warden.

**Visits to Inmates not in Regular Population Status:**

**Admission and Holdover Status.** New commitments transferring from other facilities to USP Lee/SCP will be permitted to use their approved list from that facility after it has been reviewed and approved by the Correctional Counselor within two weeks of the inmate's arrival. The Correctional Counselor will ensure visits are limited to the immediate family for holdovers.

**Special Housing Unit: USP Lee/SCP:** Visitors for inmates housed in SHU will be processed the same as all other visitors. The Front Lobby Officer/Visiting Room Officer will telephonically contact the SHU Officer and advise the officer of the visit. Inmates who require separation will not be in the Visiting Room at the same time. The SHU Officer will ensure this does not occur, based on his/her review of pertinent and relevant information maintained on each inmate in SHU. The SHU Officer should also relay this information to the Visiting Room Officer for security reasons.

All SHU inmates at USP Lee will have no contact visits. All visits for those in SHU will be two hours in duration. Noncontact visiting may also be utilized in other instances at the Warden's discretion.

**Inmates in Local Hospitals:** All inmate visits taking place while the inmate is confined in an outside hospital must be approved, in writing, by the Warden or Warden's designee. Visits to inmates hospitalized in the community may be restricted to only the immediate family and are subject to the general visiting policy of the hospital. If approved, the Captain, Operation's Lieutenant, Institution Duty Officer (IDO), and institution staff at the hospital will be notified of the visit. A copy of the memorandum listing the name of the visitor(s), date and time of visit, will be provided to the IDO and institution staff at the hospital. The visit must be directly supervised by the Correctional Officers on duty.

**Inmates Requiring Increased Security Considerations or Holdovers:** Inmates with increased security concerns will be considered for non-contact visiting first. In the event non-contact visiting is not warranted, inmates will visit one at a time in the Visiting Room for a two hour period. Normally, this will occur on a first-come/first-serve basis. Inmates in holdover status requesting to visit, must send a cop-out two weeks prior to requesting a visit to their respective unit team. These visits will be permitted in the non-contact visiting area and will be two hours in duration. These visits ordinarily will take place during regular visiting days,

Arrangements for inmates posing a special security concern must be coordinated through the Captain's Office. Upon receiving notification an inmate assigned under this status has a visit, the Operations Lieutenant will be advised. A check of possible separatees and security concerns will be made at that time and the proper notifications and precautions will be taken.

Visiting Files: Visiting information will be maintained in the BOPWARE computer program by the inmate's Unit Team.

Visitor Identification: Positive identification of visitors 16 years of age or older is required prior to admission into the institution. Acceptable identification is a valid driver's license with photograph, official state, federal, or local government-issued identification with photograph, or armed forces identification with photograph. Check cashing cards or other easily produced forms of identification are not acceptable. Any identification altered, forged, expired or otherwise not sufficient to provide positive identification will not be accepted. In the event an acceptable form of identification cannot be produced or questionable identification is produced, the Operations Lieutenant will be notified. Visitors under the age of 16 who are accompanied by a parent or legal guardian are exempt from this provision.

Visitor Dress Code: All visitors will be dressed appropriately. This requirement includes footwear and clothing appropriate for a correctional setting. Shorts, skirts, and dresses will be at a maximum of no more than two inches above the knee to include any slits in the dresses or skirts. The dress code is as follows:

- No tight-fitting or stretch clothing
- No see-through clothing (if white-colored clothing is revealing, it will be considered see-through)
- No low-cut blouses
- No tank tops/muscle shirts - All shirts and blouses must cover the shoulders (both male/female)
- No wrap-around skirts
- No button up/down skirts
- No flip-flop style/open toe shoes
- No ball caps, hats, bandanas, sweatbands, do rags, or any other type of head gear is authorized with the exception of approved religious head gear. • No watches of any kind
- No sunglasses
- No scarfs
- No grey colored sweat pants or shirts
- No hooded shirts or jackets
- No outdoor/jackets, sweaters, etc.

Visitors will not be permitted to wear pants, coats, and/or shirt that resembles the khaki-colored inmate uniform. Any visitor wearing clothes similarly-colored (brown, light brown, beige, khaki, or tan) will not be allowed to enter the visiting room.

Items authorized to be taken into the Visiting Room by an Approved Visitor: All persons entering upon these premises are subject to routine searches of their person, property (including vehicles), and packages. **THE USE OF CAMERAS OR RECORDING EQUIPMENT WITHOUT WRITTEN CONSENT OF THE WARDEN IS STRICTLY PROHIBITED.**

1 sm size clear plastic purse (no larger than 10x10)

Medication - Necessary life supportive medication

ID Card, Driver's License

Jewelry being worn by the visitor

Female hygiene items - Two sanitary napkins or tampons.

Money - A total of \$25.00 in change or paper currency (\$1.00 or \$5.00 bills).

Religious headgear

Only those items needed for an infant's stay will be authorized in the Visiting Room. Allowable items are as follows: 3-Diapers

2-Plastic baby bottles containing prepared baby formula 3/4 full

- 1-container of baby food (sealed)
- 1-empty plastic baby bottle
- 1-clear drinking cup
- 1-plastic serving spoon
- 1-small, clear plastic tote bag for the above contents
- 1-plastic zip lock bag containing baby wipes

All items entering the Visiting Room will be thoroughly inspected by staff at the Front Lobby prior to admission into the Visiting Room.

Items not Authorized into the Visiting Room: Baby items in excess of the amounts above will be placed in the visitors' lockers or personal vehicle. All other medication will be placed in the visitors' lockers or personal vehicle. Baby strollers or any type of baby carrying device are not authorized in the Visiting Room. Cigarettes or any other tobacco items. Any food items, other than already mentioned.

Processing of Visitors: All inmate visitors, with the exception of children under the age of 16, will sign the log book at the Front Lobby Officer's desk. The Front Lobby Officer will ensure he/she processes all visitors in accordance with established procedures. The Lobby Officer will then instruct all inmate visitors with the exception of federal, state, and local law enforcement officials, members of Congress and the Judiciary, to complete a Notification of Visitor Form. All sections will be thoroughly completed.

All visitors will have their photograph taken at the front entrance, via use of the visiting room program. The visiting room program (BOPWARE) will be utilized to determine if the visitors are approved visitors. If the program (BOPWARE) is not working, or they are not on the list, an attempt should be made to contact the Unit Team for verification.

Visitors who arrive in personal or rented vehicles will not be allowed to place items in a locker located in the Front Lobby area. They will be required to place the items in their secured vehicle. No cell phones or electronic devices of any kind will be permitted in the institution at any time. These items will be returned to the visitor's secured vehicle. For visitors who arrive via public transportation or other than a personal or rented vehicle, a locker will be provided for the cell phone to be secured in. After this notification, processing of visitors shall proceed via use of the walkthrough metal detector.

The Front Lobby Officer must ensure all visitors pass through the electronic metal detector before entering the institution. Visitors will be denied entry to the institution if they cannot clear the walk-through metal detector unless they are in possession of valid medical documentation specifically describing the medical implant they have. In that event, the hand-held metal detector is authorized. Additionally, if the walk-through metal detector becomes inoperative, a hand-held metal detector is available for use. Inmate visitors, who have been screened by the metal detector, will not be permitted to make contact with others, in the Front Entrance Building, who have not yet been screened. The Front Lobby Officer must ensure all visitors' hands are stamped and verify the stamp is visible via the black light.

Once the visitor(s) has been processed, the visitor(s) will proceed to the Visiting Room, escorted by a staff member. The visitor's photographic identification and Notification to Visitor Form will be hand-carried to the Visiting Room and relinquished to a Visiting Room Officer upon entry (for the USP, the visitors picture identification card will be handed to the Control Center Officer). The Control Room Officer will verify the visitor's stamp, via the black light, before permitting entrance into the secured perimeter of the institution. The Visiting Room Officer will also verify the visitor's stamp, via the black light, before and after the visit. Visits will be denied or terminated only through the Operations Lieutenant in consultation with the Institution Duty Officer.

Upon completion of the visit, the inmate and visitor will report to the Visiting Room Officer. The inmate must be positively identified. The Visiting Room Officer will then instruct the inmate to wait by the inmate search room. The

Visiting Room Officer will then identify each visitor, via the photo identification. The visitor(s) will then be escorted to the Outside Administration Building.

The Control Room Officer will verify all visitors' hand stamps, via the black light, prior to releasing the visitor(s) from the Sallyport. Visits will be denied or terminated only through the Operations Lieutenant in consultation with the Institution Duty Officer.

Processing of Inmates: USP inmates will visit in the prescribed institution issued khaki colored jumpsuits. Upon inmates entering the visual search area, he will undress and his clothing will be searched, (including shoes and underwear). Inmates will be provided with an institution issued jumpsuit, t-shirt, boxers, socks, and footwear in exchange for clothing worn to the visiting room. An inmate's clothing will be stored in the visual search area lockers until completion of the visit. Unaltered socks are also required uniform items to be worn in the visiting room. Wedding rings (without stones) and necklaces with religious medallions (without stones) are the only jewelry authorized in the Visiting Room. The inmates may wear Chaplain approved religious headgear during the visit. The Visiting Room Officer will record the description of authorized items being worn into the Visiting Room.

Authorized clothing in the SCP Visiting Room will be the green uniform worn daily by camp inmates. There will be no inmate personal property brought into the Visiting Room.

USP Inmates not proceed to the visiting area entrance door until they have been notified by staff. Once the inmate's visitor has been cleared for visiting and the visitor has been seated in the Visiting Room, the Visiting Room Officer will contact the inmate's housing unit and/or work detail by telephone and request the inmate be sent to the Visiting Room. If the inmate fails to report to the Visiting Room within (15) fifteen minutes, the Visiting Room Officers will contact the Operations Lieutenant and a search will be initiated to determine the inmate's location. Anytime a USP inmate enters or departs the Visiting Room, he will be visually (strip) searched, and further, upon departing, be escorted to the R&D area, where an additional search of the inmate will be conducted utilizing the Secure Pass Body Scanner. SCP inmates will be identified and pat searched. If there is some evidence or suspicion an inmate assigned to the Camp has attempted to introduce contraband, a visual search may be conducted. The findings, positive or negative, must be annotated in the appropriate search log book.

Upon completion of the inmate's visit, the Visiting Room Officer will positively identify the inmate before allowing the visitor to leave. Once the visitor has been escorted to the Front Entrance, the inmate will be visually searched, and released to the Compound. Inmates at the SCP will be pat searched prior to leaving the Visiting Room.

Miscellaneous Visiting Regulations: The Visiting Room Officer will make positive identification of inmates arriving at the Visiting Room. The inmate will be required to bring his Identification Card to the Visiting Room where it will be maintained by the Visiting Room Officer for the duration of the visit. Inmates will be positively identified in this manner before leaving the Visiting Room.

Socially acceptable gestures of communication and affection, such as shaking hands, embracing, and praying, may be permitted within the bounds of good taste at the beginning and the end of each visit. A brief closed mouth kiss upon arrival and at the completion of the visit is acceptable.

Visiting Room Officers will assign seating for inmates and their visitors when applicable. Inmates at the USP will be required to sit across from their adult visitor(s). Seating or chairs will not be changed without the approval of the Visiting Room Officer.

Inmates will not utilize visitor restrooms. Only one visitor is permitted in the restroom at a time. Restrooms will remain locked when not in use.

Inmates will not be permitted to handle visitor's change purses or currency of any kind.

Inmates will not be authorized access to the vending machines or the immediate area surrounding the machines. All purchases are to be accomplished by the inmate's respective visitor(s). All food items purchased via the vending machines must be consumed prior to visitors departing the Visiting Room.

Inmates are permitted to have photographs taken with their visitor(s). Inmates will not take photographs with other inmates in the Visiting Room. The Recreation Supervisor will assign inmates as photographers, provide orientation for the inmate(s) on their conduct/behavior in the Visiting Room, and establish their work schedule. The children's play area is established for children of inmates and their visitors. Inmates are not permitted in this area at any time. Visitors are required to maintain continuous supervision and control of children at all times in all areas of the visiting room, including the restroom. Children will be seated with the visitors during the visit, unless in the children's play area. Children will not be allowed to disrupt other visits. In the event an inmate and/or visitors cannot control the behavior of their children, and a disruption is being caused due to their behavior, the Visiting Room Officer(s) may terminate the visit after notification is made to the Operations Lieutenant and/or Institution Duty Officer (EDO). Normally, a warning prior to the termination of the visit will be given to the inmate concerning the misconduct of the children, and a notice that any further misconduct will result in the termination of the visit. Inmates and visitors will maintain a professional and courteous manner at all times. Conduct which disrupts the orderly atmosphere of visiting or offends other visitors may be grounds to terminate the visit. Disruptive and/or offensive behavior will be reported to the Operations Lieutenant. In the event a visitor and/or inmate becomes belligerent or rude, the visit will be terminated. The Operations Lieutenant is authorized to terminate a visit for disruptive and/or offensive behavior. Such conduct involving an inmate will result in an Incident Report.

Charter Bus and Van Services. Individuals arranging transportation through a chartered bus or van service should notify the institution in advance to avoid delays with the processing of visitors. To alleviate overcrowding in the front lobby area, only 10 visitors will be permitted into the lobby area at one time for processing. Additionally, the bus or van is to remain at the institution until all visitors are processed into the Visiting Room. A telephone number to contact the bus or van service must be provided to the front lobby officer. This will enable them to contact the driver in the event a visit for one of the passengers is terminated. All visitors who are not permitted into the institution will be required to depart the institution grounds. Upon completing the processing of all passengers, the bus or van will be required to depart the institution grounds, after which they will return 15 minutes prior to the conclusion of visits for that day (the exception is if they are called to pick up a passenger whose visit was terminated prior to visitation concluding).

Temporary Suspension of Visiting Privileges: The following procedures should be followed when notifying an inmate and his visitor their visit has been terminated due to misconduct in the Visiting Room:

- (1) A full time staff member will immediately, verbally notify the inmate his visiting privileges with the visitor have been temporarily suspended pending final disposition by the Warden.
- (2) The Unit Team and/or Correctional Services Department will prepare a letter for the Warden's signature to the visitor notifying visiting privileges have been temporarily suspended.
- (3) The submitting department will notify the inmate in writing his visiting privileges with the visitor have been temporarily suspended.

Loss of Visiting Privileges: Visitation by the PVS, inmate legal visits, and religious visits are not restricted when an inmate is placed on visiting restriction for disciplinary reasons.

Reinstatement of Visiting Privileges: Reinstatement of visiting privileges will be approved by the Warden. Under no circumstances will special visits be permitted to individuals without prior approval by the Warden.

Termination of Visits: If visiting is terminated due to overcrowding, the Visiting Room Officer will contact the Operations Lieutenant and advise him/her. The Visiting Room Officer(s) will ask for volunteers before beginning termination procedures. Termination will begin with those visitors first to arrive in the Visiting Room and proceed

by order of arrival. (Definition: First in/first out, second in/second out, and so on.) Consideration will be given to frequency of visits and/or distance traveled.

Other Activities: Other activities which may require the use of the Visiting Room such as INS, parole or court hearings, media visits, inmate marriages, etc., will ordinarily be scheduled for non-visiting days to prevent interference with regularly scheduled

visitation. Should such events require scheduling during regular visiting days, these events will be conducted in a manner as to limit their effect on other inmate visits.

Computer Failure Back-up System: During time of computer failure, the visitation program will become unavailable.

This situation will enable staff to implement the hard copy back-up system so visitation can continue.

The hard copy back-up system provided by the unit teams is located at the Front Lobby.

Once a visitor completes the required paperwork at the Front Lobby, including Title 18's, the Front Lobby Officer will verify the information by using the hard copy print out of the inmate's visitation list. The Front Lobby Officer will then notify the Visitation Officer of their visitor.

Location and Directions: Directions from I-75: Take exit 29 in Corbin, Kentucky. Proceed East on Highway 25 for approximately 50 miles. After driving through the Cumberland Gap Tunnel, turn North on Highway 58 into Jonesville, Virginia. Ensure you turn right on Highway 58 in downtown Jonesville. USP Lee is 9 miles East of Jonesville on the left side of the road.

Directions from I-81: Take I-26 North to Weber City, Virginia. Turn West on Highway 23 toward Duffield, Virginia. In Duffield, turn left onto Highway 58. The facility is about 15 miles on your right.

Directions from I-75: Take exit 29 in Corbin, Kentucky. Proceed East on Highway 25 for approximately 50 miles. After driving through the Cumberland Gap Tunnel, turn North on Highway 58 into Jonesville, Virginia. Ensure you turn right on Highway 58 in downtown Jonesville. USP Lee is 9 miles East of Jonesville on the left side of the road.

Directions from I-81: Take I-26 North to Weber City, Virginia. Turn West on Highway 23 toward Duffield, Virginia. In Duffield, turn left onto Highway 58. The facility is about 15 miles on your right.

#### PHYSICAL ADDRESS

U.S. Penitentiary Lee

Lee County Industrial Park

Hickory Flats Road

Pennington Gap, VA 24277

Telephone Number 276-546-0150

All persons authorized to visit at this facility must abide by all institution rules. NO PERSON MAY VISIT UNLESS HE/SHE HAS BEEN APPROVED IN ADVANCE AND DOCUMENTED AS VISITORS ON THE INMATES VISITING LIST. AN INMATE'S VISITING LIST IS NOT PUBLIC INFORMATION; THEREFORE ANY CALLS PERTAINING TO A VISITING LIST CANNOT BE ANSWERED. All visitors must carry picture identification (such as a valid Driver's License, current passport with photo, alien identification card with photo) in order to be admitted to the Visiting Room. An authorized form of identification is a valid state or government issued photo identification. Children under sixteen (16) years of age must be accompanied by an adult parent or guardian. Children sixteen (16) years of age and over MUST fill out a visitors form and have it sent to the respective Counselor. The number of visitors an inmate may visit is limited to five. Infants who are two years of age and under will not be encompassed in the total of five visitors. Each child over the age of two will be considered as one of five authorized visitors. Allowance of more than five visitors requires prior approval from the Warden. Adults will maintain control of their children at all times. Visiting is limited to immediate family, i.e., father, mother, sister, mother, step-parents, foster parents, spouse and children. Other persons who wish to visit an

inmate for either personal or business reasons must be on the approved inmate's visiting list. This includes other relatives, i.e., grandparents, uncles, aunts, in-laws, cousins. Sandwiches, soft drinks and candy are available from vending machines in the Visiting Room. Food and drinks will not be permitted to be brought in from outside the institution. Visitors may purchase food for the inmate, but may never give the inmate money. (No more than \$25.00 total in either \$1.00 or \$5.00 bills or silver change denominations are allowed.) Visitors are not permitted to bring any type of photographic equipment on institution grounds. Large purses or tote bags are not permitted inside the institution. Only a small clear change purse is authorized. Allowable baby items are as follows: 3 diapers, 3 plastic baby bottles containing prepared formula <sup>3</sup>/<sub>4</sub> full, 1 container of baby food (sealed), 1 empty plastic baby bottle, 1 clear drinking cup, 1 plastic serving spoon, 1 small clear plastic tote bag for the above contents and 1 plastic Ziploc bag containing baby wipes. Games or toys will not be permitted into the visiting area. Animals are not authorized on institution grounds. Exception: Animals trained to assist disabled persons, e.g. seeing eyed dogs for the blind, will be authorized with proper documentation. Visitors are not authorized to bring any tobacco products into the institution or visiting room. Newspapers, magazines, clippings, photos, etc. or makeup of any kind will not be permitted inside the institution at any time. Feminine hygiene items such as tampons or sanitary napkins, will be limited to two. Life sustaining medication (heart, epilepsy, breathing devices) will be permitted in moderation if necessary.

All visitors will be dressed in an appropriate manner and in good taste. You are entering a CORRECTIONAL SETTING and this is a requirement. Any visitor who arrives provocatively dressed, will be denied the privilege of visiting. Inmates will inform visitors prior to visiting, clothing MUST be appropriate for an institution setting and should not demonstrate disrespect to others who may be present in the Visiting Room. All visitors must be fully attired, including shoes. Visitors are to refrain from wearing apparel which is revealing or suggestive. Shorts, skirts, and dresses will be at a maximum of no more than two inches below the knee to include any slits in the dresses or skirts. The dress code is as follows; No tight-fitting or stretch clothing, no see-through clothing (if white-colored clothing is revealing, it will be considered see-through), no low-cut blouses, no tank tops/muscle shirts - All shirts and blouses must cover the shoulders (both male/female), no wrap-around skirts, no button up/down skirts, no flip-flop style/open toe shoes, no ball caps, hats, bandanas, sweat bands, do rags, or any other type of head gear is authorized with the exception of approved religious head gear. No watches of any kind, no sunglasses, no scarfs, no grey colored sweat pants or shirts, no hooded shirts or jackets, no outdoorwear/jackets, sweaters, etc. Visitors will not be permitted to wear pants, coats, and/or shirt that resembles the khaki-colored inmate uniform. Any visitor wearing clothes similarly-colored (brown, light brown, beige, khaki, or tan) will not be allowed to enter the visiting room.

Visitors may be denied entry based on their dress attire. This decision will not be delegated lower than the Operations Lieutenant. Specifically, all visitors will wear shoes in the Visiting Room to ensure their safety. Therefore, no open toed shoes are allowed. All visitors 16 years old and older will be expected to wear an inner garment covering the breast or chest area.

Failure of visitors to recognize and adhere to these requirements will be reason to disallow the visit.

**UNDER NO CIRCUMSTANCES WILL A VISITOR BE ALLOWED TO VISIT UNLESS THEY HAVE CLEARED THE METAL DETECTOR.** Undergarments containing metal (i.e. underwire bra) could activate the metal detector any may need to be removed; **HOWEVER, UNDERGARMENTS ARE REQUIRED FOR ADMISSION.** Persons having metal plates or prosthetic devices must have written documentation from a doctor.

Prospective inmate visitors will be tested using the Ion scan machine (Drug Detection) located in the front lobby. Any positive test results could result in denial of visitation. Visitors will also be subject to random pat searches. Failure to submit to a pat search will result in denial of visitation.

Once a visitor has been checked into the institution, they will not be permitted to return to their automobile or leave the visiting area. If this occurs, the visit will be terminated.

Passing of any item, food or drink is prohibited in the Visiting Room. Personal items are not permitted to be passed from the visitor to the inmate.

THE VISITING ROOM IS A PUBLIC PLACE AND CHILDREN ARE NORMALLY PRESENT. YOU ARE EXPECTED TO CONDUCT YOURSELF ACCORDINGLY. HANDSHAKING AND A CLOSED MOUTH KISS ARE ORDINARILY PERMITTED WITHIN THE BOUNDS OF GOODTASTE AND ONLY AT THE BEGINNING AND END OF THE VISIT. BEHAVIOR DEEMED INAPPROPRIATE WILL RESULT IN IMMEDIATE TERMINATION OF THE VISIT, AND POSSIBLE LOSS OF FUTURE VISITS. NO EXCEPTIONS!

Any effort to circumvent or evade the visiting regulations established at this facility will not only result in the denial of future visits but may require other disciplinary action or court proceedings be initiated against the visitor. 18 USC 1791, provides a penalty of imprisonment for not more than 20 years, a fine, or both for providing or attempting to provide to an inmate anything whatsoever without the knowledge and consent of the Warden. It is a federal crime to bring upon these premises any weapons, ammunition, intoxicants, drugs, or contraband. All persons are subject to search pursuant to Title 18 U.S.C., Section 1791 and 3571. The use of cameras or recording equipment on the institution grounds without written consent of the Warden is strictly forbidden. It is also a federal crime to provide false statements when being processed into the institution and are subject to fines and imprisonment pursuant to Title 18 US Code 1001). Violators are subject to criminal prosecution. Visiting Room is subject to video monitoring to ensure institution security and good order.

These Visiting Regulations are being provided to you in order to assist you in properly preparing for and participating in the USP/SCP Lee visiting program. Should you have questions, please do not hesitate to contact Unit Staff.

## SECURITY PROCEDURES

### Attire

Inmates will be in the proper uniform, (normally khaki pants and khaki shirt), Monday thru Friday, between 6:00 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 waist line. Other than approved religious headgear, hats will not be worn while indoors. Shoes/boots will be tied and all clothing articles will not be altered. Belts will be worn with government issued pants if belt loops are present. No tags will hang from any article of clothing and nothing will be written or drawn on any article of clothing. Ripped pockets, missing buttons, missing name tags should be addressed with laundry staff immediately.

### Inmate Identification Cards

Inmates are required to wear their identification cards at all times 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.

### 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 9:00 p.m., on weekdays and 10:00 a.m., 4:00 p.m., and 9:00 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 actually 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 on a daily basis.

## 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. Controlled movement generally begins ten minutes before the hour and ends on the hour. 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, gymnasium, 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, gymnasium, 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 assign work and approve all job changes. They also see that the changes are posted on the Daily Change Sheet. It is the inmate responsibility to check the change sheet daily.

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.

#### Inmate Financial Responsibility Program

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. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include: special assessments imposed under 18 USC 3013, court ordered restitution, fines 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, and other judgments).

Institution staff 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.

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.

## 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.

## Education

The mission of Education/Recreation Services is to provide mandatory literacy and English-as-a-Second Language programs as required by law, as well as other education/recreation and related programs that meet the needs and interests of the inmate population, provide options for the positive use of inmate time, and enhance successful reintegration into the community.

Education opportunities provided for Federal inmates include General Equivalency Diploma (GED) and ESL programs, as required by law. Various nationally recognized tests will be used to place inmates in appropriate education programs. Inmates must perform to the best of their abilities on exams for appropriate placement in class.

## Literacy/GED

The Violent Crime Control and Law Enforcement Act (VCCLEA) and the Prison Litigation Act (PLRA) require inmates who lack a high school diploma to participate in a GED credential program and make satisfactory progress in the program in order to be eligible to vest the maximum amount of earned good conduct time (VCCLEA sentenced inmates) or earn the maximum amount of good conduct time.

Unless exempt (pre-trial, holdover, etc.), inmates must participate in the literacy program for one mandatory period of at least 240 instructional hours, or until they achieve a GED credential. For all inmates to receive job pay promotions above the entry level, they must have a high school diploma, a GED credential, or a pay exemption.

Inmates who are exempt from attending GED class based on a deportation detainer must enroll in GED or ESL in order to receive their good conduct time.

Inmates under a final Bureau of Immigration and Customs Enforcement (BICE) order of deportation, exclusion, or removal are exempt. Inmates who have completed the mandatory period of enrollment must remain enrolled, or reenroll to vest/earn their good conduct time. Inmates found guilty of an incident report related to their literacy program enrollment will be changed to GED UNSATISFACTORY PROGRESS, and will not vest/earn their good conduct time.

Following an assignment of a GED UNSATISFACTORY PROGRESS code, inmates will be required to complete additional 240 hours of program enrollment before they can be changed back to a SATISFACTORY code. Good conduct time will not vest while the UNSATISFACTORY assignment exists.

Inmates who are eligible for District of Columbia Educational Good Time (DCEGT) can earn DCEGT for participating, but not completing GED, ESL and marketable level occupational training programs. While enrolled in the qualifying education program, inmates will earn DCEGT credit. However, DCEGT credit will show up on their sentence computation when they complete or withdraw from the qualifying program.

The new GED Test will be taken on the computer. Inmates are strongly encouraged to enroll in a keyboarding or typing course, when offered.

#### Inmates with a Verified High School Diploma

In order to obtain a realistic and accurate assessment of an inmate's skill levels, a demonstration of literacy attainment must be verified for inmates with a high school diploma. Even though current policy accepts a high school diploma for custody classification, good time credits, education programs, etc., a high school diploma does not necessarily certify an inmate is literate.

Inmates who have a high school diploma (not an AA or higher post-secondary degree) are encouraged to submit a cop-out to the Education Department to request to sign-up for the Tests of Adult Basic Education (TABE) to validate their reading, language, and math computation, as well as applied math. The purpose of the TABE is to ensure these inmates have sufficient language and math skills to pursue their post-secondary education study and/or obtain a job in the community. Mastery of the reading, language, and math skills from the TABE is part of inmate's reentry plan.

#### ESL

The Crime Control Act of 1990 mandates non-English speaking Federal prisoners participate in the ESL program. An inmates' communication skill level in English is evaluated at initial classification and interviews. Those found to have limited ability to communicate in English will be referred to the education department to determine proficiency at the 8th grade level or higher based on a nationally recognized achievement test. Inmates scoring less than the 8th grade level of proficiency will be enrolled in ESL until they function at the 8th grade level or above on a nationally recognized education achievement test. If indicated by test scores, participation in ESL will be required regardless of education degree status. Inmates with high school diplomas or college degrees may be required to participate in the ESL program.

#### Incentives

Incentive awards are provided to recognize inmates making satisfactory progress and successfully completing the literacy (i.e., GED and ESL) program. Inmates may also receive incentives for progressing to various levels in the GED or ESL Programs. Graduation ceremonies recognize GED, ESL, and Occupational Education completions.

#### Other Programs

The completion of the literacy program is often the first step towards adequate preparation for successful post release reintegration into society. Additional educational programs such as advanced occupational training or college are needed in today's world. Vocational training and apprenticeship programs afford inmates an opportunity to obtain marketable job skills.

#### Occupational Education Programs

Occupational Education programs prepare inmates for a specific occupation or cluster of occupations. Inmates can earn a Certificate, Associate of Arts Degree, Associate of Science Degree, or an industry accepted certificate upon the completion of occupational training programs. Occupational education programs vary institution-to-institution.

Inmates must request initial enrollment through the Supervisor of Education. Education staff will determine an inmate's academic eligibility for enrollment and deportation status (if applicable). The Supervisor of Education will notify an inmates' unit team of enrollment consideration for occupational education programs.

#### Apprenticeship

Apprenticeship training provides inmates the opportunity to participate in training which prepares them for employment in various trades. Apprenticeship programs in the BOP are registered with the Bureau of

Apprenticeship and Training, U.S. Department of Labor. These programs are structured to offer on-the-job learning in industries. Upon completion of a registered trade, inmates can earn a Certificate of Completion from the Department of Labor.

#### Adult Continuing Education (ACE):

ACE classes enhance an inmate's general knowledge on various subjects and address the skill deficits identified in an inmate's individual reentry plan. ACE classes are organized differently in different institutions. Typical ACE classes include: typing, computer literacy, foreign language, and business skills. These classes are usually offered during evening and weekend hours.

#### Post-Secondary Education (Inmate Correspondence Courses)

Inmates are encouraged to expand their knowledge through a variety of methods, including correspondence courses.

In general, inmates are permitted to enroll in any correspondence course that involves only "paper and pencil." Courses requiring equipment are generally not authorized. The cost for correspondence courses must be paid by the inmate. If an inmate has sufficient funds available in his commissary account, a Form 24 may be used for payment. Inmates interested in enrolling in correspondence courses are required to contact the Staff Coordinator prior to enrollment. Catalogs are available from the Staff Coordinator. Diplomas or certificates from correspondence high school GED programs do not satisfy the criteria for an adult literacy program completion.

#### Parenting

The Parenting Program provides inmates information and counseling through directed classes on how to enhance their relationship with their children even while incarcerated. All Parenting Programs include a classroom and visitation component. In addition, social service outreach contacts are often established to facilitate the provision of services to the inmate parent, visiting custodial parent, and children.

#### Library Services

Leisure Libraries: Leisure libraries offer inmates a variety of reading materials, including but not limited to: periodicals, newspapers, fiction, non-fiction, and reference books. Institutions also participate in an interlibrary loan program with local, state, and college libraries and available bookmobile services.

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.

A copying machine is available to reproduce materials needed for research. The price to reproduce materials is established by Trust Fund.

#### Recreation, Leisure, Wellness, and Social Programs

The BOP encourages inmates to make constructive use of leisure time and offers group and individual activities. At each facility, physical fitness and leisure programs are provided to promote positive lifestyle changes. These programs strive to provide inmates with opportunities to reduce stress and enhance overall health and emotional well-being.

#### Leisure Programs

Institutions offer a wide range of activities in which inmates may participate when not performing assigned duties. Leisure activities include: organized and informal games, sports, physical fitness, table games, hobby crafts, music programs, intramural activities, social and cultural organizations, and movies.

#### Art and Hobby Craft Programs

Art work includes all paintings and sketches rendered in any of the usual media (e.g., oils, pastels, crayons, pencils, inks, and charcoal). Hobby craft activities include ceramics, leatherwork, models, clay, mosaics, crochet, knitting, sculptures, woodworking, and lapidary, etc.

Art and hobby craft programs are not meant for the mass production of art and hobby craft items or to provide a means of supplementing an inmate's income. Use of hobby craft facilities is a privilege that the Warden or staff delegated that authority may grant or deny.

Inmates are encouraged to participate in housing unit activities such as unit-based hobby craft. The Recreation Supervisor will coordinate housing unit activities with Unit Managers.

#### Wellness Programs

Wellness programs include screening, assessments, goal setting, fitness/nutrition prescriptions and counseling.

#### Recreation and Zimmer

The Zimmer Amendment was passed in 1996. The amendment does not allow for the BOP to use appropriated and non-appropriated funds to provide amenities or personal comforts in the Federal Prison System. Specifically, institutions activated prior to 1996 through attrition, will conform to the guidelines set by the law. The main sections of Zimmer address: (1) viewing of R, X, or NC-17 movies; (2) instruction or training for boxing, wrestling, judo, karate or other martial arts or any body building or weightlifting equipment; and (3) electronic or electric instruments.

#### Consequences for Rules Violation in Recreation

Inmates are strongly encouraged to participate in recreation activities. However, when inmate behavior violates established rules, consequences may include an incident report and/or suspensions from programs.

#### 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.

#### Psychology Services

Psychology Services departments in all BOP institutions offer 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.

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. A psychologist may make recommendations to support your successful adjustment to prison and prepare you for your eventual release. We encourage you to participate actively in this process. 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, Staff Psychologist, DAP Coordinator, Drug Treatment Specialist, Challenge Program Staff, and Psychology Technician. The department's offices are located in the Psychology Department. There are a number of ways to contact Psychology Services at this institution.

You may:

Submit an Inmate Request to a Staff Member (Cop-out) to Psychology Services. 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.

#### 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 results 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 are required to complete the course, your name will automatically be placed on the waiting list for the course. When it is time for you to complete the course, Psychology Services staff will contact you. 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.

## 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 to 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 (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 76 BOP institutions. It is not available at USP/SCP Lee.

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 program (Title 18 U.S.C. § 3621(e) (2)). For more information, talk to an institution drug abuse specialist or drug abuse program coordinator.

#### 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.

#### Nonresidential Counseling Groups

The Resolve Program also includes a treatment component - non-residential counseling groups. Only those inmates with a history of trauma and an associated mental health problem may participate in Resolve Program counseling groups. These groups are designed to improve coping skills, build healthy relationships, and enhance emotional stability. USP/SCP Lee does not have a Resolve Program. If you are interested in the Resolve Program, please submit an Inmate Request to a Staff Member (Cop-Out) to the Psychology Services Department.

#### The Challenge Program (high security institutions only)

The Challenge Program is an intensive, residential program for inmates with drug abuse and/or mental health problems and is available in all BOP penitentiaries. Treatment is highly structured and inmates with drug programs and those with mental health programs are housed together in a treatment unit that is set apart from the general population. The Challenge Unit is a safe harbor for those who want to work out drug abuse and/or mental health problems. Inmates may volunteer for the Challenge program at any time during their incarceration. The Challenge program is typically a 9 month program, but your time in the program depends on your treatment needs and your progress in treatment. To apply for the Challenge Program you must send an Inmate Request to a Staff Member (Cop-Out) to obtain an interview for the 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 [male institutions only]

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 and at USP Marion in Illinois.

### 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

At this time, provide information about any unique psychological programming offered at the institution. This information may include the availability of a self-help library, audiovisual resources, specialized groups, etc. If the institution offers groups not previously referenced, please note how these groups are advertised, e.g., "When a group is to be offered, notices will be displayed in each housing unit and inmates must submit an Inmate Request to a Staff Member (Cop-Out) in order to participate. Since institutions vary widely with regard to their ability to offer individual therapy services, utilize this section of the presentation to provide inmates with a sense of the availability of these services at your institution.

### 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 elder 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 that 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, I want to assure

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. As of this writing, USP Lee does not conduct marriages.

### 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.

### Medical Services

The BOP inmate health care delivery system includes local ambulatory clinics as well as major medical centers. Locally, emergency-medical care is available 24 hours a day in all BOP facilities. BOP clinical staff typically covers the day and evening shifts and community emergency personnel meet emergency needs when BOP clinical staff is not on-site.

Health services typically include episodic visits for new or recurring medical or dental symptoms through a sick call system, chronic care management for chronic and infectious diseases through enrollment in chronic care clinics for regular care, routine dental care, medical and dental emergency care for injuries and sudden illness, age appropriate preventive healthcare to promote optimal health and functional status, restorative care to promote achievable functional status, long-term care and end-of-life care.

A Sick Call move is announced during the a.m. Inmates who are seeking health care services or dental services will report to Health Services with a completed sick call/triage sign up form. Each inmate will be triaged by nursing or dental and will be seen by appointment, seen by a provider at that time or referred to the commissary for OTC medication as needed. Inmates requesting health services will be charged a copayment fee unless staff determines they are indigent and not subject to a co-payment fee. An indigent inmate without funds is an inmate who has not has a trust fund account balance of \$6.00 for the past 30 days.

Inmates in detention or segregation who are unable to attend the scheduled sick call sign up event will access sick call by submitting a written request for evaluation or by verbally asking for a sick call appointment when the Health Services clinician makes daily rounds in the secured unit.

### **Inmate Copayment Program**

Inmates will be charged a copay fee of \$2.00 for health care services that is requested by the inmate or are found responsible through the disciplinary hearing process to have injured an inmate who requires health care services related to the injury. Services provided without a copay fee are Chronic Care visits, emergency care, preventative healthcare, follow up care or care provided because of clinical staff referrals, and wound care.

### **Emergency Medical Treatment**

All emergencies or injuries receive priority for treatment. Appropriate medical care will be provided by institution clinical staff, on-call staff if after hours, or by community emergency medical providers. Clinicians covering evenings, weekends and holidays provide treatment for acute medical problems and directly observed pill lines.

### **Medication Administration (Pill Line)**

Pill line 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 delivers pill line medications to inmates in detention or segregation units during established pill line times.

### **On-the-job Injuries**

Inmates injured while performing an assigned duty, must immediately report this injury to their work supervisor. The work supervisor reports the injury Health Services who will provide immediate emergency care. The inmate's supervisor will also notify the institution Safety Manager who completes mandatory occupational injury documentation. The inmate must be evaluated by clinical staff and an injury report completed as a work related injury.

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.

### **Preventative Health Care**

A prevention baseline visit will be conducted for all sentenced inmates within six months of incarceration. The purpose of the prevention baseline visit is to assess individualized risk factors and identify the need for and frequency of recommended preventive health measures. The prevention baseline visit will be conducted at the same time of your History and Physical. Your health care provider may recommend additional health screens (tests) based on your medical history and physical examination. In addition, vaccinations and HIV testing are provided as recommended by health authorities. Based on your age and specific needs, other preventive health services may be made available to you. You can also request a preventive health visit to review needed services: every three years (if you are under age 50) or every year (if you are age 50 and over).

### **Grievances related to Health Care Concerns**

All grievances related to health care concerns will be addressed through informal resolution or through the Bureau Administrative Remedy process. If you have a health care related issue or concern, you must attempt to informally resolve the issue with staff before you submit a Request for Administrative Remedy.

## PATIENTS RIGHTS AND RESPONSIBILITIES

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

**Right:** You have the right to health care services, in accordance with the procedures of this facility. Health Services include: medical sick call, dental sick call, and all support services. Medical sick call triage will be conducted on Monday, Tuesday, Thursday, and Friday, Dental sick call will be conducted Monday, Tuesday, Wednesday and Thursday. After an assessment, a determination will be made as to the urgency of your medical or dental need and appointments will be scheduled. Emergency health care services are available 24 hours each day, and are accessed by contacting the correctional worker responsible for you.

**Responsibility:** You have the responsibility to comply with the health care policies of this facility. You have the responsibility to follow recommended treatment plans established for you by the facility's health care staff, including proper use of medications, proper diet, and following the instructions of your health care provider.

**Right:** You have the right to be offered the chance to obtain a Living Will (at your own expense), or to provide the Bureau of Prisons with Advanced Directives that would provide this facility with instructions if you are admitted as an inpatient of a hospital.

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

**Right:** You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious disease.

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

**Right:** You have the right to know the name and professional status of your health care providers.

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

**Right:** You have the right to be treated with respect, consideration, and dignity.

**Responsibility:** You have the responsibility to treat staff in the same manner.

**Right:** You have the right to be provided with information regarding your diagnosis, treatment, and prognosis.

**Responsibility:** You have the responsibility to keep this information confidential.

**Right:** You have the right to be examined in privacy.

**Responsibility:** You have the responsibility to comply with security procedures.

**Right:** You have the right to obtain copies of certain releasable portions of your health records.

**Responsibility:** You have the responsibility to be familiar with the current policy to obtain these records.

**Right:** You have the right to address any concern regarding your health care to any member of the institution's staff including: physicians, Health Services Administrator, the members of your Unit Team, Associate Wardens, and the Warden.

**Responsibility:** You have the responsibility to address your concerns in the accepted format such as: Inmate Request to Staff Member form, Open House/Main line, or the accepted inmate grievance procedures.

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

**Responsibility:** You have the responsibility to comply with the prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person, or accept from any other person, medications or other prescribed items.

**Right:** You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.

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

Right: 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 three years, and over the age of 50, once a year).

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

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

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

Right: You have the right to a safe, clean and healthy environment.

Responsibility: You have the responsibility to maintain the cleanliness and safety in consideration of others.

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

Responsibility: You have the responsibility to notify Health Services regarding any ill effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

Right: You have the right to assessment and management of your pain.

Responsibility: You have the responsibility to address your pain issues with your medical provider during your visit. You have the responsibility to follow the pain treatment plan provided to you.

## 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.

### 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 on the legal mail move and opened in the presence of the inmate, as long as it meets criteria. 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.

As of November 20, 2019, all incoming general correspondence, including photographs will be photocopied. General correspondence must be on 8.5 x 11 paper and written on only one side. No greeting cards will be accepted. No more than 10 items per envelope. Originals will be maintained for 30 days then they will be destroyed. Originals will not be sent back to sender. Any general correspondence not meeting this criteria will be rejected.

### 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, inspected, and photocopied.

#### 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.

#### 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 inmate's 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.

## 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 a claim for damage to, or loss of, an inmate's privately owned property, they must use the Small Claims Act Form (Form BP-A0943). The Standard Form 95 is used for claims involving personal injury under the Federal Tort Claims Act. 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 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.

#### 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 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-S 148), 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-IO, 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 BP23 1), commonly referred to as a BP-I I, and must have the appropriate number of copies of the BP-9, BP-IO, 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-IO, or BP-I I), the form should contain the following information.

#### Statement of Facts, Grounds for Relief, Relief Requested

##### 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 work day 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) work days 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 work day. 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.

## 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 (DS) 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
  - (5) 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, with the exception of 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.

## 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 Columbia, 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 one 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 at a later time.

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 in order 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 as long as 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 as long as 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.

## 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 similar to 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.).

**INMATE RIGHTS AND RESPONSIBILITIES:**

| INMATE RIGHTS |   | INMATE RESPONSIBILITIES |   |
|---------------|---|-------------------------|---|
| 1             | You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.  | 1                       | You have the responsibility to treat others, both employees and inmates, in the same manner.  |
| 2             | You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.  | 2                       | You have the responsibility to know and abide by them.  |
| 3             | You have the right to freedom of religious affiliation, and voluntary religious worship.  | 3                       | You have the responsibility to recognize and respect the rights of others in this regard.   |
| 4             | You have the right to healthcare, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment. | 4                       | It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.                            |
| 5             | You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institutional regulations.  | 5                       | It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.   |
| 6             | You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)  | 6                       | You have the responsibility to present honestly and fairly your petition, questions, and problems to the court.   |
| 7             | You have the right to legal counsel from an attorney of your choice by interviews and correspondence.   | 7                       | It is your responsibility to use the services of an attorney honestly and fairly.   |
| 8             | You have the right to participate in the use of law library reference material to assist you in resolving legal problems. You also have the right to receive help when available through a legal assistance program.  | 8                       | It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.  |
| 9             | You have the right to a wide range of reading material for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.   | 9                       | It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to use of this material.   |
| 10            | You have the right to participate in education, vocational training, and employment as far as resources are available, and in keeping with your interests, needs, and abilities.  | 10                      | You have the responsibility to take advantage of activities which may help you live a successful and law abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities. |

|  |  |
|--|--|
| 11 You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family, in accordance with Bureau rules. | 11 You have the responsibility to meet your financial and legal obligations, including, but not limited to court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have. |
|--|--|

The above Inmate Rights and Responsibilities is reproduced from the Federal Bureau of Prisons' Program Statement Number 5270.09 Inmate Discipline and Special Housing Unit.

**SEXUALLY ABUSIVE BEHAVIOR:**

**You have the right to be Safe from Sexually Abusive Behavior.**

The Federal Bureau of Prisons has a zero tolerance policy against sexual abuse and sexual harassment. While you are incarcerated, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexually abusive/ harassing behavior or pressure to engage in unwanted sexual behavior from another inmate or a staff member. Regardless of your age, size, race, ethnicity, gender or sexual orientation, you have the right to be safe from sexually abusive behavior.

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

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

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

Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

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

If you are afraid or feel you are being threatened or pressured to engage in sexual behaviors, you should discuss your concerns with staff. Because this can be a difficult topic to discuss, some staff, like psychologists are specially trained to help you deal with problems in this area. If you feel immediately threatened, approach any staff member and ask for assistance. It is part of his/her job to ensure your safety. If it is a staff member that is threatening you, report your concerns immediately to another staff member that you trust, or follow the procedures for making a confidential report.

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

If you become a victim of sexually abusive behavior, you should report it immediately to staff who will offer you protection from the assailant. You do not have to name the Inmate(s) or staff member in order to receive assistance, but specific information may make it easier for staff to know how best to respond. You

will continue to receive protection from the assailant, whether or not you have identified him or her (or agree to testify against him/her).

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

The individual who sexually abuse or assault inmates can only be disciplined and /or prosecuted if the abuse is reported. **Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.**

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

It is important that you tell a staff member if you have been sexually assaulted or have been a victim of sexual harassment. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. BOP staff members are instructed to keep information confidential and only discuss it with the appropriate officials on a need-to-know basis concerning the inmate-victim's welfare and 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 of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.
- **File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your Administrative Remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.
- **Write the Office of Inspector General (OIG)** which investigates certain allegations of staff misconduct by employees of the U.S. Department of Justice; all other sexual abuse/harassment allegations will be forwarded by the OIG to the BOP. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

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

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

**Note: These e-mails:**

- Are untraceable at the local institution
- Are forwarded directly to OIG
- Will not be saved in your e-mail 'sent' list
- Do not allow for a reply from OIG

- If you want to remain anonymous to the BOP, you must request it in the e-mail to OIG
- Third-party Reporting. Anyone can report such abuse on your behalf by accessing the BOP's public website, specifically [http://www.bop.gov/inmate\\_programs/sa\\_prevention\\_reporting.jsp](http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp).

### **Understanding the Investigative Process**

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

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

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

All of our psychologists have completed sexual assault advocate training. You may also contact the National Sexual Assault Hotline at [800-656-4673](tel:800-656-4673). Or you may contact the following:

Rape, Abuse & Incest National Network (RAINN)  
 1220 L Street, NW  
 Suite 505  
 Washington, DC 20005

If you have been a victim of sexual assault and/or harassment, USP Lee has a contract with a local Rape Crisis Support Center whom inmates can contact via phone. Please note that in person appointments with a Rape Crisis Advocate can be made through the Chief Psychologist.

Family Crisis Support Center, Inc.  
 701 Kentucky Ave. SE, Norton, VA 276-679-7240 or  
 24-Hour Hotline: 1-877-572-2278

### **Management Programs for Inmate Assailants**

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

#### **Policy Definitions:**

**Prohibited Acts:** Inmates who engage in inappropriate sexual behavior will be charged with the following Prohibited Acts, and may be prosecuted, under the Inmate Discipline policy:

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

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

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

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

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

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

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

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

**What is sexually abusive behavior?** According to federal law (Prison Rape Elimination Act of 2003) sexually abusive behavior is defined as: **Rape:** The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person **FORCIBLY** or against that person's will;

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

**Carnal Knowledge:** Contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight.

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

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

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

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

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

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

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

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

Contact Offices:

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

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

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

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

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

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

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

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

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



## SUICIDE PREVENTION:

It is not uncommon for people to experience depression and hopelessness while in jail or prison. Particularly if they are newly incarcerated, are serving a long sentence, are experiencing family problems or problems getting along with other inmates, or received bad news. Sometimes, inmates consider committing suicide due to all the losses they have suffered and pressure they are under. Staff are trained to monitor inmates for signs of suicidal ideations and refer concerns to the Psychology Department.

However, staff do not always see what inmates see. If you are personally experiencing any of the problems noted above, or you or another inmate are showing signs of depression, PLEASE alert a staff member right away. YOUR INPUT CAN SAVE A LIFE.

## PROHIBITED ACTS AND AVAILABLE SANCTIONS:

The following information is reproduced from the Federal Bureau of Prisons' Program Statement 5270.09, Inmate Discipline and Special Housing Units, Chapter 4.

- A.** There are Four Categories of Prohibited Acts - Greatest, High, Moderate, and Low Moderate (see Table 1 for identification for the prohibited acts within each category). Specific sanctions are authorized for each category (see table 1 for a discussion of each sanction). Imposition of a sanction requires that the first be found to have committed prohibited act.  
Table 1 begins on page 49 of this book.
1. Greatest category offenses: The Discipline Hearing Officer (DHO) shall impose and execute one or more of sanctions A through E. The DHO may also suspend one or more additional sanctions A through G. (a B.1 sanction may not be suspended). The DHO may impose and execute sanctions F and/or G only in addition to execution of one or more of sanctions A through E.
  2. High category offenses: The DHO shall impose and execute one or more of sanctions A through M, and may also suspend one or more additional sanctions A through M. (a B.1 sanction may not be suspended). The Unit Discipline Committee (UDC) shall impose and execute one or more of sanctions G through M, and may also suspend one or more additional sanctions G through M.
  3. Moderate category offenses: The DHO shall impose at least one sanction A through N, but may suspend any sanction or sanctions imposed. (a B.1 sanction may not be suspended). The UDC shall impose at least one sanction G through N, but may suspend any sanctions imposed.
  4. Low moderate category offenses: The DHO shall impose at least one sanction B1, or E through P. The DHO may suspend any E through P sanction or sanctions imposed (a B.1 sanction may not be suspended). The UDC shall impose at least one sanction G through P, but may suspend any sanction or sanctions imposed.
- B.** Aiding another person to commit an offense, attempting to commit an offense, and making plans to commit an offense, regardless of severity, shall be considered the same as commission of the offense. In these cases, the letter "A" is combined with offense code. For example, planning an escape would be considered as an Escape and coded 102A. Likewise, Attempting to Steal would be coded 219A.

- C.** Suspension of any sanctions cannot exceed six months. Revocation and execution of a suspended sanction require that the inmate first is found to have committed any subsequent prohibited act. Only the DHO may execute, suspend, or revoke and execute suspension of sanctions A through F. The DHO or UDC may execute, suspend, or revoke and execute suspension of sanctions G through P. Revocations and executions of suspensions may be made only at the level (DHO or UDC) which originally imposed the sanction. The DHO now has the authority for suspensions which were earlier imposed by the Inmate Discipline Committee (IDC).

When an Inmate receives an Incident Report while on a DHO imposed, but suspended sanction, the new Incident Report is to be forwarded by the UDC to the DHO both for a final disposition on the new Incident Report, and for a disposition on the suspended sanction. This procedure is not necessary when the UDC informally resolves the new Incident Report.

- D.** If the Unit Discipline Committee has previously imposed a suspended sanction and subsequently refers a case to the Discipline Hearing Officer, the referral shall include an advisement to the DHO of any intent to revoke that suspension if the DHO finds that the prohibited act was committed. If the DHO then finds that the prohibited act was committed, the DHO shall so advise the Unit Discipline Committee who may then revoke the previous suspension.
- E.** The Unit Discipline Committee or Discipline Hearing Officer may impose increased sanctions for repeated, frequent offenses according to the guidelines presented in Table 5.
- F.** Sanctions by severity of prohibited act, with eligibility for restoration of forfeited and withheld statutory good time are presented in Table 6.

Table 6 (Chapter 4, Page 24 of P.S. 5270.09) contains a chart showing the maximum amount of good time that may be forfeited or withheld and the period of time that must pass before an inmate is eligible for restoration. The chart also shows the maximum amount of time that an inmate may spend in disciplinary segregation. The time frame established in each of these areas is determined by the severity of the prohibited act.

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

## **PROHIBITED ACTS AND AVAILABLE SANCTIONS**

### GREATEST SEVERITY LEVEL PROHIBITED ACTS

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

198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.

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

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

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- 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 assault of any person, involving non-consensual touching without force or threat of force.
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.

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

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

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

#### MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.
- 301 (Not to be used).
- 302 Misuse of authorized medication.
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, *e.g.* failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.

- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, *e.g.*, counterfeiting release papers to effect escape, Code 102).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 322 (Not to be used).
- 323 (Not to be used).
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).

- 332 Smoking where prohibited.
- 333 Fraudulent or deceptive completion of a skills test (*e.g.*, cheating on a GED, or other educational or vocational skills test).
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.
- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336 Circulating a petition.
- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
- 397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
- 398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.

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

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

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

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

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

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

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

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

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

NOTE: Aiding another person to commit any of these offenses, attempting to commit any of these offense, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offenses itself.

When the prohibited act is interfering with a staff member in the performance of duties (Code 198, 298, 398, or 498), or Conduct Which Disrupts (Code 199, 299, 399, or 499), the DHO or UDC, in its finding, should indicate a specific finding of the severity level of the conduct, and a comparison to an offense (or offenses) in that severity level which the DHO or UDC finds is most comparable. For example, "We find the act of (Code ) to be High severity, most comparable to prohibited act Engaging in a Group Demonstration."

Recommended sanctions for drug related prohibited acts:

- First Offense: 6 to 18 months loss of visiting privileges followed by 6 to 18 months non-contact visiting (behind glass) or 6 to 18 months immediate family visits.
- Second Offense: 18 months to 3 years loss of visiting privileges followed by 18 months to 3 years non-contact visits (behind glass) or 18 months to 3 years immediate family visits.
- Third Offense: 3 years to 5 years loss of visiting privileges followed by 3 years to 5 years non-contact visits (behind glass) or 3 years to 5 years immediate family visits.

Recommended sanctions for telephone related prohibited acts:

- First Offense: 6 to 18 month loss of telephone privileges.
- Second Offense: 18 months to 3 years loss of telephone privileges.
- Third Offense: 3 to 5 years loss of telephone privileges.

Shaving razors are intended for their specific purpose. Anyone found in possession of a razor blade which was removed from the razor assembly will face disciplinary action.

Additionally, combination locks, soap, batteries, or any other item authorized for possession by inmates, will be used for the sole intended purpose of the item. Should any item fashioned to a belt, tied to a string, or placed into a sock, be found in possession of an inmate, that inmate will face disciplinary action.

The use of telephones is an extremely important link for inmates to use for maintaining family and community ties. **The purpose of this notice is to make sure all inmates are reminded of the rules governing the use of telephones.** Please refer to Program Statement 5264.07, Telephone Regulations for Inmates, dated January 31, 2002, if you are interested in reviewing the matter further. We want to do our best to assist inmates in being well informed so that foolish mistakes don't end up affecting privileges. If you have any questions, please contact your Unit Manager or the Captain.

The use of the telephones is a privilege and must not interfere with institution schedules, programs, work assignments, or counts. Limitations and conditions may be imposed upon your telephone privileges to ensure that your use of the telephone is consistent with policy. **It is your responsibility**, when you establish a telephone list or request a telephone number to be added to your approved telephone list, **that you provide accurate information indicating the correct name and your relationship to the individual you wish to be placed on your list**. As a reminder, you are **not** authorized to place phone numbers of inmates confined to halfway houses or home confinement on your approved telephone list. You may not place calls to telephone numbers for which all of the actual expenses for the call cannot be deducted directly and immediately from your account, i.e., 1-800, 1-888, 1-900, 1-976, or to credit card access numbers. Ordinarily, multiple phone numbers, such as work, home, and/or office to a single individual will be limited to immediate family members. Additionally, phone numbers of local hotels and motels will not be authorized unless compelling circumstances exist, and prior approval is granted by the Associate Warden. When making your calls, you must state your committed name - no nicknames, initials, or aliases.

**You are responsible** for your own telephone use and will be held accountable for the entire content of each telephone call you make, such as any prohibited acts committed or disclosed during your telephone conversation. Only inmates actually making telephone calls are permitted to access the unit phone area, and only an inmate with the approved number on his calling list is permitted to converse with the telephone recipient. Using another inmate's access code is strictly prohibited. Three-way calling, third party billing, and electronic transfer of an inmate's ITS call is prohibited.

Recently there have been questions regarding what constitutes a three-way call. The following are examples of "a three-way call" provided for clarification, including but not limited to:

- When you are connected to a three, or more, party call
- When you call a phone service that hooks you up to a third number to receive reduced rates;
- When the party called is passing on information over a separate phone line he has available during the call.

Inmates face disciplinary action if the rules and regulations governing the proper use of the telephone are violated, or if this communication device is being used in a fraudulent or criminal manner. The following general examples serve as a guide. The examples do not attempt to detail every incident that could violate the Inmate Telephone Regulations.

**Code 197:** This will be used when you are found using the telephone **to further criminal activity**.

**Code 297:** This will be used when you are found using the telephone for abuses **other than criminal activity, and which circumvent monitoring procedures**. Examples of infractions which meet the criteria for a code 297 incident report include, but are not limited to:

- possession and/or use of another inmate's PAC or PIN number;
- third party calling/third party billing/three way calls (note: inmates involved in unintentional call forwarding circumstances would not be included in this category as long as the inmate immediately terminates the call);
- using credit card numbers to place telephone calls;
- talking in code;
- conference calling, including more than one individual engaging in the call by speaker phone, or when you are talking on the phone and other individuals are on separate phones in the house (same line) all talking at the same time;
  
- inmates allowing other inmates to use their PAC or PIN numbers;
- inmates adding other inmate's telephone numbers to their approved lists to circumvent monitoring procedures;
- using threatening or intimidating language, stated or inferred, that physical harm will befall another person.

**Code 397:** This will be used when you are found using the telephones for abuses **other than criminal activity which do not circumvent monitoring procedures**. Examples of infractions which meet the criteria for a code 397 incident report include, but are not limited to:

- using a nickname or an alias when identifying yourself when making a call;
- three-way calling (unintentional call forwarding circumstances would be included in this category);
- using the telephone during an assigned work shift;
- providing false or incomplete information for preparation of your telephone list.

**Code 497:** This will be used when you are found using the telephone for abuses **other than criminal activity which do not circumvent monitoring procedures.** Examples of infractions which meet the criteria for a code 497 incident report include, but are not limited to:

- during a call to an authorized number, other individuals pick-up extension lines and talk simultaneously and the inmate does not immediately terminate the call;
- placing of an unauthorized individual on the telephone list;
- during a call to an authorized number, your call is forwarded to more than one individual by a receptionist or other party.

### 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 any other concerns.