

General Population - Lewisburg

Institution Admission and Orientation Handbook



January 2012

INTRODUCTION

Welcome to Lewisburg.....

The Attorney General of the United States has designated the United States Penitentiary at Lewisburg, Pennsylvania as the institution at which you will be confined for service of your sentence. As you are processed into this institution, you are given a copy of this booklet so that you may learn something of the institution, its policies and procedures. In this booklet you will find a statement of the rules of the institution, your rights as an inmate here, your responsibilities to yourself and others, acts which are prohibited by institutional policy, disciplinary actions which may be taken for violation of the rules, and other information which will help you in getting along while confined at this institution.

This booklet is not designed to answer all the questions you will have as you settle into the institution.

It does give answers to many of the more common questions people have. If you need any information which is not covered in this booklet, ask you counselor, case manager, unit manager, or unit officer.

These individuals can explain the policies and procedures to you. If you need further information, copies of these policies are available in the Law Library located in the Education Department.

Confinement in any institution such as Lewisburg is never a pleasant experience. Every attempt is made, however, to make this institution one in which each man has the opportunity to "make the most" of his time. It is important that each inmate follow the rules of the institution in order that all may live in comparative harmony without fear or threats or intimidation.

One of your primary rights is to conduct your own affairs insofar as they do not affect the rights of others. It is the responsibility of the administration and staff to insure that each man is able to exercise this right to the fullest extent possible. Toward this end, the rules of the institution have been established, and they are for your protection as well as for the protection of others.

It is hoped that your stay at Lewisburg will be profitable for you. The staff stands ready to assist you in any way possible to obtain your personal goals.

As you begin.....

In January 2009, USP Lewisburg began a mission change converting to a Special Management Unit (SMU) facility. Therefore, the information in this handbook is for the general population inmates only (Cadre Unit). Since the inception of the SMU program, general population designations are not typical.

However, in the event of writ returns, halfway house failures, or other special circumstances, there may be the need to conduct an institution admission and orientation program. As such, these lectures would be conducted on an as needed basis, in compliance with national policy.

The following rules will be strictly adhered to by all inmates confined at United States Penitentiary, Lewisburg, Pennsylvania.....

1. Cutting into line ahead of others in the dining room is prohibited. Show respect for your fellow inmate and wait your turn in line. This also pertains to the commissary line.
2. Taking your own food in the main line. It is not permitted to tell the officer behind the line that another inmate is taking your meat or any other food item. Take rationed items only in the amount indicated on the menu board that is posted in the dining room. No food is permitted to be removed from the Food Service Department except for (1) one piece of fruit when on the menu.
3. DRESS CODE: You must conform to the Institution Dress Code, i.e., you must wear shoes whenever you leave the quarters and go to the dining room, or even when you go out into the corridor. Athletic attire may be only worn in the dining hall during the evening meals on work days, and all meals during weekends and federally recognized holidays. You must wear a shirt when you leave your quarters, etc. If you wear a kufi, it must be the approved type, via the chaplain.
4. Running is not permitted anywhere in the institution outside of the gymnasium or on the recreation field. There is a track for jogging on the recreation field.
5. You must listen to your radio with an earphone inserted into the radio inside of all buildings at the United States Penitentiary, Lewisburg, Pennsylvania. The only time playing a radio without an earphone attached is permitted is when the radio is being played outside any buildings or on the recreation yard. Radios are not permitted in the dining room during meal time.
6. OFFICIAL COUNTS: The 4:15 and 10:00 PM counts are "Stand Up" counts. You must remain standing by your bed, in your quarters until the officers have completed counting. Silence must be maintained until the count has been completed. All other official counts are "Bed Counts", i.e., each inmate must be either lying, sitting on or standing by his bed in quarters.
7. SANITATION: You are required to keep your living area clean and neat at all times. Makeshift curtains, blankets or sheets will not be hung to obstruct the view of staff on the front of your cell,

cubical or outside window. Violators are subject to disciplinary action.

PERSONAL UPKEEP - HYGIENE

We have all heard the saying "put your best foot forward". This is especially true in prison. The way you look to others, both staff and inmates, determines how they will react to you. If you are neatly dressed in clean clothes, hair combed, your person is clean, you wear a smile on your face, people will react in a pleasant positive way toward you. In the same vein, no one can feel good if they live in an unclean environment. Your mood, and the mood of those living around you will be better if you take a little pride in your living area and keep it in tip-top shape.

The following are some guidelines for you to follow while you are with us. Rules may vary between living areas so if you have any questions, ask the quarter's officer or a member of your unit staff.

Showers.....

You may shower in your unit from 8:00 AM until 9:45 PM, seven days a week. During the counts, however, you may not be in the shower area. Take this rule into account when you start to shower. Be sure to pick up your dirty clothes.

Haircuts and Grooming.....

You may wear your hair in any style and length you wish. Artificial hair pieces such as wigs or toupees are not permitted. Long hair, of course, requires more attention than the shorter styles. Everyone is expected to keep his hair clean and to avoid an un-kept appearance. This is particularly true if you choose to wear your hair long.

Mustaches and beards are permitted so long as they are kept clean and neat. Although growing a beard is permissible, the choice is not between growing a beard and not shaving.

The barber shop is located in the basement next to clothing issue and the inside weight room.

KEEPING IN TOUCH

During your stay at Lewisburg you are encouraged to maintain contacts with your family and friends. Most of this contact will occur by means of mailing and visiting privileges. While both of these means of keeping in touch with "the folks back home" are encouraged, it is necessary to regulate them to some extent. The following sections will discuss some of the policies that regulate visiting and mailing privileges.

Correspondence.....

While confined at Lewisburg, you may send or receive a reasonable number of letters. All incoming and outgoing letters may be opened for inspection for contraband, including contents which are likely to promote illegal activities contrary to Bureau of Prisons Regulations. Mail from or to United States' Courts, attorneys, state or local Courts, Members of Congress and officials of the United States Department of Justice will be opened and inspected only in the presence of the inmate and only for the purpose of detecting enclosures constituting contraband. The mail needs to be marked attorney/client mail, open only in the presence of inmate, and the name and title of the sender clearly marked on the envelope. Letters will not be delivered if they are found to contain material which violates postal regulations such as threats, blackmail, contraband or indications of plots to escape.

In addition, letters are liable for rejection if they discuss regulations or are directed to family members of other inmates. Individuals who attempt to circumvent institutional mail regulations are subject to disciplinary actions including placement on restricted correspondence.

If you desire to mail legal briefs, manuscripts and similar legal materials, you may do so at your expense through the Education Department. If you desire to send out mail of this nature you must take the mail to the Education Department during the hours of 11:30 AM and 12:00 Noon. Education Department staff will determine the cost of mailing the material. You will be required to hand carry this mail with the proper postage affixed to the Mail room Officer who is located at the auditorium stairway. The Mail room Officer is located in this area Monday through Friday during the noon meal for the purpose of handling both certified and registered mail. Mail of this nature need only be taken to the Education Department to be weighed if the weight exceeds that of one (1) ounce or if the mail is to be sent out "Certified" or "Registered". Otherwise the mail will be mailed out through normal procedures. Inmates should adhere to the one (1) ounce allowance and limit themselves to six (6) sheets per envelope or place additional postage on the envelopes.

All special purpose mail, i.e. certified mail, registered mail or special delivery mail will be assessed at the Postal Service rate and the expense will be borne by the inmate. If you have insufficient funds or postage and desire to send mail at government expense (excluding special purpose mail), you must meet the following criteria of an indigent:

1. An offender without funds in his commissary account.
2. An offender who is unable to qualify for performance pay.
3. Reasonable administrative delays in receiving performance pay.

Mailing at government expense is normally restricted to those individuals in "medically unassigned", "administrative detention" or "unassigned" status. If you are indigent or experience an emergency situation and desire to send mail at government expense you must contact your unit staff in order to determine your eligibility.

When you desire to mail a letter, the envelope should contain the complete address of the person you are sending the letter to and your return address. Your return address should appear in the upper left hand corner of the envelope and should contain your full name and register number as well as the institution address. This procedure will speed processing of your mail when it reaches the institution and will insure delivery of your letters.

While confined at Lewisburg, you may write to and receive letters from anyone you wish except from other correctional institutions, either federal, state, county or city. Letters coming from or addressed to inmates of other correctional institutions will be returned to the sender unless it can be determined that the inmate is a member of your family. You may write to and receive letters from your co-defendants if the written material deals with legal matters of mutual concern. However, the Warden of both facilities must approve co-defendant correspondence in writing. Contact your unit team regarding this issue.

Prisoner's Special Mail.....

If you desire to write government officials who are not immediately responsible for your custody, you are responsible for delivering this mail to the mail room officer who is located at the auditorium stairwell during the noon meal, Monday through Friday. Special mail is correspondence with any of the following officials:

- (a) The President of the United States
- (b) The Vice-President of the United States
- (c) The Attorney General of the United States
- (d) The Director of the Bureau of Prisons
- (e) The Regional Director of the Bureau of Prisons
- (f) Members of the United States Parole Commission
- (g) The United States Pardon Attorney
- (h) The Surgeon General
- (I) Members of the United States Senate or House of Representatives
- (j) All United States Courts
- (k) Representatives of the news media - specified by name and title
- (l) Attorney of record
- (m) The United States Public Health Service

All Special/Legal mail must be sealed before mailing. Special mail is not read by anyone at this institution and thus are the responsibility of the sending individual. Any letters that violate postal laws and regulations such as those containing obscene or lewd language, threats of bodily harm, contraband or those intended to facilitate escape, may result in prosecution through the federal courts. Special mail is forwarded daily except Saturdays, Sundays and legal holidays.

VISITING

When you arrive in your unit you will be provided with a visiting list to be completed and returned to the unit counselors. The counselors will help you complete your visiting list if you so desire.

The visiting list is not final. If you wish to change it in any way, you may discuss this with your counselor. Only persons who are on your visiting list and who are approved will be allowed to visit you. Immediate relatives such as your wife, children, your parents, brothers and sisters usually can be approved without question, if appropriate documentation exists in your pre-sentence report.

However, other relatives and friends may only be approved after they have completed and returned a form letter from the institution and upon appropriate investigation.

The visiting room is open from 8:00 AM to 3:00 PM Saturday and Sunday. The visiting room is a place for all inmates and their visitors to use. Thus, it is necessary that certain rules be enforced in order to insure that both you and your visitors have a pleasant place to meet.

To avoid overcrowding in the visiting room and the disappointment of having to turn away visitors, the following restrictions will govern the frequency of visits at the main institution:

1. When overcrowding exists, visits may be terminated by the visiting room officer to accommodate others wishing to visit.
2. The number of visits for inmates will not exceed five (5) per month with attorney visits being excluded from the total number. No more than 5 visitors per inmate are permitted without authorization from the Unit Manager for a special visit.
3. No article of any kind may be passed between the visitor and inmate during a visit.

4. The visiting room officer shall not accept articles or gifts of any kind for the inmate. Money may not be left for deposit in the inmate's commissary account.
5. Hand shaking and kissing by immediate family members may be permitted within the bounds of good taste at the beginning and end of each visit, other physical contact is not allowed.
6. Visitors must be properly dressed. No shorts (regardless of length), halter tops, sleeveless blouses or shirts, half tops, low cut tops or other clothing of a suggestive nature will be permitted in the visiting room. The only exception is children twelve years of age and younger may wear shorts. Skirts and dresses should be knee length or below. The dress code will be adhered to by both male and female visitors.
7. Visitors will be required to sign a visitor acknowledgment form prior to entering the visiting room agreeing to adhere to all local rules and regulations established USP Lewisburg, and CFR 540.51 (e) and 540.52. Violations will subject immediate removal of the visitor from the penitentiary grounds. All visitors are required to show proper identification (ID) which includes a picture ID.
8. Children under the age of 16 are required to be accompanied by an adult who is on the inmates approved visiting list. Minor children are the responsibility of the adult accompanying the child. It is the adult's responsibility to supervise the minor during visits. If a child becomes unruly, the visit will be terminated.
9. Special Visits, ie., more than 5 visitors, visits which exceed the monthly limit, family emergencies, etc., must be approved by the Unit Manager.

DIRECTIONS TO USP LEWISBURG:

USP Lewisburg is located in Central Pennsylvania, 200 miles north of Washington D.C., 170 miles north of Philadelphia, Pennsylvania, and 70 miles north of Harrisburg, Pennsylvania. More specifically, the institution is located approximately 2 miles off of U.S. Route 15, on William Penn Drive, in Lewisburg, Pennsylvania. A pay phone, with commercial transportation phone numbers, is available in the front lobby of the institution.

Rodeway Inn, Lewisburg 1-800-424-6423
 Days Inn, Lewisburg 1-800-241-5050, en Espanol 1-888-709-4024
 Econolodge, Lewisburg 1-877-424-6423
 Best Western, Lewisburg 1-877-574-2464

These hotels are located along PA State Route 15. USP Lewisburg is located approximately two miles west along Wm. Penn Road off Route 15. There are signs indicating the visitor's entrance to USP Lewisburg.

Local transportation services for the Lewisburg, PA area are limited to:

Aurora Taxi, Lewisburg 570-523-1400
 Telos Taxi, Lewisburg 570-523-8294

TELEPHONE PRIVILEGES

Telephones at the United States Penitentiary, Lewisburg are located in each housing unit and are available for inmate use daily during the hours of 6:00 a.m. until 10:00 p.m. excluding counts. Inmates can only make calls from the housing unit that they live in. All calls (collect and direct dial) require that the number being called be on your ITS account in order to complete that call. In order to add or delete telephone numbers from your ITS account, a form BP 505 must be obtained from your Unit Team and then properly filled out and then returned to your Unit Team. Inmates are authorized to have up to 30 active numbers on their ITS account. Telephone calls are limited to 15 minutes in duration. There is a 30 minute wait between successfully completed calls before an inmate can make another call, to prevent inmates from monopolizing the telephones. ITS funds are transferred from the inmate's Commissary Account to his ITS Account over the telephone. Inmates transferring in from other BOP institutions will keep the same PAC number and telephone numbers they had at the BOP institution they came from. The telephones utilized by inmates are MONITORED and TAPED as well as VISUALLY TAPED. Unmonitored legal calls have to be approved and coordinated through your Unit Manager, should a documented need arise.

CORRECTIONAL PROGRAMS

Unit Teams.....

You will be assigned to a Cadre Unit that best meets your correctional program needs. Upon assignment to one of the units you will be given a permanent living quarters assignment and a job assignment. Within a four-week period you will appear before your Unit Classification Team at which time a program strategy will be worked out for you. This will entail providing you with a job assignment and, if

necessary, educational, vocational or other programs. Your unit team will assist you in accomplishing the goals assigned to you at your initial classification, as well as assisting you in meeting day to day situations which might arise during your confinement at Lewisburg.

Custody Classifications.....

Custody Classifications are based upon numerous factors and are individually handled. Your unit team will have the responsibility of assigning or recommending a custody classification. You will be assigned an appropriate custody classification in order to assure the orderly operation and security of the institution, community protection and to provide a means of assigning quarters, details, and community activities. Custody is not an instrument of reward or punishment.

There are TWO levels of custody at Lewisburg: MAXIMUM and IN. Factors used when considering custody assignments are: (This is not an all inclusive listing but indicates a general listing of factors commonly used). (a) degree of escape risk; (b) history of violence or assaultive behavior; (c) length of sentence; (d) type of offense; (e) prior record; (f) threats against government officials; (g) members of subversive organizations; and (h) institutional adjustment.

Administrative Remedy Process.....

When attempting to informally resolve an issue, you should first present an issue of concern to your Unit Team in the form of a (BP-8) Informal Resolution Attempt. This form can be obtained from your Unit Team and is ordinarily answered within five business days.

If you are not satisfied with the response from your Informal Resolution Attempt you may request an (BP-9) Administrative Remedy Request. This must be done within 20 calendar days.

The following is taken directly from P.S. P1330.16 **Administrative Remedy Program** dated 12/31/2007:

8. INITIAL FILING. \$542.14

a. Submission. The deadline for completion of informal resolution and submission of a formal written Administrative Remedy Request, on the appropriate form (BP-9), is 20 calendar days following the date on which the basis for the Request occurred.]

In accord with the settlement in Washington v. Reno, and for such period of time as this settlement remains in effect, the deadline for completing informal resolution and submitting a formal written Administrative Remedy Request, on the appropriate form (BP-9), for a disputed telephone charge, credit, or telephone service problem for which the inmate requests reimbursement to his/her telephone account, is 120 days from the date of the disputed telephone charge, credit, or telephone service problem.

Administrative Remedy Requests concerning telephone issues that do not involve billing disputes or requests for refunds for telephone service problems (such as Administrative Remedy Requests concerning telephone privileges, telephone lists, or telephone access) are governed by the 20-day filing deadline.

[b. Extension. Where the inmate demonstrates a valid reason for delay, an extension in filing time may be allowed. In general, valid reason for delay means a situation which

prevented the inmate from submitting the request within the established time frame. Valid reasons for delay include the following: an extended period in-transit during which the inmate was separated from documents needed to prepare the Request or Appeal; an extended period of time during which the inmate was physically incapable of preparing a Request or Appeal; an unusually long period taken for informal resolution attempts; indication by an inmate, verified by staff, that a response to the inmate's request for copies of dispositions requested under \$542.19 of this part was delayed.]

Ordinarily, the inmate should submit written verification from staff for any claimed reason for delay.

If an inmate requests an Administrative Remedy form but has not attempted informal resolution, staff should counsel the inmate that informal resolution is ordinarily required. If the inmate nevertheless refuses to present a request informally, staff should provide the form for a formal Request. Upon receipt of the inmate's submission, the Coordinator shall accept the Request if, in the Coordinator's discretion, informal resolution was bypassed for valid reasons, or may reject it if there are no valid reasons for bypassing informal resolution.

[c. Form

(1) The inmate shall obtain the appropriate form from CCC staff or institution staff ordinarily, the correctional counselor).]

The following forms are appropriate:

- ◆ Request for Administrative Remedy, Form BP-9, is appropriate for filing at the institution;
- ◆ Regional Administrative Remedy Appeal, Form BP-10, is appropriate for submitting an appeal to the regional office;
- ◆ Central Office Administrative Remedy Appeal, Form BP-11, is appropriate for submitting

an appeal to the Central Office.

[(2) The inmate shall place a single complaint or a reasonable number of closely related issues on the form. If the inmate includes on a single form multiple unrelated issues, the submission shall be rejected and returned without response, and the inmate shall be advised to use a separate form for each unrelated issue. For DHO and UDC appeals, each

separate incident report number must be appealed on a separate form.]

Placing a single issue or closely related issues on a single form facilitates indexing, and promotes efficient, timely and comprehensive attention to the issues raised.

[(3) The inmate shall complete the form with all requested identifying information and shall state the complaint in the space provided on the form. If more space is needed, the inmate may use up to one letter-size (8 1/2" by 11") continuation page. The inmate must provide an additional copy of any continuation page. The inmate must submit one copy of supporting exhibits.

Exhibits will not be returned with the response. Because copies of exhibits must be filed for any appeal (see § 542.15 (b) (3)), the inmate is encouraged to retain a copy of all exhibits for his or her personal records.

(4) The inmate shall date and sign the Request and submit it to the institution staff member designated to receive such Requests (ordinarily a correctional counselor). CCC inmates may mail their Requests to the CCM.]

The correctional counselor shall submit the form promptly (ordinarily not later than the next business day) to the Clerk for processing.

[d. Exceptions to Initial Filing at Institution

(1) Sensitive Issues. If the inmate reasonably believes the issue is sensitive and the inmate's safety or well-being would be placed in danger if the Request became known at the institution, the inmate may submit the Request directly to the appropriate Regional Director.

The inmate shall clearly mark "Sensitive" upon the Request and explain, in writing, the reason for not submitting the Request at the institution. If the Regional Administrative Remedy Coordinator agrees that the Request is sensitive, the Request shall be accepted. Otherwise, the Request will not be accepted, and the inmate shall be advised in writing of that determination, without a return of the Request. The inmate may pursue the matter by submitting an Administrative Remedy Request locally to the Warden. The Warden shall allow a reasonable extension of time for such a resubmission.

(2) DHO Appeals. DHO appeals shall be submitted initially to the Regional Director for the region where the inmate is currently located.]

See the Program Statement on Inmate Discipline and Special Housing Units.

[(3) Control Unit Appeals. Appeals related to Executive Panel Reviews of Control Unit placement shall be submitted directly to the General Counsel.]

See the Program Statement on Control Unit Programs.

[(4) Controlled Housing Status Appeals. Appeals related to the Regional Director's review of controlled housing status placement may be filed directly with the General Counsel.]

See the Program Statement on Procedures for Handling HIV Positive Inmates Who Pose Danger to Others.

9. APPEALS § 542.15

a. Submission. An inmate who is not satisfied with the Warden's response may submit an Appeal on the appropriate form (BP-10) to the appropriate Regional Director within 20 calendar days of the date the Warden signed the response. An inmate who is not satisfied with the Regional Director's response may submit an Appeal on the appropriate form (BP-11)

to the General Counsel within 30 calendar days of the date the Regional Director signed the response. When the inmate demonstrates a valid reason for delay, these time limits may be extended. Valid reasons for delay include those situations described in §542.14(b) of this part. Appeal to the General Counsel is the final administrative appeal.]

These deadlines specify the date of the Appeal's receipt in the regional office or the Central Office. The deadlines have been made deliberately long to allow sufficient mail time. Inmates should mail their Appeals promptly after receiving a response to ensure timely receipt. Ordinarily, the inmate must submit written verification from institution staff for any reason for delay that cannot be verified through SENTRY.

In many cases, courts require a proper Appeal to the General Counsel before an inmate may pursue the complaint in court.

[b. Form

(1) Appeals to the Regional Director shall be submitted on the form designed for regional

Appeals (BP-10) and accompanied by one complete copy or duplicate original of the institution Request and response. Appeals to the General Counsel shall be submitted on the form designed for Central Office Appeals (BP-11) and accompanied by one complete copy or duplicate original of the institution and regional filings and their responses. Appeals shall state specifically the reason for appeal.

(2) An inmate may not raise in an Appeal issues not raised in the lower level filings. An inmate may not combine Appeals of separate lower level responses (different case numbers) into a single Appeal.

(3) An inmate shall complete the appropriate form with all requested identifying information and shall state the reasons for the Appeal in the space provided on the form. If more space is needed, the inmate may use up to one letter-size (8 1/2" x 11") continuation page. The inmate shall provide two additional copies of any continuation page and exhibits with the regional Appeal, and three additional copies with an Appeal to the Central Office (the inmate is also to provide copies of exhibits used at the prior level(s) of appeal). The inmate shall date and sign the Appeal and mail it to the appropriate Regional Director, if a Regional Appeal, or to the National Inmate Appeals Administrator, Office of General Counsel, if a Central Office Appeal (see 28 CFR part 503 for addresses of the Central Office and Regional Offices).]

c. Processing. The appropriate regional office to process the Appeal is the regional office for the institution where the inmate is confined at the time of mailing the Appeal, regardless of the institution that responded to the institution filing.

10. [ASSISTANCE §542.16

a. An inmate may obtain assistance from another inmate or from institution staff in preparing a Request or an Appeal. An inmate may also obtain assistance from outside sources, such as family members or attorneys. However, no person may submit a Request or Appeal on the inmate's behalf, and obtaining assistance will not be considered a valid reason for exceeding a time limit for submission unless the delay was caused by staff.

b. Wardens shall ensure that assistance is available for inmates who are illiterate, disabled, or who are not functionally literate in English. Such assistance includes provision of reasonable accommodation in order for an inmate with a disability to prepare and process a Request or an Appeal.]

For example, Wardens must ensure that staff (ordinarily unit staff) provide assistance in the preparation or submission of an Administrative Remedy or an Appeal upon being contacted by such inmates that they are experiencing a problem.

11. [RESUBMISSION §542.17

a. Rejections. The Coordinator at any level (CCM, institution, region, Central Office) may reject and return to the inmate without response a Request or an Appeal that is written by an inmate in a manner that is obscene or abusive, or does not meet any other requirement of this part.

b. Notice. When a submission is rejected, the inmate shall be provided a written notice, signed by the Administrative Remedy Coordinator, explaining the reason for rejection. If the defect on which the rejection is based is correctable, the notice shall inform the inmate of a reasonable time extension within which to correct the defect and resubmit the Request or Appeal.]

(1) Sensitive Submissions. Submissions for inmate claims which are too sensitive to be made known at the institution are not to be returned to the inmate. Only a rejection notice will be provided to the inmate. However, other rejected submissions ordinarily will be returned to the inmate with the rejection notice.

(2) Defects. Defects such as failure to sign a submission, failure to submit the required copies of a Request, Appeal, or attachments, or failure to enclose the required single copy of lower level submissions are examples of correctable defects. Ordinarily, five calendar days from the date of the notice to the inmate is reasonable for resubmission at the institution level; at least 10 calendar days at the CCM or regional offices; and 15 calendar days at the Central Office.

(3) Criteria for Rejection. When deciding whether to reject a submission, Coordinators, especially at the institution level, should be flexible, keeping in mind that major purposes of this Program are to solve problems and be responsive to issues inmates raise. Thus, for example, consideration should be given to accepting a Request or Appeal that raises a sensitive or problematic issue, such as medical treatment, sentence computation, staff misconduct, even though that submission may be somewhat untimely.

[c. Appeal of Rejections. When a Request or Appeal is rejected and the inmate is not given an opportunity to correct the defect and resubmit, the inmate may appeal the rejection, including a rejection on the basis of an exception as described in §542.14 (d), to the next appeal level. The Coordinator at that level may affirm the rejection, may direct that the submission be accepted at the lower level (either upon the inmate's resubmission or direct return to that lower level), or may accept the submission for filing. The inmate shall be informed of the decision by delivery of either a receipt or rejection notice.]

12. RESPONSE TIME §542.18. If accepted, a Request or Appeal is considered filed on the date it is logged into the Administrative Remedy Index as received. Once filed, response shall be made by the Warden or CCM within 20

calendar days; by the Regional Director within 30 calendar days; and by the General Counsel within 40 calendar days. If the Request is determined to be of an emergency nature which threatens the inmate's immediate health or welfare, the Warden shall respond not later than the third calendar day after filing. If the time period for response to a Request or Appeal is insufficient to make an appropriate decision, the time for response may be extended once by 20 days at the institution level, 30 days at the regional level, or 20 days at the Central Office level. Staff shall inform the inmate of this extension in writing. Staff shall respond in writing to all filed Requests or Appeals. If the inmate does not receive a response within the time allotted for reply, including extension, the inmate may consider the absence of a response to be a denial at that level.]

The date a Request or an Appeal is received in the Administrative Remedy index is entered into SENTRY as the "Date Rcv", and should be the date it is first received and date-stamped in the Administrative Remedy Clerk's office. Notice of extension ordinarily is made via SENTRY notice.

13. REMEDY PROCESSING

a. Receipt. Upon receiving a Request or Appeal, the Administrative Remedy Clerk shall stamp the form with the date received, log it into the SENTRY index as received on that date, and write the "Remedy ID" as assigned by SENTRY on the form. Once a submission is entered into the system, any subsequent submissions or appeals of that case shall be entered into SENTRY using the same Case Number. The "Case Number" is the purely numerical part of the "Remedy ID" which precedes the hyphen and "Submission ID."

All submissions received by the Clerk, whether accepted or rejected, shall be entered into SENTRY in accordance with the SENTRY Administrative Remedy Technical Reference Manual.

Sensitive issues, when the inmate claims that his or her safety or well-being would be placed in danger if it became known at the institution that the inmate was pursuing the issue, should be withheld from logging in until answered and/or should be logged into SENTRY with sufficient vagueness as to subject code and abstract to accommodate the inmate's concerns.

A Request should be submitted and logged in at the institution where the inmate is housed at the time the inmate gives the Request to the counselor or other appropriate staff member. If the event(s) occurred at a previous institution, staff at that previous institution shall provide, promptly upon request, any investigation or other assistance needed by the institution answering the Request. If an inmate is transferred after giving the Request to a staff member, but before that Request is logged in or answered, the institution where the Request was first given to a staff member remains responsible for logging and responding to that Request.

b. Investigation and Response Preparation. The Clerk or Coordinator shall assign each filed Request or Appeal for investigation and response preparation. Matters in which specific staff involvement is alleged may not be investigated by either staff alleged to be involved or by staff under their supervision.

Allegations of physical abuse by staff shall be referred to the Office of Internal Affairs (OIA) in accordance with procedures established for such referrals. Where appropriate, e.g., when OIA or another agency is assuming primary responsibility for investigating the allegations, the response to the Request or Appeal may be an interim response and need not be delayed pending the outcome of the other investigation.

Requests or Appeals shall be investigated thoroughly, and all relevant information developed in the investigation shall ordinarily be supported by written documents or notes of the investigator's findings. Notes should be sufficiently detailed to show the name, title, and location of the information provided, the date the information was provided, and a full description of the information provided. Such documents and notes shall be retained with the case file copy. When deemed necessary in the investigator's discretion, the investigator may request a written statement from another staff member regarding matters raised in the Request or Appeal. Requested staff shall provide such statements promptly. For a disciplinary Appeal, a complete copy of the appealed disciplinary actions record shall be maintained with the Appeal file copy.

c. Responses. Responses ordinarily shall be on the form designed for that purpose, and shall state the decision reached and the reasons for the decision. The first sentence or two of a response shall be a brief abstract of the inmate's Request or Appeal, from which the SENTRY abstract should be drawn. This abstract should be complete, but as brief as possible. The remainder of the response should answer completely the Request or Appeal, be accurate and factual, and contain no extraneous information. The response should be written to be released to any inmate and the general public under the Freedom of Information Act (FOIA) and the Privacy Act. Inmate names shall not be used in responses, and staff and other names may not be used unless absolutely essential.

Program Statements, Operations Memoranda, regulations, and statutes shall be referred to in responses whenever applicable, including section numbers on which the response relies.

d. Response Time Limits. Responses shall be made as required in Section 11 of this Program Statement.

e. Index Completion. When a response is completed, the Clerk shall update SENTRY in accordance with the SENTRY Administrative Remedy Manual and the instructions in Attachment A. Particular attention should be paid to updating the status date, code, and reason, and to making any changes to the subject code and abstract indicated by the Coordinator or by the response drafter. The abstract shall be taken from the response's first paragraph. Abbreviations may be liberally used, as long as they are easily understood, to allow as complete a description of the issue in the 50 characters allotted. For consistency, the Administrative Remedy Coordinator shall approve the closing entry, including the subject codes, status code and reason, and abstract before the closing entry is made by the Clerk.

f. Response Distribution. For an institution response, one copy of the complete Request and response shall be maintained in the Warden's Administrative Remedy File together with all supporting material. Three copies shall be returned to the inmate. An inmate who subsequently appeals to the regional or Central Office shall submit one copy with each appeal.

One copy of a Regional Appeal and response shall be retained at the regional office. One copy shall be sent to the Warden at the original filing location. The remaining two copies shall be returned to the inmate; one to submit in case of subsequent appeal to the Central Office, and one to retain.

One copy of a Central Office Appeal and response will be returned to the inmate. One copy will be retained in the Central Office Administrative Remedy File, one copy will be forwarded to the regional office where the Regional Appeal was answered, and one to the Warden's Administrative Remedy File at the original filing location.

HEALTH SERVICES DEPARTMENT USP LEWISBURG

ID Card: Must be brought each time you come to Health Services.

You must bring your ID picture card and verify your ID number each time you visit Health Services. This ensures compliance with the double check ID system.

OUT OF BOUNDS: Inmates should not be in the Health Services area unless they:

- a. Have an appointment or are scheduled for call out,
- b. Have obtained approval from their detail supervisor or block officer, or
- c. Are making use of the time period set aside for sick call sign up or pill line.

Inmates who come by Health Services without prior approval are out of bounds and may receive an incident report.

CATEGORIES OF CARE

The Bureau of Prisons assigns medical problems to one of five categories of care:

- a. **Medically Necessary - Acute or Emergent:** A condition that, if not immediately treated, is life-threatening, likely to cause blindness, or irreversible loss of function.
- b. **Medically Necessary - Non-Emergent.** A condition that, if untreated, will result in premature death, or interfere with the possibility of later repair; or creates a level of pain or discomfort which impairs the ability to conduct activities of daily living.
- c. **Medically Acceptable - Not Always Necessary.** Medical conditions whose treatment may be delayed without jeopardizing the life, sight, or bodily function of the patient.
- d. **Limited Medical Value.** Medical conditions in which treatment provides little or no medical value, are not likely to provide substantial long-term gain, or are expressly for the inmate's convenience.
- e. **Extraordinary.** Medical interventions are deemed extraordinary if they affect the life of another individual, such as organ transplantation, or are considered investigational in nature.

TRIAGE

- a. Triage is the determining what category of care a patient should be placed in. The purpose of Triage is to make sure that truly urgent conditions are given priority treatment.
- b. During triage the following will occur: The inmate will provide a brief history by completing

the Chronological Record of Medical Care form; vital signs will be taken, if indicated; an appointment will be scheduled within a time frame appropriate for the inmate's medical needs; or, if no follow-up appointment is warranted, the inmate will be advised of other options (e.g. obtaining over-the-counter medications from the Commissary, submitting an Inmate Request to Staff Member, etc).

SCOPE OF SERVICES

- a. The Bureau of Prisons will treat all **Medically Necessary Emergent & Non-Emergent Conditions**.
- b. Medical problems falling within **Medically Acceptable - Not Always Necessary** Category are essentially Elective Procedures. These procedures require approval of the Institution's Utilization Review Committee. The Committee considers such factors as: the risks and benefits of the treatment; available financial resources; available medical consultant resources; medical treatment received prior to incarceration; prognosis in the absence of treatment; the effect the intervention is likely to have on the inmate's ability to conduct activities of daily living; the likely effect delay in care would have on subsequent treatment, etc.
- c. Medical problems falling within the **Limited Medical Value** or **Extraordinary** Categories are ordinarily not treated by the Bureau of Prisons.
- d. **Consultants and Referrals:** All care that is provided by the Bureau of Prisons will be consistent with community standards of care. When available, and when required, community consultants will be contracted for commonly needed services such as cardiology, dermatology, endocrinology, general surgery, ophthalmology, optometry, orthopedics, psychiatry, radiology, urology. Additionally, patients may also be referred to Bureau of Prisons Medical Referral Centers

INMATE COPAYMENT PROGRAM

Pursuant to the Federal Prisoner Health Care Copayment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. § 4048), The Federal Bureau of Prisons and USP/LEC Lewisburg, provide notice of the Inmate Copayment Program for health care, effective October 3, 2005.

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

- b. **Health Care Visits with a Fee:**

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

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

2. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit.

- c. **Health Care Visits with no Fee:**

We will not charge a fee for:

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

If a health care provider orders or approves any of the following, we will also not charge a fee for:

- Blood pressure monitoring;
- Glucose monitoring;
- Insulin injections;

- Chronic care clinics;
- TB testing;
- Vaccinations;
- Wound Care; or
- Patient education.

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

- d. Indigency:** An **indigent inmate** is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days.

If you are considered indigent, you will not have the copay fee deducted from your Inmate Commissary Account.

If you are NOT indigent, but you do not have sufficient funds to make the copay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.

- e. Complaints:** You may seek review of issues related to health service fees through the Bureau 's Administrative Remedy Program (see 28 CFR part 542).

f. Frequently Asked Questions About Copay:

1. What is a copay fee?

A copay fee is a fee charged to you when you request health care services, such as Sick Call, or after hours treatment for a condition which is not an emergency. It is similar to fees charged in the community under most health insurance plans.

2. How much is the fee?

The fee charged for health care services under the Inmate Copayment Program is \$2.00.

3. What if I have a chronic medical problem, like heart trouble or diabetes?

If you have a chronic medical problem, we will not charge a fee for certain visits related to your chronic medical problem. If you request Sick Call for something not related to your chronic medical problem, such as a cold or back pain, you will be charged a copay fee.

If a health care provider orders or approves any of the following, we will not charge a fee for:

- Blood pressure monitoring;
- Glucose monitoring;
- Insulin injections;
- Chronic care clinics;
- TB testing;
- Vaccinations;
- Wound Care; or
- Patient education.

4. How is the payment made?

The copay fee will be deducted from your Inmate Commissary Account.

5. Who determines if a visit is subject to a copay fee?

Health care providers (doctors, nurses, mid-level providers) determine whether a visit is subject to a copay fee and will enter that information into TRUFACS to be processed.

6. Who decides if the copay fee is deducted from my account?

The TRUFACS system, managed by the Trust Fund Branch, will decide whether it is appropriate to deduct the copay fee your Inmate Commissary Account. The health care provider does NOT decide if the fee will be collected, only whether the type of visit qualifies for a copay fee. All financial transactions are completed by TRUFACS.

7. What if I am indigent?

If you are considered indigent, you will not have the copay fee deducted from your Inmate Commissary Account. An **indigent inmate** is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days.

If you are NOT indigent, but you do not have sufficient funds to make the copay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.

The health care provider does not determine your indigent status for the purpose of the

copay fee, only whether the type of visit qualifies for a copay fee. If you are indigent, TRUFACS will not deduct the copay fee.

8. What if I am not indigent, but I spent all my money last week? Will the doctor or the MLP refuse to see me until I get more money in my account?

Your appointment will take place as scheduled. The health care provider will code the visit as paid or non-paid based on the type of visit. TRUFACS will maintain the information regarding the visit, set up a debt, and apply incoming funds to satisfy the debt. You will not be denied health care based on the amount of money in your Inmate Commissary Account.

9. What if the health care provider marked a visit as qualifying for a copay fee when it should not have qualified for a copay fee?

How do I get my money back? If you believe you were incorrectly charged a copay fee, address your concerns to the Health Services Administrator (HSA). He or she has the ability to informally resolve your complaint and correct the mistake if one was made. If the HSA does not satisfactorily resolve your complaint, you can use the Administrative Remedy process to address any complaints.

10. What gives BOP the authority to collect the copay fee?

Public Law 106-294, the Federal Prisoner Health Care Copayment Act of 2000 (P.L. 106-294, 18 U.S.C. § 4048) requires BOP to collect copay fees.

11. Who gets the money collected?

Twenty-five percent of the money collected goes to pay for administration of the Inmate Copayment Program, and seventy-five percent goes to the Crime Victims Fund.

12. If my detail supervisor or Unit Team call Health Services to see me because I don't feel well, will I be charged a copay fee?

If any staff member (including the Warden or Associate Warden) other than a health care provider requests a medical evaluation on your behalf, and it is not a medical emergency, you will be charged a copay fee.

13. If my Health care provider refers me to a specialist, will I be charged a copay fee for the specialist?

No. Referrals from one health care provider to another will not result in a copay fee.

OBTAINING HEALTH CARE

- a. **Emergency Care:** All emergencies or injuries will be screened for priority of treatment and then will be examined accordingly. Appropriate medical care will be provided by institutional Health Services staff. Medical treatment on evenings, mornings, weekends, and federal holidays is limited to treatment of acute problems only. Treatment needs will be determined by the medical staff. Access to emergency medical care is obtained by notifying any staff member or activation of the inmate duress system. Any emergency or injury, must be reported to Bureau of Prisons staff immediately.
- b. **Questions Regarding Health Services, Requests For Medical Care, Dental Care, Sick Call, Lab Results, X-Ray Results, Eye Glasses, Etc.**

1. All other Non-Emergency requests require completion of the CHRONOLOGICAL RECORD OF MEDICAL CARE.
2. These forms can be obtained from your block officer or any Health Services staff member.
3. The forms must be turned in during daily sick-call between 0630 and 0715 on Monday, Tuesday, Thursday, or Friday.
4. You must turn the form in yourself so the PA can ask any questions he/she may have about your problem.
5. The PA may choose to have you come back at a later date. He/she will give you an appointment slip and also have you put on call out.

DENTAL SICK-CALL: Is for emergency care only, such as toothaches, abscesses, temporary fillings, etc. All routine appointments will be scheduled on the institutions call-out.

SPECIAL HOUSING INMATES: Inmates placed in Special Housing will be seen by a Physician's Assistant at least once daily. Inmates with routine medical and dental care concerns will be addressed on Mondays, Tuesdays, Thursdays, and Fridays when the P.A. makes their morning rounds.

PHYSICAL EXAMINATIONS:

- a. All new commitments to the Federal Bureau of Prisons System will be scheduled for a complete physical examination, which is mandatory, within 14 days of arrival at this institution.
- b. All inmates under the age of 50, are entitled to this complete physical examination every two years. Those inmate at or over the age of 50 are entitled to this examination annually. This optional examination requires an inmate to submit a Request to a Staff Member (Cop-Out) to the Health Services Department requesting the physical. You will be placed on the list for physicals and the appointment will be listed on a future daily call-out list located in the housing units. Because this physical is for your health and wellbeing, we encourage you to take the opportunity extended to you. During this voluntary examination, you may refuse any part of the process that you do not want performed.
- c. All inmate that will be released within 12 months are entitled to a pre-release physical examination. Requests for this examination must be made through the Health Services Department, no later than 2 months prior to release in order for the examination to be scheduled and completed.

ANNUAL IMMUNIZATION/SCREENING:

- a. All inmates will be scheduled for the tuberculosis screening on an annual basis. This screening will be in the form of the PPD skin test and/or chest x-ray. The date of these screening's will be based on the inmate's previous test date.
- b. During the flu season which is typically in early winter, inmates will have the influenza vaccination or "flu shot" on an availability basis. Since some seasons cause the supply of this vaccination to be short, it will depend on the availability of the vaccine and the inmate's medical priority. This optional vaccination requires an inmate to submit a Request to a Staff Member (Cop-Out) to the Health Services Department requesting the flu shot vaccination.

PHARMACY:

Your ID Card: Must be brought each time you come to Health Services.

You must bring your ID picture card and verify your ID number each time you pick up medication from the pharmacy. This ensures compliance with the double check ID system.

- a. **Medication Pick Up:** Monday - Friday. Medications prescribed during sick call can be picked up at the 1630 to 1645 pill line. Inform the PA at 0630 the next morning if your medications were unavailable for pick up or if you had some other problem with your medications.
- b. **Pill Line Times:** For diabetics and patients taking restricted medications are:

6:45 - 7:15 AM	AM Insulin and Pill Line
11:15 - 12:15 Noon	Regular pill line
4:30 - 4:45 PM	PM Insulin line
8:30 - 9:15 PM	PM pill line / Sick Call Medication Pickup
- c. **Restricted medications:** Will be issued only on a dose-by-dose basis and must be taken in full view of the person issuing the drug. You will be required to allow the dispensing individual to inspect your mouth after accepting the medication.
- d. **Refills:**
 1. All refills have an expiration date. Check the lower right corner on the label. If it is expired, you must complete a new Chronological Record of Medical Care form for a new prescription.
 2. All refills have a limited number of refills. Check the lower left corner of the label. If it is expired, you must complete a new Chronological Record of Medical Care for a new prescription.
- e. **Over-The-Counter Medications** (OTC) P6541.02, 11/17/2004, requires that personal resources will be used by inmates to obtain OTC medications that are indicated for cosmetic and general hygiene issues or symptoms of minor medical ailments.
 1. Patients will be referred to the commissary if their symptoms can be partially controlled by items available through the commissary.
 2. Inmates will purchase OTC items from the commissary with their personal funds. **The pharmacist will not dispense OTC medications prescribed by the clinician for non-indigent inmates.** Inmates who are listed on the **TRUEFACS** database as indigent may receive up to two OTC medications per week from the institution pharmacy if a clinician determines that the medications are medically necessary.
 3. Over The Counter Items Available Through The Commissary. This list includes but not limited to:

Acne

Clearasil Cream W/benzyl Peroxide

Allergies

Chlorpheniramine Maleate Allergy Tabs

Arthritis

Aspirin 325 Mg
Acetaminophen Regular Strength
Ibuprofen Tabs 200 Mg
Muscle Rub Cream

Athlete's Foot

Tolnaftate 1% Cream
Anti-fungal Powder

Back Pain

Aspirin 325 Mg
Acetaminophen Regular Strength
Ibuprofen Tabs 200 Mg
Muscle Rub Cream

Cold

Chlorpheniramine Maleate Allergy Tabs
Saline Nasal Spray
Aspirin 325 Mg

Heart Burn

Rolaids
Antacid/anti-gas (Mylanta)

Hemorrhoids

Hemorrhoidal Ointment

Jock Itch

Tolnaftate 1% Cream

Muscle Aches

Aspirin 325 Mg
Acetaminophen Regular Strength
Ibuprofen Tabs 200 Mg
Muscle Rub Cream

Orthotics

Tri-comfort Shoe Insert
All Purpose Insole
Knee Wrap with Compression Control Straps

Acetaminophen Regular Strength

Constipation

Fiber Powder
Milk of Magnesia

Cough

Halls Mentho-lyptus Cough Drops
Siltussin Dm

Cuts

Band-Aids

Headache

Aspirin 325 Mg
Acetaminophen Regular Strength
Ibuprofen Tabs 200 Mg

Athletic Supporter

Razor Bumps

Hydrocorisone Cream 1%

Shampoo

Suave Dandruff Shampoo
Sulfur 8 Dandruff Shampoo

Skin Preparations

Skin Tone Cream Alpha & Beta Hydroxy Acids
Lac Hydrin 5%
Cocoa Butter Lotion
Cocoa Butter Stick
Petroleum Jelly
Suave Hand & Body Lotion with Aloe
Noxzema Facial Cream

Sun Burn

Moisturizing Sun Block Spf 30

IDLE, CONVALESCENCE, AND MEDICAL ASSIGNMENTS:

- a. In situations where it is necessary to restrict the inmates activities due to health concerns, an inmate may be placed on Idle, Convalescence, or Medically Unassigned status. The medical staff will issue you a Medical Duty Status form that identifies your limitations. It is the inmate's responsibility to deliver one copy to his work supervisor and one copy to his unit officer. The following is a synopsis of restrictions for each type of medical limitation status:
- b. **Idle:** Temporarily disability not to exceed three days duration including weekends and holidays. Restricted to your room except for meals, barbering, religious services, sick-call, visits, and call-outs. No recreation activity.
- c. **Convalescence:** Recovery period for an operation, injury, or serious illness. Not less than four days and not to exceed 30 days, subject to renewal. Excused from work and may not participate in recreation activities.
- d. **Medically Unassigned/totally Disabled:** Totally unemployable and unassigned because of physical or mental handicap for a specific time period or indefinitely.
- e. **Restricted Duty:** Restricted from specific activities because of existing physical or mental handicap for a specific time period or indefinitely.
 1. **Lower Bunk Assignments** will be issued by medical staff only if the inmate:
 - (A) Is currently being treated for insulin dependent diabetes, seizure disorder,
 - (B) Has an artificial limb, fracture, or limb paralysis,
 - (C) Is age 65 or older,

(D) Weighs in excess of 300 pounds.

2. SPECIAL SHOES

(A) Requests for special footwear (non-steel toe boots, soft shoes, etc.) will be approved only if one of the following conditions are met:

- (1) The patient is an insulin dependent diabetic; or
- (2) The patient has a deformity which prevents placement of the foot into a pair of properly fitting institution issue shoes.

(B) The determination of whether a patient has one of these two conditions is to be based on current examination findings.

© Special footwear is not regarded as medically necessary for the following common conditions: pes planus, plantar fasciitis, heel spur, ankle arthritis. Patients with these conditions should be referred to the Commissary for purchase of arch supports, insoles, heel cups, or elastic sleeves.

3. **FOOD SERVICE:** The only medical restrictions from being assigned to Food Service are chronic infectious diarrhea and chronic draining skin lesions.

RIGHTS/RESPONSIBILITY: 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. You also accept the responsibility to cooperate with your health care plans and respect the basic human rights of your health care provider.

Your Health Care Rights

1. You have the right to access health care services based on the local procedures at this institution. Health services include medical, dental, and all support services.
2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration, and dignity.
3. You have the right to address any concerns regarding your health care to any member of the institutional staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden, and the Warden.
4. You have the right to provide the Bureau of Prisons with Advance Directives or a Living Will that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.
5. You have the right to be provided with information regarding your diagnosis, treatment, and prognosis.
6. You have the right to obtain copies of certain releasable portions of your health record.
7. You have the right to be examined in privacy.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious disease.
9. You have the right to report complaints of pain to your health care provider, have your pain assessed, managed in a timely manner, be provided information about pain management as well as information on the limitations and side effects of pain treatments.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
11. You have the right to be provided healthy and nutritious food. You have the right to instructions regarding a healthy diet.
12. You have the right to request a routine physical examination as defined in Bureau of Prisons policy. (If you are under the age of 50, once every 2 years, if over the age of 50, once a year and within one year of your release).
13. You have the right to dental care as defined in the Bureau of Prisons policy to include preventative services, emergency care, and routine care.
14. You have the right to a safe, clean, and healthy environment that includes smoke free living areas.
15. You have the right to refuse medical treatment in accordance with the Bureau of Prisons policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative actions against you. You have the right to be counseled regarding the possible consequences of refusing medical treatment.
16. In the case of language or cultural differences, all care will be taken to see that communication between the patient and those responsible for his care is adequate.

Your Health Care Responsibilities

1. You have the responsibility to comply with the health care policies of this institution and follow recommended treatment plans established for you by the health care staff.
2. You have the responsibility to treat these providers as professional and follow their instructions to maintain and improve your overall health.
3. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, at main line, or the accepted Inmate Grievance Procedures (BP8 - BP9).
4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the responsibility to keep this information confidential.
6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the responsibility to comply with security procedures should security be required during your examination.
8. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activities that could result in the spreading or catching of infectious diseases.
9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow-up.
10. You have the responsibility to be honest with your health care provider(s), to comply with prescription treatments and follow prescription orders. You also have the responsibility not to provide any other person with your medication or other prescription item.
11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the responsibility to maintain your oral hygiene and health.
14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.
15. You have the responsibility to notify Health Services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.
16. You have the responsibility to advise Health Services staff of any communication difficulties in regards to your medical needs and/or treatments.

PSYCHOLOGICAL SERVICES

Psychological Services at USP, Lewisburg offers a number of programs for inmates within three general areas. We offer general psychology services, a Drug Abuse Program (DAP), and a residential CODE program.

General Psychology Services: Every designated inmate will meet with a Psychologist, at least one time, for a brief intake interview to review your psychological history. Crisis intervention, available 24 hours a day, is provided to inmates with serious and immediate psychological concerns. For less urgent matters, we offer brief counseling. We have a small self-help library with books, and videotapes related to various psychological issues. A psychiatrist is available for inmates deemed to need medication for the management of psychological difficulties. For all but emergency situations, you may make your wishes for psychology services known by contacting Psychological Services in writing.

Drug Abuse Program (DAP): The DAP includes the standard drug education class, and nonresidential substance abuse treatment groups. The drug education class is mandatory for those individuals who meet any of the following three criteria:

- . Probation violation for any infraction associated with alcohol or drug use, or
- . A judicial recommendation for any type of substance abuse treatment, or
- . Determination or a connection between your instant offense and substance abuse

If an inmate declines or fails required drug education, P.S. 5330.10 requires application of sanctions.

Sexually Abusive Behavior Prevention and Intervention An Overview for Offenders
You Have the Right to be Safe from Sexually Abusive Behavior. 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 behavior or pressure to engage in unwanted sexual behavior from another inmate or a staff member. Regardless of your age, size, race, ethnicity,

gender or sexual orientation, you have the right to be safe from sexually abusive behavior. What Can You Do To Prevent Sexually Abusive Behavior?

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

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

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

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

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

What Can You Do if You Are Sexually Assaulted?

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

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

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

How Do You Report an Incident of Sexually Abusive Behavior?

It is important that you tell a staff member if you have been sexually assaulted. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust.

BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes. There are other means to confidentiality report sexually abusive behavior if you are not comfortable talking with staff.

- Write directly to the Warden, Regional Director or Director. You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.
- File an Administrative Remedy. You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.
- Write the Office of the Inspector General (OIG) which investigates allegations of staff misconduct. 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
P. O. Box 27606
Washington, D.C. 20530**

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. Management Program for Inmate Assaultants

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

Policy Definitions

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

Code 101/(A): Sexual Assault

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 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:

a. 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.

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

c. 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.

d. 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.

Contact Offices

U.S. Department of Justice
Office of the Inspector General
950 Pennsylvania Avenue, NW Suite 4322
Washington, D.C. 20530-0001
Central Office
Federal Bureau of Prisons
320 First Street, NW
Washington, D.C. 20534

Annapolis Junction, Maryland 20701

North Central Regional Office
Gateway Complex Tower II, 8th Floor
400 State Avenue
Kansas City, KS 66101-2492

Mid-Atlantic Regional Office
302 Sentinel Drive, Suite 200

Northeast Regional Office
U.S. Customs House, 7th Floor
2nd and Chestnut Streets

Philadelphia, Pennsylvania 19106

South Central Regional Office
4211 Cedar Springs Road, Suite 300
Dallas, Texas 72519

Southeast Regional Office
3800 North Camp Creek Parkway, SW

Building 2000
Atlanta, GA 30331-5099

Western Regional Office
7338 Shoreline Drive
Stockton, CA 95219

Diversity in a Prison Environment

I. What is Diversity?

Diversity in a prison environment can be characterized by the differences and uniqueness that each individual brings to this institution. These differences are observed through race, religion, ethnicity, and geographic background. All of these factors create the environment in which you are now apart. So, what is your responsibility to yourself, the other inmates, and the staff of this institution? Contrary to the differences within this institution, your responsibility is to distinguish between right and wrong by enhancing your knowledge of this diverse landscape. Become aware of the pitfalls (gangs, drugs, and prison politics). This will enable you to chart a course to avoid the traps and achieve success. Consider having the following values of Respect, Tolerance, Honesty, and Responsibility as a part of the compass which directs your decision making. When these values are at work in your life, your attitude toward individual differences will be evident through your contribution toward a safe environment.

II. How is it reflected in this environment?

- A. Race: Your family background, lineage or people compose your race.
- B. Religion: Protestant, Islam, Judaism, Native American, Roman Catholic, other
- C. Ethnicity: Common traits or customs.
- D. Geographic Background: Where I lived for any period of time.

III. What is my responsibility?

- A. Distinguish between right and wrong
- B. Increase knowledge by participation
- C. Determine best practice to succeed

IV. How do I reflect a right attitude?

- A. Respect: Considering others as I would like to be considered.
- B. Honesty: Without desire to lie. Genuine.
- C. Tolerance: Patience and understanding.
- D. Accountability: Responsible for my own actions.

V. The Bureau's Stance on Diversity

- A. Zero tolerance for those that do not reflect an attitude of diversity
 - 1. Rule breakers receive incident reports or other sanctions

UTILIZATION OF SPIRITUAL RESOURCES WHILE INCARCERATED

The Chapel library has extensive resources available for your spiritual growth. A list of available softcover books is posted on the TRULINCS computer system under local documents. The book lists are posted by religion. The Chaplains are available for spiritual counsel during regular rounds or by written request. A list of Holy Days, Fast Days, and Ceremonial Meals is located on the TRULINCS computer system. Cop-out deadlines are also included.

The Threshold Program is a six month, faith-based, re-entry program. The program consists of three phases (Orientation, Personal Growth & Development, and Relationships), with a journaling component. Participants are challenged to view the nine life skill areas from a faith perspective and to engage in setting SMART goals. Participants will establish guiding life principles which form a moral compass for appropriate decision-making. This program is available to inmates in Phase 2 and Phase 3. Submit a written request to the Chaplain to be placed on the waiting list.

TOLERANCE AND UNDERSTANDING - PEOPLE OF ALL RACES/RELIGIONS

If Lewisburg is your first assignment in the BOP your Unit Team will denote your religious preference.

If you would like to change your religious preference, you must submit a written request to the chaplain. USP Lewisburg is home to people from all over the United States and the world. There are inmates from 22 different religious groups housed in this institution. Please show respect to those from different backgrounds and religions. Many world religions have some variation of the rule, "Do unto others as you would have them do unto you." No one may disparage the religious beliefs of an inmate, nor coerce or harass an inmate to change religious affiliation.

SCHEDULES: CHAPLAIN DUTY HOURS

Sunday: 8:00 a.m. to 8:45 p.m.
Monday: 7:30 a.m. to 5:30 p.m.
Tuesday: 7:30 a.m. to 5:30 p.m.
Wednesday: 7:30 a.m. to 5:30 p.m.

Thursday: 7:30 a.m. to 8:30 p.m.
Friday: 7:30 a.m. to 8:30 p.m.
Saturday: 7:30 a.m. to 4:00 p.m.

COMMUNITY RESOURCES AVAILABLE

Pastoral Visits: If requested by an inmate, the chaplain shall facilitate arrangements for pastoral visits by a clergy person or representative of the inmate's faith. The chaplain may request an NCIC check and documentation of such clergy person's or faith group representative's credentials. Pastoral visits may not be counted as social visits. They will ordinarily take place in the visiting room during regular visiting hours.

Minister of Record: You may designate one individual on your visiting list as your Minister of Record (MOR) by submitting a request to the Chaplain. This request must include contact information for the MOR so the Chaplain can obtain credentials and security checks for the MOR.

An approved MOR will not count against the maximum number of visitors you are allowed to have on your visiting list, and may visit during normal visiting hours.

Mentors: Opportunities for mentoring relationships are available as a part of the Threshold Program. See the Chaplain for more information.

Prisoner Visitation & Support (PVS): Inmates wishing to receive visits from PVS should submit a written request to the Chaplain to be placed on the waiting list.

PROCEDURES FOR ACQUIRING RELIGIOUS ITEMS, LITERATURE, PROPERTY

Authorized personal religious items will be purchased/acquired by the adherent. Authorized items available from Commissary may be purchased by those whose religious preference reflects a need for those items. Authorized items not available from Commissary may be purchased via Special Purpose Order from an approved vender. Items should be less than \$100 in value. Catalogues are available from the Chaplain upon submission of a written request. Authorized items not available for purchase may be acquired via the Authorization to Receive a Package form (i.e., eagle feathers, elekes, etc.). Submit a written request to the Chaplain for the form. Softcover books may be checked out from the Chapel library in two week increments. Loaned books must be returned to the Chaplain in order to receive new books. Books are traded on a one-for-one basis.

You may also purchase personal religious books following the procedures outlined in Program Statement 5266.10, Incoming Publications.

RELIGIOUS DIET PROGRAM

Initial Interview: Inmates must submit a written request to be interviewed. The chaplaincy team will review the answers to your interview. A determination will be made to approve you for self-selection from mainline, with access to a no-flesh option or for the certified processed food tray. You will be notified in writing of the accommodation on form BP-S700.053, Notification of Religious Diet Accommodation. If approved to the certified food component, Food Service will ordinarily begin serving the certified food tray in two working days, under normal operations.

Those not approved for the certified food line may request a re-interview at six-month intervals.

Removal: An inmate may be removed from the certified food diet if he is observed: Eating food from mainline; missing six consecutive meals; changing his religious preference; purchasing food from commissary that is not permissible to eat based on his religious requirements. Removal is not punitive in nature but provides an opportunity for the inmate and staff to reevaluate this program's appropriateness to meet the inmate's demonstrated needs. The process of re-approving a religious diet for an inmate who voluntarily withdraws or who is removed ordinarily may extend up to thirty days. Repeated withdrawals (voluntary or otherwise), however, may result in inmates being subjected to a waiting period of up to one year. At the inmate's request for reinstatement, an oral interview will be conducted prior to reinstatement.

RELIGIOUS RIGHTS OF INMATES

Opportunities for religious activities are open to the entire inmate population, without regard to race, color, nationality, or ordinarily, creed. The warden, after consulting with the institution chaplain, may limit participation in a particular religious activity or practice to the members of that religious group. Ordinarily, when the nature of the activity or practice (e.g., religious fasts, wearing of headwear, work proscription, ceremonial meals) indicates a need for such a limitation, only those inmates whose files reflect the pertinent religious preference will be included. When seeking a religious accommodation, you should submit the request in writing, and the Chaplain will attempt to accommodate your request within the bounds of policy.

PROCEDURES FOR FAMILY TO CONTACT INSTITUTION IN CASE OF EMERGENCY

In the event that an immediate member of your family (mother/father, brother/sister, son/daughter or spouse), is taken to the hospital or dies, a member of your family may call (570) 523-1251 and request to speak to a Chaplain. The caller will need your registration number, the name of the individual involved, and the name, address, and telephone number of the hospital or funeral home. This information will be verified before you are notified. If the information received cannot be verified by an outside agency (hospital, funeral home, law enforcement, etc.) you will not be notified. After the information has been verified, a chaplain will notify you of the emergency, and if appropriate, arrange for you to communicate with your family.

SAFETY DEPARTMENT

Upon your arrival to this facility, you should report any unsafe acts or conditions to a staff member and/or the Safety Department. These could include, but are not limited to frayed electrical cords, broken sinks or porcelain, water leaks, blocked exit doors, damaged tile in the shower, and missing covers on water fountains.

Fire drills are conducted quarterly for your safety. A fire drill will be conducted on every shift and all inmates in the unit will be directed where to exit.

Smoking is to be done in designated areas only.

Do not operate any machinery unless instructed to by a staff member. Additionally, you must be trained in the operation of any equipment prior to your operation of it.

If there is a fire in your unit, notify the block officer or any available staff member immediately. Manual pull stations are located on all floors of the units. In the event of a fire, you may utilize the pull station to notify staff.

All housing units are equipped with sprinkler systems, smoke detectors, and hand held fire fighting equipment. The hand held equipment is located in a locked cabinet on the first floor of all general housing units with the exception of I Block. That cabinet is located on the second floor landing.

If you are injured in any way, it must be reported to a staff member immediately. Additionally, you should seek medical attention from the Health Services Unit.

It is our intent to provide you with a safe and healthful living and working environment. Any concerns in this area should be directed to the Safety Manager. If your cell is in need of pest control, contact the block officer who, in turn, will notify the Safety Department.

There are floor tile and pipes in the institution that contain asbestos. Asbestos is a white chalky substance and can be harmful to your lungs if disturbed or released into the air. Don't mess with pipe insulation, and if you suspect a break in insulation, notify your block officer or detail supervisor immediately.

There are areas in various buildings that have lead based paint. These include inside the wall, maintenance shops outside and at the ICC. There is no lead based paint at the camp. Don't tamper with painted surfaces because you don't know if it contains lead.

The Safety Office and various work sites maintain Material Safety Data Sheets (MSDS) on all chemicals used at USP, Lewisburg. There are approximately 3000 hazardous chemicals in use. Your supervisor is responsible for training you regarding the hazardous chemicals you may work with. MSDS's are available for you to review if you have any questions. Personal protective equipment (PPE) may be needed to use the chemicals. You must comply with the requirements in this area. Emergency eye wash stations are available in all required areas. Don't touch or use any chemicals that you may encounter unless trained to handle them by a staff member.

JOB OPPORTUNITIES

Mechanical Services.....

The Mechanical Service Department at Lewisburg is structured to provide crews for the maintenance and upkeep of the life support systems of the institution in order to provide a comfortable physical environment.

Inmates employed in mechanical services perform duties and receive on-the-job experience in such fields as carpentry, electrical repair, painting, plumbing, steam fitting and general building maintenance.

Food Service Department.....

Food Service is one of the larger departments in the institution which employs nearly 250 workers in as many as 12 different areas in the department. Performance pay is based on the standard IPP which ranges from grades 4 through grade 1. Normally, all newly assigned workers start at grade 5 or maintenance pay until they are assigned to permanent positions.

The department is managed by the Food Administrator, three assistants and 24 Food Service supervisors who oversee the production and delivery of more than 5500 meals a day in two facilities and six locations.

If you are assigned to Food Service, you will be expected to follow all policies and procedures that govern the department. All procedures and policies are geared to provide a service to you and your fellow inmates. It is very important that we maintain good sanitation and that ALL meals served are of excellent quality, so please keep that in mind while working in Food Service.

As you know, personal hygiene is extremely important in the Food Service industry. If you are assigned to Food Service, you will be expected to maintain a high level of personal hygiene at

all times.

The Food Administrator has an open door policy and he stands mainline for both the breakfast and lunch meals Monday thru Friday, so feel free to see him at mainline to discuss any questions or concerns that you may have. **Note: No Food is permitted to leave the Food Service Department except for (1) one piece of fruit when on the menu.**

Other Job Opportunities: Speak to you unit team with respect to other job opportunities which exist for general population inmates.

Performance Pay.....

Performance Pay is provided as an incentive in the form of monetary compensation for inmates with exceptional work performance or productive participation in correctional programs. Performance Pay is granted upon submission of a recommendation by your detail supervisor and subsequent approval by the respective department head. The amount of compensation is determined by the pay grade to which you are assigned. Inmates receiving performance pay who have lawful financial obligations will be required to make a minimum payment of \$25.00 per quarter. Your unit team will explain the Inmate Financial Responsibility Program to you in detail and how this program relates to your personal case.

Inmate Vacations.....

After you have been working on a job assignment for one year, either in Unicor or in the institution, and if you have maintained clear conduct during that year, you may apply for an inmate vacation for one week's duration.

While on an inmate vacation, you are given privileges including excused absence from work, permitted to sleep late, unlimited visiting with authorized visitors during regular visiting hours. An inmate vacation, when eligible, can be obtained by submitting a request for the vacation to your unit team in the form of a "cop out".

Meritorious Good Time.....

Meritorious Good Time may be granted to a worker for exceptional job performance upon recommendation of the detail supervisor and subsequent approval by the unit team. Rates for good time are three days per month for the first year following approval and five days per month for all following years. Check with your unit team to determine your eligibility for meritorious good time. Inmates sentenced under CCCA procedures will receive 54 days a year if eligible.

MONEY MATTERS

Inmate Accounts.....

The funds which you brought with you or any funds that are sent to you will be placed in your inmate account. This money and any funds you may earn working through performance pay can be used for a variety of purposes. You may purchase items from the Commissary, or approved religious, educational, recreational or hobby craft materials. You may want to save a portion of your money either in your inmate account or in a local bank. If you have dependents, you may wish to send money to them from your account.

Handling Your Money.....

If you desire to send money home, to your bank, to a local bank, or to purchase a United States Savings Bond, your Unit Manager has the appropriate forms for you to utilize for these purposes. Any funds you authorize to be withdrawn from your account will be sent out in the form of a United States Treasury check from the United States Treasury Disbursing Office in Austin, TX.

Commissary Operations.....

The commissary sales unit will be open to inmate sales Monday through Wednesday, after completion of the 4:00 PM count. The day that an inmate shops is based on the housing unit they live in. Inmates are responsible for checking the accuracy of all items purchased in the Commissary. All clothing products must be checked for proper fit prior to leaving the Commissary because **ALL SALES ARE FINAL**. Once an inmate leaves the Commissary, exchanges or refunds are not permitted. The shopping schedule is posted on a quarterly basis and will indicate the order and day that each Housing Unit may shop. The shopping schedule is rotated by Housing Unit on a quarterly basis. The commissary is closed for one week at the end of each quarter for mandatory inventory **NO SALES** will be conducted during the week of inventory.

Financial Responsibility Program.....

Bureau of Prisons Policy requires all inmates with lawful financial obligations to make payments toward satisfaction of these obligations. Financial obligations may include restitution, fines, education loans, alimony, etc. At initial classification, your unit team will discuss your particular obligations, if any, and establish a payment contract. Your refusal to participate in this important program may impact negatively upon you during confinement.

CALLOUTS

The callout system is utilized by staff to ensure inmates are present at any given area and time when required. Inmate callouts are published and distributed each work day by the close of business. The callout sheets are readily available in housing areas and should be checked on a daily basis by all inmates. Inmate accountability requires inmates to meet all callout requirements to include place and time. Any staff member can assist you in callout procedures if questions arise. Failure to carefully follow callout procedures may result in disciplinary action.

EDUCATION

EDUCATIONAL PHILOSOPHY.....

The educational philosophy at USP, Lewisburg focuses primarily upon the academic "basics". Academic programs are directed toward assisting students in attaining basic literacy goals that will enable them to function in a world which requires a functional knowledge of reading, writing, and arithmetic.

The literacy program of the General Educational Development (GED) class focuses upon these important goals. Classes are offered in an assortment of educationally stimulating subjects, in addition to the basic skill areas. Occupational courses are offered at the Vocational Training Center. Advanced Occupational Program degree studies are offered in Main Education. Recreation offers a variety of officiating and wellness programs.

Education staff are committed to practicing sound educational techniques. We are prepared to offer you the opportunity to pursue a significant course of study, leading to the attainment of functional literacy, your High School Diploma, Advanced Occupational Program Degree, or a marketable work skill.

Law Library.....

The Law Library provides facilities for legal research and legal document preparation. For your convenience, this library is open during the daytime and most evenings. Refer to the schedule posted in the library.

Typewriters have been provided for typing legal documents only. Inmate law clerks are on duty to assist you in locating legal references. Your signature and number are required for use of any legal materials or books. Legal materials may not be removed from the Law Library area.

The Law Library is provided for the benefit of the entire inmate population. Table games, smoking, food, drinks, and loitering are prohibited in this area.

Leisure Library.....

The Education Department maintains a Leisure Library which contains approximately 4,000 volumes, which are available to the general population. Contained within this total are: Reference books (i.e. Encyclopedias, Dictionaries, Medical Encyclopedias, College Listings and Synopsis, Recent Volumes of "Books in Print", etc.). These Reference books are available for use within the Resource Library. Also available through the Leisure Library are numerous books which are intended to provide leisure reading for the general population.

These "leisure reading" books are available to the population to be checked out for a two (2) week period. Due to the limitation in space available and to maintain control of these materials, listings of these books are posted throughout the library. This provides the general population with an easy system of checking out books. Some of the categories available are: Best Sellers, Westerns, Crime Novels, Espionage Novels, War Novels, Occult/Horror Novels, Black Studies, Black Adventure Novels, Self-Help Books, Contemporary Novels, etc.

The Leisure Library also contains a well stocked Hispanic Library which also provides listings of books per categories. This Hispanic selection is appropriate due to the percentage of inmates at this institution who require materials in Spanish. The Leisure Library provides numerous magazines and periodicals to the general population. These, like the reference materials, are for use within the Leisure Library. Approximately 80 magazines and 8 newspapers are available in English. Fifteen (15) magazines and two newspapers are available in Spanish.

Regarding the days and hours that the Leisure Library is "open": the Leisure Library is available to the general population six days a week with the daily hours posted on the bulletin board near the Library entrance. It should be noted, for those inmates housed in the Special Housing Unit, Education staff regularly visit the S.H.U. and deliver/distribute paperback books and magazines throughout the unit, thus making available the Leisure Library to inmates not in general population.

Academic Programs.....

PROGRAM: Literacy

ENROLLMENT REQUIREMENT: Inmates who do not show proof of a high school diploma or GED are required to attend a mandatory 240 hour GED Program. The attainment of the GED is required in order to proceed above pay grade 4 of Inmate Performance Pay (IPP).

PROGRAM: English as a Second Language (ESL)

ENROLLMENT REQUIREMENT: Mandatory for non-English speaking inmates; unless you demonstrate proficiency at the 8.0 grade level on the CASAS Examination. Background: The Crime Control Act of 1990 requires that non-English speaking federal prisoners participate in an ESL Program until they function at a minimum of the 8.0 grade level on the CASAS Examination.

The purpose of the ESL class is to provide the student with the opportunity to develop effective English language skills. The ESL Program is divided into two levels: Level I (Basic English) and Level II (Intermediate English).

Participation in the program is mandatory for all non-English speaking inmates unless they have an INS detainer on file, as verified by their case manager. The Education Department encourages all non-English speaking inmates, however, to participate in the program.

PROGRAM: Adult Continuing Education

ENROLLMENT REQUIREMENT: High School Diploma or GED

The ACE Program is designed to provide continuing education experiences to students who already possess a high school diploma or GED certificate. Academic subject matter that supports Vocational Training Programs may be taught when needed. Courses taught are determined by residential surveys or by Vocational Instructor requests. Courses with a business emphasis have been popular with the population.

Advanced Occupational Program.....

The department offers an on-site Advanced Occupational Program leading to an Associate Degree in Business from Newport Institute. Prospective students must possess a high school diploma or GED. For further information, contact a representative in the Education Department.

Due to the wide diversity of student interests and multitude of backgrounds within the institution, other programs are available through correspondence. Popular correspondence courses are offered through Penn State University and Ohio University. However, you may choose from a wide variety of corresponding schools. UNICOR scholarships may be awarded on a competitive basis to those who meet the qualifications.

Recreation Program.....

The following Recreation and Leisure Time Programs await your participation.

Sports: Major sports activities include competition in intramural leagues, basketball, flag football, softball, soccer, tennis, racquetball, hand-ball and volleyball. Tournament activities are scheduled in tennis, racquetball, bocce-ball, cards, checkers, chess, dominoes, handball, and table tennis. Contact the Recreation Department concerning procedures.

Music: The music room operates on an enrollment basis only. Approved bands are scheduled days and times they may use the music rooms. Musical talent shows are offered to the approved bands throughout the year. Consult the Recreation Specialist, located in the Recreation Department for procedures in ordering musical instruments or supplies.

Arts and Crafts: The Arts & Crafts Program offers leather craft, ceramics, knitting, crocheting, acrylic painting, glass painting, pencil and ink sketching, and pastel drawing. Craft materials are purchased through the Commissary Sales Unit at the inmate's expense.

Craft activities are restricted to the hobby shop area except for the following: Pencil and ink sketching, crocheting. These materials are permitted in quarters. No article may be made with materials deemed to be institution property.

The hobby shop operates on an enrollment basis only and is available during most evening hours. Afternoon hours are available to those inmates enrolled and off duty. Consult the Instructor for hours of operation. Prior written approval from the Instructor must be received before any craft work may be started inside or outside the shop.

A General Public Arts & Crafts Sale is available for marketing products finished through Arts & Crafts. All other projects made in the shop or in quarters must be mailed home. Exceptions will be made for certain fragile items such as ceramics and glass paintings which may be picked up by immediate family members during visitation if ample notice is given to the Instructor.

INMATE DISCIPLINE

INMATE DISCIPLINE: Inmates found to be in violation of institution rules may be subject to disciplinary action. All disciplinary action will be consistent with the severity of the incident, inmate's past history, and general institutional adjustment. Failure to participate in the SMU program may result in disciplinary action. Moreover, disciplinary infractions may result in additional treatment assignments or the need to repeat levels of SMU.

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

When an incident occurs (that is a violation of a rule or regulation) and the violation cannot be resolved informally, an incident report is written by a staff member.

An incident report details the specific incident for which the inmate is charged. The incident report stipulates which rule or regulation was violated, and the place and time of the incident that occurred. A copy of the incident report is given to the inmate as soon after the incident occurs as circumstances permit. Normally, the incident report is delivered to the inmate within twenty-four (24) hours of the writing. The Unit Discipline Committee (UDC) or Discipline Hearing Officer (DHO) will thereafter dispose of the misconduct report.

When found guilty of misconduct, inmates are subject to loss of privileges even when the misconduct is not associated to privilege.

Inmates may appeal UDC actions directly to the Warden within twenty (20) days of receiving their UDC Report via a BP-9 Administrative Remedy Appeal.

Inmates may appeal DHO actions directly to the Regional Director via a BP-10 Administrative Remedy Appeal within twenty (20) days of receiving their DHO Report.

Inmates who are serving a sentence under VCCLEA Violent or PLRA crime status, and who incur High or Greatest severity level incident reports, are required to have their cases heard before the DHO, and are subject to the loss of good time if found guilty.

The changeable offenses, range of penalties, and disciplinary procedures are as follows:

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

GREATEST CATEGORY

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

CODE	PROHIBITED ACT		SANCTIONS
100	Killing	A.	Recommend parole date Rescission or retardation.
101	Assaulting any person (Includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	B.	Forfeit earned statutory good time or non-vested good conduct time (up to 100%) an/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution with violence	B.1	Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
		C.	Disciplinary Transfer (recommended)
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	D.	Disciplinary segregation (Up to 60 days)
		E.	Make monetary restitution

	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)	F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed).
		G. Loss of privileges (Note - Can be in addition to A through E - cannot be the only Sanction executed).
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	Sanctions A-G
105	Rioting	
106	Encouraging others to riot	
107	Taking hostages	
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; eg., hack-saw blade)	
109	(Not to be used)	
110	Refusing to provide a urine sample or to take part in other drug-abuse testing	
111	Introduction of any narcotics, Marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
112	Use of any narcotics, marijuana, Drugs, or related paraphernalia not prescribed for the individual by the medical staff	
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
197	Use of the telephone to further criminal activity	

198	Interfering with a staff member in the performance of duties (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable.	Sanctions A-G
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable.	

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE - CONTINUED
HIGH CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum outside secure institutions without violence.	A. Recommend parole date rescission or retardation B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
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	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 Transfer (recommended).
205	Engaging in sexual acts	
206	Making sexual proposals or threats to another	D. Disciplinary segregation (up to 30 days).
207	Wearing a disguise or a mask	E. Make monetary restitution
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys),	F. Withhold statutory good time

	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	G.	Loss of Privileges: Commissary, movies, recreation, etc.
213	Encouraging others to refuse to work, or to participate in a Work stoppage	H.	Change housing (quarters)
214	(Not to be used)	I.	Remove from program and/or group activity
215	Introduction of alcohol BOP facility	J.	Loss of job
216	Giving or offering an official or staff member a bribe, or Anything of value	K.	Impound inmate's personal property
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes	L.	Confiscate contraband
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	M.	Restrict to quarters
219	Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)		
220	Demonstrating, practicing or using martial arts, boxing, (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conduct by staff)		Sanctions A-H

221	Being in an unauthorized area with a person of the opposite sex without staff permission
222	Making, possessing, or using intoxicants
223	Refusing to breathe into a breathalyzer or take part in other testing for use of alcohol
224	Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)
297	Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code).
298	Interfering with a staff member in the performance of duties. (Conduct must be of the High Severity nature.) This charge is to be used only when another charge of the high severity is not applicable.
299	Conduct which disrupts or Interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the High Severity nature.) This charge is to be used only when another charge of high severity is not applicable.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE - CONTINUED
MODERATE CATEGORY

CODE	PROHIBITED ACTS		SANCTIONS
300	Indecent Exposure	A.	Recommend parole date Rescission or retardation
301	Not to be used		
302	Misuse of authorized medication	B.	Forfeit earned statutory good time or non-vested good
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized		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
304	Loaning of property or anything of value for profit or increased	B.1	Disallow ordinarily up to 25%

	return		(1-14 days) of good conduct time credit available for year (A good conduct time sanction may not be suspended).
305	Possession of anything not authorized for retention or receipt By the inmate, and not issued to him through regular channels	C.	Disciplinary Transfer (Recommended)
306	Refusing to work, or to accept a program assignment	D.	Disciplinary Segregation (up to 15 days).
307	Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)	E. F.	Make monetary restitution Withhold statutory good time
308	Violating a condition of furlough		
309	Violating a condition of a community program		
310	Unexcused absence from work or any 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	G.	Loss of privileges: commissary, movies, recreation, etc.
314	Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g. counterfeiting release papers to effect escape, Code 102 or 200	H. I. J. K. L.	Change housing (quarters) Remove from program and/or activity Loss of job Impound inmate's personal property Confiscate contraband
315	Participating in an unauthorized meeting or gathering	M.	Restrict quarters
316	Being in an unauthorized area	N.	Extra duty

317	Failure to follow safety or sanitation regulations	
318	Using any equipment or machinery which is not specifically authorized	
319	Using any equipment or machinery contrary to instructions or posted Safety standards	
320	Failing to stand count	
321	Interfering with the taking of count	
322	Not to be used	
323	Not to be used	
324	Gambling	
325	Preparing or conducting a gambling pool	
326	Possession of gambling paraphernalia	
327	Unauthorized contacts with the public	
328	Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization	
329	Destroying, altering or damaging government property, or the Property of another person, having a value of \$100.00 or less	Sanctions A-N
330	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards	
331	Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics)	

- 332 Smoking where prohibited
- 397 Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).
- 398 Interfering with a staff member in the performance of duties. (Conduct must be of the Moderate Severity nature.) This charge is to be used only when another charge of moderate severity is not applicable.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Moderate Severity nature). This charge is to be used only when another charge of moderate severity is not applicable.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE - CONTINUED
LOW MODERATE CATEGORY

CODE	PROHIBITED ACTS		SANCTIONS
400	Possession of property belonging to another person	B.1	Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 (months)
401	Possessing unauthorized amount of otherwise authorized clothing		
402	Malingering, feigning illness		
403	(Not to be used)		
404	Using abusive or obscene language		
405	Tattooing or self-mutilation		
406	(Not to be used)		
407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)	E. F. G.	Make monetary restitution Withhold statutory good time Loss of privileges: commissary, movies, recreation, etc.
408	Conducting a business		

409	Unauthorized physical contact	H.	Change housing (quarters)
410	Unauthorized Use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)	I.	Remove from program and/or group activity
CODE	PROHIBITED ACTS		SANCTIONS
497	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15 minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list).	J.	Loss of job
		K.	Impound Inmate's personal property
		L.	Confiscate contraband
		M.	Restrict to quarters
		N.	Extra duty
498	Interfering with a staff member in the performance of duties (Conduct must be of the Low Moderate Severity nature.) This charge is to be used only when another charge of low moderate severity is not applicable.	O.	Reprimand
		P.	Warning
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Low Moderate severity nature.) This charge is to be used only when another charge of low moderate severity is not applicable.		