

USP LEWISBURG GENERAL POPULATION

Institution Admission and Orientation Handbook



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WELCOME TO LEWISBURG.....

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

The Attorney General of the United States has designated the United States Penitentiary (USP) 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 about 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 your 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. However, every attempt is made to make this institution one in which each man has the opportunity to "make the most" of his time.

It is important for each inmate to 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 ensure each man is able to exercise this right to the fullest extent possible. 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 beneficial for you. The staff is ready to assist you in any way possible to obtain your personal goals.

INTAKE, CLASSIFICATION AND THE UNIT TEAM

Orientation

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

Within 28 days of arrival, inmates will participate in the Admission and Orientation (A&O) Program. While in A&O, inmates are advised of the programs, services, policies and procedures regarding the facility.

Classification Teams (Unit Teams)

Each inmate is assigned to a housing unit. A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. Each unit is staffed by a Unit Team directly responsible for the inmates living in the unit. The unit offices are located in the units so staff and inmates can be accessible to each other. The unit staff typically includes a Unit Manager, Case Manager, Correctional Counselor, and Unit Secretary. The Staff Psychologist, Education Advisor and Unit Officer are considered members of the Unit Team and provide input for classification purposes.

Inmates are assigned to a specific Unit Team. Generally, the resolution of issues or matters of interest while at the institution are most appropriately initiated with the Unit Team. Unit Team members are available to assist in many

areas, including parole matters, release planning, personal and family problems, counseling and assistance in setting and attaining goals while in prison. Ordinarily, a member of the unit staff will be at the institution from 7:30 a.m. to 7:00 p.m., and during the day on weekends and holidays.

GENERAL FUNCTIONS OF UNIT STAFF

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

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

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

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

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

Communications

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

Initial Classification/Program Reviews

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

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

Reentry Pre-Release Programming

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

It is imperative at initial classification (Team) that inmates are open and honest when answering questions to allow the team to accurately identify needs and make appropriate program recommendations to improve inmates' chances of a successful reentry. Each time an inmate goes to team, he or she will receive a progress update and new recommendations as warranted. Contributors and programming recommendations include Education, Health Services, Psychology, Unit Team, Recreation, Religious Services, the inmate's Work Detail Supervisor, and the inmate. Inmates are strongly encouraged to take advantage of the program recommendations. Additionally, to make the transition back to the community go as smoothly as possible, inmates should obtain at least two forms of identification to include a social security card. Inmates may also be eligible for some benefits

upon release (e.g., social security disability, veteran's, Medicare etc.) to make the transition easier. Staff may be able to provide you with information concerning benefits so that you may determine your eligibility and begin the application and begin the application process if applicable prior to release. Lastly, the Career Resource Center, normally located in the Education Department, can also provide you with pre and post release programming and education ideas, potential employment and housing information, as well as potential benefits information.

Town Hall Meetings

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

Treaty Transfer for Non-U.S. Inmates

Inmates who are not U.S. citizens may be eligible for a transfer to their home country to serve the remainder of their sentence. At initial classification, the inmate will be advised if the inmate's home country has a formal exchange treaty with the United States. The Case Manager will provide additional information regarding an inmate's eligibility for participation in the program.

Foreign Consular

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

DAILY INMATE LIFE

Sanitation

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

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.

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

The institution issues toothpaste, toothbrushes, combs, razors, and soap for personal hygiene. Inmates may purchase name brand items through the Commissary.

Personal Property Limits

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

Storage Space

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

Clothing

Civilian clothing (i.e. clothing not issued to the inmate by the Bureau or purchased by the inmate through the Commissary) ordinarily is not authorized for retention by the inmate. Staff in the Receiving and Discharge area may retain prerelease civilian clothing for an inmate during the last 30 days of an inmate's confinement. All

inmates are prohibited from wearing any clothing not government-issued or purchased in the Commissary. No inmates may be issued, permitted to purchase, or have in their possession any blue, black, red, or camouflage clothing or cloth items. Commissary sales of clothing are limited to the following colors: Only gray and/or white clothing may be sold in institutions for males and only pastel green, gray, and/or white may be sold in institutions for females. The only exception is for religious headgear. All government clothing, except undergarments will be tagged with a label indicating the inmate's name and registration number. These items are to be neatly stored in the identified storage space provided.

Individual washcloths and towels are issued to inmates. Representative authorized footwear/shoes may include; work (1 pr.), shower (1 pr.), athletic/specialty (1 pr. – black, white, grey, or a combination thereof with a maximum value of \$100.00), slippers (1 pr.), and casual (1 pr.). Footwear will be placed neatly under the bed.

Commissary/Special Purchase Items

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

Letters, Books, Photographs, Newspapers, and Magazines

An inmate will be limited in the number of letters, books, photographs, magazines, and newspapers that can be stored in their designated storage space. Nothing is to be tacked, stapled or scotch taped to any surface except to bulletin boards. Ordinarily, photographs, particularly those of family and friends, are approved, since they represent meaningful ties to the community. A personal photograph is defined as a photograph intended for individual viewing, as opposed to a photograph published for commercial use. Personal photographs may be stored or displayed in the housing units according to local sanitation and housekeeping guidelines.

Inmates may not retain Polaroid photos. Nude or sexually suggestive photos (individual prints or copies as opposed to those from publications) present special concerns about personal safety, security, and good order, particularly when the subject is an inmate's relative, friend, or acquaintance or could reasonably be perceived as such. For these reasons, an inmate may not be permitted to retain, receive, or possess a personal photograph in which the subject is partially nude or nude, or when the photograph depicts sexual acts such as intercourse, fellatio, or sodomy. These materials will be returned to the sender upon receipt at the institution.

Legal Materials

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

Hobby craft Materials

Staff shall limit an inmate's hobby shop projects within the cell or living area to those projects which the inmate may store in designated personal property containers. Staff may make an exception for an item (for example, a painting) where size would prohibit placing the item in a locker. This exception is made with the understanding that the placement of the item is at the inmate's own risk. Staff shall require that hobby shop items be removed from the living area when completed. Inmates will be required to obtain approval through Recreation and the Unit Manager to store hobby craft items in their cell. Recreation provides a storage area for hobby craft items in the inside recreation/hobby craft area.

Radios, MP3 Players, and Watches

An inmate may possess only one approved radio or MP3 player, and watch at a time. The inmate must be able to demonstrate proof of ownership. An inmate who purchases a radio, MP3 player, or watch through a BOP commissary is ordinarily permitted the use of that item at any BOP institution if the inmate is later transferred. If the inmate is not allowed to use the radio, MP3 player, or watch at the new institution, the inmate shall be permitted to mail, at the receiving institution's expense, the item to a destination of the inmate's choice. Where the inmate refuses to provide a mailing address, the radio, MP3 player, and/or watch may be disposed of through approved methods, including destruction of the property. The MP3 player can be managed through TRU-Units. This service allows inmates to manage the player and to purchase non-explicit music. MP3 players are not authorized or transferrable to contract facilities.

Jewelry

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

Smoking

Inmate smoking is prohibited in all BOP facilities.

Quarters Rules

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

The rules include items such as:

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

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

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

Everyone is responsible for cleaning up after themselves.

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

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

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

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

Wake-up

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

Clothing Exchange & Laundry

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

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

Each institution has established local procedures for replacing lost, damaged, or clothing that does not properly fit. Additionally, you may contact the Trust Fund Department for guidance or questions related to the Laundry/Clothing operation.

The institution provides clean clothing via a centralized laundry area.

Commissary

The BOP maintains inmates' monies (Deposit Fund) while incarcerated. The purpose of the Deposit Fund is to provide inmates the privilege of obtaining merchandise and services either not provided by the BOP or a different quality than that provided by the BOP. An inmate may use funds in their account to purchase items at the institution commissary, place funds on their inmate phone account, purchase TRU-Units for their TRULINCS account, or send funds by creating a BP-199. Inmates may not be in possession of cash at any time. Upon release, all Trust Fund accounts will be consolidated and placed on an Inmate Release Debit Card.

Commissary and validation schedules are posted on the inmate bulletin boards. Funds are withdrawn after positive identification by inmate identification card or fingerprint identification. It is the inmate's responsibility to know the amount of money available in their account. Inmates may verify their account balances by utilizing the

TRULINCS or the inmate telephone (118+PAC). Inmates must have their identification card in their possession at all times for identification purposes.

Spending Limitations

The National Spending Limit is 360.00 but may be further restricted at the local level. Each inmate account is revalidated on a monthly, bi-weekly, or weekly cycle.

Deposits to Accounts

U.S. Postal Service

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

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

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

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

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

Western Union Quick Collect Program

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

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

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

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

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

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

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

Commissary Fund Withdrawals

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

TRULINCS

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

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

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

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

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

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

Law Library – This service allows inmates to perform legal research.

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

Manage TRU-Units – This service allows inmates to purchase TRU-Units using available Commissary funds or transfer TRU-Units back to their Commissary account.

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

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

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

Request to Staff – This service allows inmates to correspond with staff electronically. The list of available departments varies by institution; however, there is a standard DOJ Sexual Abuse Reporting mailbox available that provides inmates with an additional method to report allegations of sexual abuse and harassment directly to the Office of Inspector General (OIG).

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

Inmate Telephone System –TRUFONE

Each inmate will be provided a nine-digit Phone Access Code (PAC) for accessing TRUFONE; including instructions for use of this system. The PAC is confidential and should not be shared with other inmates. A replacement fee will be charged if a PAC is misplaced or compromised.

In addition, each inmate will need to perform voice verification registration. Management of inmates' telephone numbers is performed via the TRULINCS.

The hours of telephone operation begin at 6:00 am and end no later than 9:00 pm. Inmate access to telephones will normally be limited during the following times, Monday through Friday, not including holidays:

7:30 a.m. until 10:30 a.m.; and,
12:30 p.m. until after 4:00 p.m. count.

Inmates are expected to be at their work assignments and must not use the telephone during their work hours. For inmates who work varied work shifts, at local discretion, institutions may leave one telephone per unit available for inmates on “days off,” or “evening shift.”

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

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

VISITING PROCEDURES

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 a.m. to 3:00 p.m. 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:

Visitor will be required to present a current government photo identification card that will be retained until the end of the visit by the front desk officer during the visit. Visitors are not permitted to bring any items to be given to inmates.

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 five (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 the visitor to immediate removal 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 inmate's 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, i.e.: more than five (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 two (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.

LOCAL HOTELS

All Suites Inn – 570-523-8882

Best Western Plus Country Cupboard Inn — 1-800-780-7234

Comfort Suites – 1-800-300-8800

Country Inn and Suites – 1-800-830-5222

Days Inn Lewisburg – 1-800-225-3297

Hampton Inn Lewisburg – 1-800-726-7866

These hotels are located along PA State Route 15. USP Lewisburg is located approximately two miles west along William 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

SECURITY PROCEDURES

Attire

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. All inmates will be in proper dress uniform during normal business hours while in the corridors, dining hall, and programming areas. Normal business hours are from 7:30 a.m. – 4:00 p.m., Monday-Friday. Proper dress uniform consists of the green outer shirt and green pants. All shirts must be tucked in at all times, to include recreational attire while in the corridors. Wearing of caps, headbands, and headphones are not allowed in the corridors and programming areas. Sagging of pants will not be tolerated. Athletic attire may be only worn in the dining hall during the evening meals on work days and all meals during weekends and Federal 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.

Inmate Identification Cards

Inmates are required to carry their identification cards at all times upon departing their assigned cell. Inmates will be issued an identification card upon arrival at the institution. Inmates are responsible for the care of these cards.

Official Counts

The 4:15 and 9:15 p.m. 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 lying, sitting on, or standing by his bed in his assigned quarters.

Call-Outs

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

Pass System

USP Lewisburg does not utilize a Pass system at this time.

Controlled Movement

During non-working hours, movement throughout the institution will be regulated by a procedure called controlled movement. The purpose of controlled movement is to ensure all inmate movement is orderly when an institution pass system is not in effect. Controlled movement generally begins ten minutes before the hour and ends on the hour. Normally, these moves are a one way move; meaning, "in bound" or "out bound" move. During the movement period, normally ten minutes, inmates may move from an area of the institution to another without a pass or staff escort. The start and end of each movement period will be announced by staff.

During the evening hours, the first controlled movement period normally begins at the conclusion of a clear official 4:15 p.m. count. During the feeding of the evening meal, inmates can normally move to recreation yard, gymnasium, or chapel; however, you remain secured inside those areas until the next controlled movement is announced. At the conclusion of the evening meal, the Compound will be secured and a ten minute, controlled movement will commence.

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

Contraband

Items possessed by an inmate ordinarily are not considered to be contraband if the inmate was authorized to retain the item upon admission to the institution, the item was issued by authorized staff, purchased by the inmate from the commissary, purchased or received through approved channels (to include approved for receipt by an authorized staff member or authorized by institution guidelines). This ensures a safe environment for staff and inmates by reducing fire hazards, security risks, and sanitation problems which relate to inmate personal property.

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

Staff shall consider as nuisance contraband any item other than hard contraband, which has never been authorized, or which previously has been authorized for possession by an inmate, but whose possession is prohibited when it presents a threat to security or its condition or excessive quantities of it present a health, fire, or housekeeping hazard. Examples of nuisance contraband include: personal property no longer permitted for admission to the institution or permitted for sale in the commissary; altered personal property; excessive accumulation of commissary, newspapers, letters, or magazines which cannot be stored neatly and safely in the designated area; food items which are spoiled or retained beyond the point of safe consumption; government-issued items which have been altered, or other items made from government property without staff authorization.

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

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

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

Shakedowns

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

Drug Surveillance / Alcohol Detection

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

FIRE AND SAFETY ISSUES

Fire Prevention and Control

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

Fire Safety

Fire drills are conducted on a quarterly basis in each area of the institution. Fire drills in areas occupied during other than normal working hours shall be rotated in order to conduct a drill on every shift annually. You are required to evacuate your respective area at the announcement of any fire drill. Staff will conduct and supervise each drill. You are to familiarize yourself with the emergency exits located throughout your work and living areas. Fire Evacuation Plans are posted throughout the entire facility in English and Spanish. These plans identify all emergency exits and locations of fire suppression equipment. Any inmate who tampers with any fire equipment or signal device will be subject to disciplinary action under the appropriate disciplinary code.

Sanitation

USP Lewisburg enjoys a clean, safe, and healthy atmosphere. Accordingly, you are responsible for maintaining your room and work site in a highly sanitary manner. Cleaning supplies are available in each living unit and at each work site. Housing unit inspections will be conducted by the Safety Manager or designee and by Unit staff.

Work Related Injuries

Should you sustain a work related injury while employed on a work detail at USP Lewisburg, you are to immediately report such injury to your work detail supervisor (staff). Failure to make such notification may result in non-receipt of lost time wages.

After notification of an injury, your supervisor will issue a pass to report directly to the hospital for examination and treatment. Should it be necessary for you to remain off your work detail as the result of your injury, you will be issued either an idle slip or medical "lay-in" slip. You must return a copy of this notice to your supervisor and to the Unit Officer.

Should your idleness continue beyond three work days during your scheduled work week, you will be entitled to lost time wages at a rate of 75% of your base pay at the time of the initial injury. These wages shall continue until you:

- a. Return to full duty as prescribed by Health Services;
- b. Transfer from the facility by Bureau decision;
- c. Change jobs after idle;
- d. Violate "Quarters Restriction";
- e. Receive a disciplinary report and are confined in the Special Housing Unit

Inmate Accident Compensation

Any work related injury which results in the loss of or disfiguration of your anatomy and is considered by medical opinion (examination and evaluation) to be a permanent disability, may be claimed under the Inmate Accident Compensation Program. All claims are investigated and adjudicated by a claims examiner in the Federal Bureau of Prisons Central Office, Washington, DC. Any claim for compensation as the result of a work related injury must be filed 45 days prior to your release from federal custody. This includes any release to a halfway house or Residential Reentry Center (RRC).

Safety Shoes and Protective Equipment

All inmates are required to wear safety-toed shoes while performing work functions in the following areas: Food Service; Facilities, Laundry and Commissary. The only exceptions to this requirement will be made by the Chief Medical Officer under the following condition: individuals who have a foot condition which has been diagnosed by medical staff will be permitted to work in these areas **ONLY** if they have **medically approved soft shoes with safety toes.**

You are required to utilize and maintain all safety protective equipment issued to you. Failure to follow all issued safety rules or misuse/destruction of safety protective equipment shall result in the receipt of disciplinary action.

Hazardous Communication Program

As required by the Occupational Safety & Health Administration (OSHA), as an inmate employed on a work detail, you are entitled to receive information pertaining to any hazardous substance or conditions which may exist at or around your work site. Accordingly, your detail supervisor shall provide, upon request, any Safety Data Sheets (SDS), for any chemical product which you may be using or to which you may be exposed. SDS's are required to be field at each job site for review by any worker who may requests such information. In addition, each and every container shall be appropriately marked with a label identifying the contents.

You are required to read all labels associated with chemicals being used in your work and living areas. Personal protective equipment shall be utilized at all times when such materials dictate the use of same.

You will receive **annual** safety training regarding equipment use and other safety related issues. All safety lectures shall be documented and maintained by the detail supervisor.

Recycling Program

USP Lewisburg has a recycling program as part of an Executive order in correlation to its Environmental Management System. Core materials such as plastic, aluminum cans, cardboard, tin cans, and metal are sorted and then recycled through local vendors.

Environment Management System

USP Lewisburg currently has an EMS program established. EMS is a continual cycle of planning, implementing, reviewing, and improving the actions that an organization takes to meet its environmental obligations and executive

orders. EMS include but is not limited to water conservation, energy conservation, reduction in fuel consumption, reduction in greenhouse gas emissions, increase generation of renewable energy on federal property, and waste reduction by increased recycling activities. A specific set of targets and objectives will be discussed at each A&O meeting.

PROGRAMS AND SERVICES

Job Assignments

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

Institutional maintenance jobs are usually the first assignment an inmate receives. This might include work in Food Service, as a unit orderly, or in a maintenance shop.

Inmate Financial Responsibility Program

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

Institution staff assist in planning, but the inmate is responsible for making all payments required, either from earnings within the institution or from outside resources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet his or her obligations, the inmate cannot work for UNICOR nor receive performance pay above the maintenance pay level. He/She will also be placed in "refuse" status. As the result of being in refuse status, the inmate has a spending limit of only \$25.00 monthly, can be placed in less desirable housing, will not be considered for any favorable requests, i.e. (vacations, furloughs, early release, etc.) and will score zero in responsibility on the progress report. These are a few examples of the sanctions that can be imposed as a result of being in refuse status.

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

Food Service

The BOP offers a standardized National High Rise Menu. This menu is offered at all institutions and includes approved menu items based on standard recipes and product specifications. The National High Rise Menu offers regular, heart healthy and no-flesh dietary options. At the Warden's discretion, sweet cereal and other additional food items may be added to the National High Rise Menu when feasible.

Medical diets will be provided by mainline self-selection from the items available on the National Menu for that meal unless menu items fail to meet the medical requirement. Menu item replacements may not always be provided as inmates may have to avoid certain foods in the self-selection process; however, if a dietitian determines a Special Diet is required to ensure adequate nutrition, it will be provided by pre-plating or controlled plating.

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

- 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 grade 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 Service Administrator, one Assistant Food Service Administrator, and 23 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 we maintain good sanitation and ALL meals served are of excellent quality, so please keep that in mind while working in Food Service.
- Food Service utilizes meal tickets to track participation for the lunch and dinner meals. Meal tickets are issued once weekly and each inmate is responsible to bring their meal ticket at every meal. New meal tickets are distributed every Friday at the Lunch Meal.
- 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 main line for lunch meals Monday thru Friday, so feel free to see him at mainline to discuss any questions or concerns you may have. Note: **No Food is permitted to leave the Food Service Department. Radios are not permitted in the Food Service areas.**

EDUCATION DEPARTMENT

EDUCATION PHILOSOPHY

The Fundamental philosophy which recognizes Education as an important program for offenders has always been maintained by the Federal Prison System and is stronger than ever today.

The Education Department at the Lewisburg Federal Correctional Institution is committed to assisting inmates with making a successful reentry back into society by affording them the opportunity to improve their knowledge and skills through academic, post-secondary and occupation programs.

We believe that inmates should have the opportunity for self-improvement. This can be accomplished best through a well-rounded, educational program that includes Academic Development, Occupational Education, Recreation, Parenting, and Pre-Release Training.

It is the Education Staff's responsibility to provide viable, pertinent programs to ensure that sufficient self-improvement opportunities are available. Our responsibility does not stop at program planning and instruction, but encompasses recruiting, counseling, and most important, assisting inmates in preparing for successful release.

LAW LIBRARY

The Law Library provides the facilities for legal research and legal document preparation. All required legal reference materials are maintained on the Electronic Law Library (ELL) computers, which are located along the left side wall, near the middle of the library. Details of the ELL are provided below.

There is a small legal reference section in the back of the library on the right side that provides additional legal materials that are not required to be maintained by the library. Typewriters are available for legal document preparation only. Inmates are responsible for their own paper, typewriter ribbons and correction tapes, all of which can be purchased in the commissary. The typewriters are located in the back of the library above the legal reference section. Inmate law clerks are on duty to assist you in locating legal reference materials.

The law Library is also the designated legal photocopy site with a copy machine that is located in the back of the library on the left side of the staff office. Copies can be made using copy cards that may be purchased in the commissary.

For your convenience, Law Library hours are posted on bulletin boards outside and inside of the library. Hours of operation do include night and weekend times but they are always subject to change due to the needs of the institution.

LEISURE LIBRARY

The Education Department maintains a very large leisure library for the general population inmates. Currently there are over 13,000 books within the USP Lewisburg Library and they cover nearly every subject imaginable under the fiction, non-fiction and reference subsections. All books can be borrowed on a two week basis, save for any within reference section which must remain in the library at all times. A large selection of foreign language books is also available and includes volumes written in Spanish, Russian and Chinese.

The Library also maintains a large periodical section of over 40 different magazines and 2 newspapers (USA Today and The Wall Street Journal). These items may be viewed within the confines of the library and are not available for checkout.

For your convenience, Leisure Library hours are posted on bulletin boards outside and inside of the library. Hours of operation do include night and weekend times but they are always subject to change due to the needs of the institution.

PROGRAM GOALS

The Education Department operates on a premise that all residents with the need and capability should, during confinement:

- A. Complete the General Equivalency Development (GED) Program.
- B. Complete the English as a Second Language Program (ESL).
- C. Improve an employable and/or marketable skill through one or more programs of occupational education (VT/Apprenticeship)
- D. Participate in various Adult Continuing Education Programs (ACE).
- E. Complete one or more prescribed Recreation activities.

ADULT LITERACY

Program Statement 5350.28, Literacy Program (GED Standard), dated December 2003 states “an inmate confined in a federal institution, who does not have a verified General Equivalency Development (GED) credential or high school diploma, is required to attend an adult literacy program for a minimum of 240 instructional hours, or until a GED is achieved, whichever occurs first.”

Inmates exempt from the GED program are:

- a. Pre-Trial inmates
- b. Inmates committed for purpose of study and observation
- c. Sentenced deportable aliens, to vest their Good Conduct Time (GCT) or be eligible for the maximum amount of GCT, deportable aliens without a verified high school diploma or GED who are sentenced under VCCLEA/PLRA must follow the satisfactory progress provision of these acts.
- d. Inmates determined by staff to be temporarily unable to participate in the literacy program due to special circumstances beyond their control.

Inmates will receive an education interview as part of the A&O process. If the inmate’s high school diploma or GED is not verified in the Pre-Sentence Report or by an original document, the inmate will have 60 days from this point to provide verification. After this 60 day period, the inmate will be administered the TABE/SABE test and subsequently enrolled in the GED program.

VCCLEA and PLRA

The 1994 Violent Crime Control and Law Enforcement Act (P.L 103-322) mandates that an inmate, with a date of offense after September 13, 1994, but before September 26, 1996, lacking a high school diploma, participate and make satisfactory progress in the literacy program to vest earned Good Conduct Time (GCT).

The 1995 Prison Litigation Reform Act (p.L 104-134), effective April 26, 1996 provides that in making GCT awards, the Bureau shall consider whether inmates have earned or are making satisfactory progress toward attainment of a GED credential. Inmates affected by these mandates will be interviewed by Education staff prior to enrollment in the GED program.

Educational Good Time Sentence Credit for D.C. Offenders (DCEGT)

This credit is authorized by the District of Columbia (D.C.) Code and reduces the amount of time to serve under a term of imprisonment. The policy applies to D.C. code offenders in Bureau custody who committed their offenses before August 5, 2000, and completed designated education programs successfully while in Bureau custody on or after August 5, 1997. It is the inmate’s responsibility to submit a cop-out to staff requesting that DCEGT be applied to their sentence. This should be done after the completion of an eligible program.

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.

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

The Lewisburg Education Department offers a variety of Adult Continuing Education courses. These courses are taught by fellow inmates and are offered to the entire inmate population without restrictions on educational level. The classes offer a wide range of topics. Some examples of ACE classes are: Beginning Spanish, Real Estate Investing, Screenplay Writing, U.S History, National Geographic and Typing.

Classes are offered on a quarterly basis and are held in the Education Department. Schedules are posted in the Education Department, Main Library, and housing units. Courses usually run 8 to 10 weeks. A Certificate of Completion is given to students who successfully complete the class.

PROGRAM: Post-Secondary Education

ENROLLMENT REQUIREMENT: High School Diploma or GED

Inmates who wish to enroll in Education related correspondence courses must first receive approval from the Supervisor of Education. To obtain approval for enrollment in a correspondence course, the requesting inmate must complete an Application for Correspondence Study Approval Form and attach copies of any information related to the course requested. If the correspondence course is determined to be suitable, an Authorization to Receive Package or Property form will be completed and the requesting inmate will be notified of approval. Any correspondence course material that is received prior to approval will be returned to sender. The costs of enrollment in the requested correspondence course will be the responsibility of the requesting inmate.

PROGRAM: Parenting

ENROLLMENT REQUIREMENT: All inmates are eligible to participate in parenting programs

The National Parenting Program is designed to help inmates cope with being a parent while incarcerated. This evidence based program is a dynamic, psychoeducational course focused on parenting basics. This program covers topics such as appropriate discipline and developmental milestones supplemented with discussion and practical exercises.

PROGRAM: Release Preparation Program

ENROLLMENT REQUIREMENT: All inmates are eligible to participate in parenting programs

The Education Department serves as a member of USP Lewisburg's Release Preparation Committee. Several courses are offered by the Education Department on a quarterly basis. These courses include: Financial Management, Men's Health, Resume Writing, and Employability.

OCCUPATIONAL EDUCATION PROGRAMS

Program: Vocational Training

Enrollment Requirement: High School Diploma or GED

Exploratory Vocational Training is presently offered in the following areas:

- Computer Fundamentals
- Custodial Maintenance

PROGRAM: Apprenticeship

ENROLLMENT REQUIREMENT: High School Diploma or GED

The Apprenticeship Program provides a plan of approved training that will equip apprentices from the Lewisburg Federal Penitentiary with a saleable skill that will develop self-improvement, assist in gaining future employment and enhance community adjustment.

Apprenticeship training opportunities are offered in following skill areas:

- a. Commercial Housekeeping Apprentice
 - Must complete 2000 hours of job training
- b. Electrical Apprentice
 - Must complete 8000 hours of job training
- c. Heating, Ventilation, and Air Conditioning Apprentice
 - Must complete 8000 hours of job training
- d. Plumbing Apprentice
 - Must complete 8000 hours of job training

Upon completion of the training, the student will receive a Journeyman Certificate of Completion from the Department of Labor.

RECOGNITION AND INCENTIVES

Upon successful completion of the GED and ESL Programs, students will receive a GED Certificate and \$25.00 credited to their commissary accounts. Students participating in the Literacy Pre-GED Programs will also receive a certificate upon completion. Certificates are given after 240 instructional hours have been completed. All other course completions (VT, ACE, and Post-Secondary Education (College Correspondence) will receive certificates of completion. An annual graduation ceremony is held recognizing student achievements.

Recreation, Leisure, Wellness, and Social Programs

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

Leisure Programs

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

Art and Hobby Craft Programs

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

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

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

Wellness Programs

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

Recreation and Zimmer

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

Consequences for Rules Violation in Recreation

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

RELIGIOUS SERVICES

Programs That Enhance Reentry Success

The Chaplains can provide addresses for ministries which supply correspondence courses during your time at USP Lewisburg. 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.

Utilization of Spiritual Resources While Incarcerated

A list of Holy Days, Fast Days, and Ceremonial Meals is located on the TRULINCS computer system. Deadlines for submission of written requests are also included. All accommodations must be requested in writing individually.

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 & Chapel Activity

Schedules are posted on the Chapel Bulletin Board. Schedules may be accessed via TRULINCS under Bulletin Board. Religious groups not appearing on the Chapel schedule may be added to the schedule by submitting a written request to the Chaplain.

Chaplain Duty Hours: The Chaplains’ schedules are printed below.

Chaplain CARNEY:

Sun 12:00-8:30
Mon 12:00-8:30
Tues 7:30-4:00
Wed 7:30-4:00
Thurs 7:30-4:00
Fri/Sat OFF

Chaplain WALLACE:

Sun 12:00-8:30
Mon 6:00-2:30
Tues 9:00-5:30
Wed 6:00-2:30
Thurs 11:00-7:30
Fri/Sat OFF

Chaplain LEININGER:

Sun 12:00-8:30
Mon 9:00-5:30
Tues/Wed OFF
Thurs 7:30-4:00
Fri 12:00-8:30
Sat 7:30-4:00

Chaplain AYRES:

Sun 12:00-8:30
Mon 7:30-4:00
Tues 9:00-5:30
Wed/Thurs OFF
Fri 12:00-8:30
Sat 7:30-4:00

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.

Procedures for Acquiring Religious Items, Literature, and 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 5266.11, [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.

Life Connections orientation video

Availability of Religious Counseling for Crisis Intervention

Chaplains are available for pastoral counseling during regularly scheduled hours that are posted on the Chapel schedule for the USP. Chaplains are available for pastoral counseling by appointment through the submission of a written request.

PSYCHOLOGY SERVICES

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

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

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

The Psychology Services department at this institution is staffed by a Chief Psychologist, 1 DAP Coordinator, 1 RU Program Coordinator, 1 Staff Psychologist, 13 Treatment Specialists, and 1 Psychology Technician. The department's offices are located on the 2nd floor of the Hospital wing. There are a number of ways to contact Psychology Services at this institution. You may:

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

Speak with a Psychology Services staff member during mainline or as they make rounds in your unit.

Or in the case of a crisis situation, notify your Unit Officer, Unit Team, or any other Bureau staff member of your urgent need to speak with Psychology Services.

Suicide Prevention

Incarceration can be a difficult experience. At times you may feel discouraged, frustrated and helpless. It is not uncommon for people to experience depression while in jail or prison, especially if they are newly incarcerated, serving a long sentence, experiencing family problems, struggling to get along with other inmates, or receiving bad news. Over

time, most inmates successfully adapt to incarceration and find ways to use their time productively and meaningfully. However, some inmates continue to struggle with the pressures of incarceration and become overwhelmed by a sense of hopelessness. If you feel a sense of hopelessness or begin thinking about suicide, talk to a staff member. Help is available and actively seeking help is a sign of your strength and determination to prevail. If you feel you are in imminent danger of harming yourself or someone else, you should contact a staff member immediately.

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

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

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

If you are interested in assisting Psychology Services with suicide prevention efforts, you may request to participate in this institution's inmate companion program. Inmates who are interested in serving as suicide watch inmate companions must meet the following criteria: (1) be a sentenced BOP inmate; (2) no 100 series incident reports in the past 3 years; and (3) may not be in FRP, DRG ED, or GED refusal status. If you are interested in this program, you may submit an electronic Inmate Request to a Staff Member (cop-out) to the Psychology Department.

Drug Abuse Programs

Drug abuse programming is available in all Bureau institutions. The Bureau of Prisons offers a drug education course as well as treatment options for inmates who have abused alcohol and/or drugs.

a. Drug Abuse Education Course

The Drug Abuse Education Course is not drug treatment. The purpose of the course is to encourage you to review the consequences of your choice to have drugs in your life, to look at the relationship between drug use and crime, and to begin to think about how different your life could be without drugs. Looking at your drug involvement in this way may motivate you to ask for drug abuse treatment.

If your pre-sentence report documents a prolonged history of drug use, evidence that alcohol or drug use contributed to the commission of your offense, a judicial recommendation for treatment, or a violation of community supervision as a result of alcohol or drug use, you are required to take the Drug Abuse Education Course. If you fail to take this required course, you will be ineligible for performance pay above maintenance pay level, ineligible for bonus pay, and ineligible for vacation pay. You will also be ineligible for a Federal Prison Industries work program assignment. If you are not sure what this means, you may want to ask your Counselor.

The Drug Abuse Education Course is available in every Bureau of Prisons institution. If you are required to complete the course, your name will automatically be placed on the waiting list for the course. When it is time for you to complete the course, Psychology Services staff will contact you. If you would like to enroll in the course, but are not required to participate, you may submit an electronic Inmate Request to a Staff Member (cop-out) in order to place your name on the waiting list for the course.

b. Nonresidential Drug Abuse Treatment

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

Inmates with a relatively minor or low level drug abuse problem,
 Inmates with a drug use disorder who do not have sufficient time to complete the intensive Residential Drug Abuse Treatment Program (RDAP),
 Inmates with longer sentences who are in need of treatment and are awaiting placement in the RDAP, and
 Inmates with a drug use history who chose not participate in the RDAP, but want to prepare for staying sober in the community.

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

c. Residential Drug Abuse Treatment (RDAP)

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

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

Inmates who are diagnosed with a drug use disorder and are qualified for the RDAP are admitted to the program based on their nearness to release, as mandated by federal statute. You must have enough time left to serve on your sentence to complete the unit based component and the community transition component of the program. Follow up treatment is provided to inmates after they complete the unit based component and before they transfer to a Residential Reentry Center (RRC).

The RDAP is operated as a modified therapeutic community where inmates are given the opportunity to practice the pro social behaviors that expected in the community. This means RDAP participants are role models to other inmates. Therefore, they are to demonstrate honesty, to relate positively with their peers, and to fully participate in all treatment activities in the unit. The RDAP is a half day program, with the rest of the day devoted to work, school, and other self improvement activities. The RDAP is available in 73 Bureau institutions. It is not available here.

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

d. Early Release

The Violent Crime Control and Law Enforcement Act of 1994 allows the BOP to grant a non violent inmate up to 1 year off his or her term of imprisonment for successful completion of the residential drug abuse treatment program (Title 18 U.S.C. § 3621(e)(2)). Beginning this process early is in your best interest. For more information, talk to an institution drug abuse treatment specialist or drug abuse program coordinator.

e. Community Transition Drug Abuse Treatment

To successfully complete the RDAP, inmates are required to participate in the Community Transition Drug Abuse Treatment component of the program. The Bureau ensures that inmates receive continued treatment when transferred to a Residential Reentry Center (RRC) or to home confinement. The RRC is structured to help you adjust to life in the community and find suitable post release employment. RRCs provide a structured, supervised environment and support job placement, counseling, and other services. Within the structure of the RRC, RDAP participants continue their drug abuse treatment, with a community based treatment provider. The Bureau contracts with this provider to deliver treatment services in the community.

Inmates must continue to participate in transition drug abuse treatment to earn any benefit associated with successful completion of the RDAP, e.g., early release.

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

The Trauma in Life Workshop

The Resolve Program includes a psycho educational component, the Trauma in Life Workshop. This workshop addresses the challenges individuals face following exposure to traumatic life events and the strategies these individuals may use to enhance their resilience or ability to survive and thrive following these events. Any inmate with a history of abuse or an interest in learning about this topic may participate in the Trauma in Life Workshop.

Nonresidential Counseling Groups

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

The Challenge Program

The Challenge Program is an intensive, residential program for inmates with drug abuse and/or mental health problems and is available in all Bureau penitentiaries. Treatment is highly structured and inmates with drug programs and those with mental health programs are housed together in a treatment unit that is set apart from the general population. The Challenge Unit is a safe harbor for those who want to work out drug abuse and/or mental health problems. Inmates may volunteer for the Challenge program at any time during their incarceration. The Challenge program is typically a 9 month program, but your time in the program depends on your treatment needs and your progress in treatment.

To apply for the Challenge Program you must send an electronic Inmate Request to a Staff Member (cop out) to obtain an interview for the program.

Specialized Mental Health Programs

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

The Sex Offender Management Program

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

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

a. **The Residential Sex Offender Treatment Program**

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

b. **The Non residential Sex Offender Treatment Program**

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

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

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

If you are at the beginning of your sentence or have more than 48 months remaining on your sentence, you may want to wait before applying for the program.

Institution Specific Programs

Treatment groups covering a variety of mental health topics are held quarterly. These groups are voluntary and are filled on a first-come, first-served basis. When a new group is being offered, a notification will be posted on the TruLincs bulletin board with instructions for how to request to participate.

For additional treatment services, including individual counseling, you may speak to a psychologist during unit rounds or send a cop-out detailing your symptoms or concerns to the Psychology Department so that appropriate services can be determined. Individual treatment services, including counseling or provision of skills-based materials, will be provided as needed based upon your reported needs.

Confidentiality

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

In the community, certain situations require mental health providers to violate client confidentiality. For example, many states mandate reporting of child or elder abuse. Providers also must notify authorities if a client threatens suicide or serious harm to others. Similarly, prison mental health providers violate confidentiality when an inmate is at risk of serious harm to themselves or others, such as when an inmate presents a clear and present risk of escape or when an inmate is responsible for the creation of disorder within a facility. Confidentiality may also be limited when prison mental health providers share information on a need-to-know basis with prison officials or other federal law enforcement

entities. For example, before you are transferred to a residential reentry center, mental health providers must communicate your mental health needs to your unit team.

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

Escorted Trips

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

Furloughs

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

Central Inmate Monitoring System

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

Marriages

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

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

Marriage procedures are detailed in local Institution Supplement's.

Barber Shop

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 their 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.

Medical Services

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 (5) 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 and 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, provides 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:

- Health care services based on health care staff referrals;
- Health care staff-approved follow-up treatment for a chronic condition;
- Preventive health care services;
- Emergency services;
- Prenatal care;
- Diagnosis or treatment of chronic infectious diseases;
- Mental health care; or
- 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. **Indigent Status:** 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 calls 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. 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 SICK CALL REQUEST FORM.
 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 6:00 a.m. and 7:15 a.m. 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.
- c. Dental Sick Call: Is for emergency care only, such as toothaches, abscesses, temporary fillings, etc. All routine appointments will be scheduled by call-out.
- d. 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 inmates 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 inmates 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.
- c. Additional immunizations (e.g., Pneumococcal, Tetanus/Diphtheria) may be requested via an Inmate Request to Staff Member (Cop-Out) form, which must be given to Health Services.

HIV Testing

- a. Voluntary HIV testing may be requested via an Inmate Request to Staff Member (Cop-Out) form, which must be given to Health Services.

Pharmacy

ID Card: You 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 during the lunch mainline. Inform the PA at 6:30 a.m. 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:
 - 6:00 - 6:45 a.m. AM Insulin and Pill Line
 - 10:30 – 11:00 a.m. Sick Call Medication Pickup, Monday through Friday only
 - 5:30 - 5:45 p.m. PM Insulin and Pill Line
- 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 to ensure it still has a valid date next to "Refill Until:". If the date is valid you must use the e-refill process on Trulincs to refill the prescription. If it is expired you must make sick call for a new prescription.
 2. All refills have a limited number of refills. Check the lower left corner of the label to ensure it still has refills remaining. If there are refills remaining you must use the e-refill process on Trulincs to refill the prescription. If there are zero refills you must make sick call for a new prescription.
- e. **Over-the-Counter Medications** (OTC) P6541.02, 11/17/2004, requires 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 controlled by items available through the commissary.
 2. Inmates will purchase OTC items from the commissary with their personal funds. 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 are available through the commissary. This list includes but is not limited to:

Acne

Acne Treatment

AllergiesAllergy Tablets
Claritin (generic)**Athlete's Foot**Anti-fungal Cream
Anti-fungal Powder
Athlete's Foot Cream**Arthritis**Aspirin
Aleve
Acetaminophen
Ibuprofen
Muscle Rub Cream**Back Pain**Aspirin
Aleve
Acetaminophen
Ibuprofen
Muscle Rub Cream**Cold**Allergy Tabs
Saline Nasal Spray
Aspirin
Acetaminophen
Medicated Vapor Rub**Constipation**Fiber tablets
Milk of Magnesia
Stool Softner**Cough**Halls Cough Drops
Cough Syrup**Cuts**

Band-Aids

HeadacheAspirin
Acetaminophen
Ibuprofen**Heart Burn**Tums
Antacid/anti-gas**Hemorrhoids**Hemorrhoidal Cream
Tucks Medicated Pads**Jock Itch**Anti-fungal Cream
Anti-fungal Powder
Athlete's Foot Cream**Muscle Aches**Aspirin
Acetaminophen
Ibuprofen
Muscle Rub Cream**Orthotics**Tri-comfort Shoe Insert
All Purpose Insole
Knee Wrap with Compression
Control Straps
Athletic Supporter

Razor Bumps

Hydrocortisone Cream

Skin Preparation

Skin Tone Cream Alpha & Beta

Hydroxy Acids

Cocoa Butter Lotion or stick

Petroleum Jelly

Suave Hand and Body Lotion with

Aloe

Noxzema Facial Cream

Sun Burn

Moisturizing Sun Block

SPF 30

Shampoo

Suave Dandruff Shampoo

Sulfur 8 Dandruff Shampoo

Idle, Convalescent, and Medical Assignments

In situations where it is necessary to restrict the inmate's 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:

- a. **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.
- b. **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.
- c. **Medically Unassigned/Totally Disabled:** Totally unemployable and unassigned because of physical or mental handicap for a specific time period or indefinitely.
- d. **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.
- (C) 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.

4. **Prescription Glasses:**

Only BOP issued eye glasses will be offered and/or permitted. There will be no inmate purchase or repair of, special order eyeglasses from home or outside vendors.

Your Health Care Rights

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.

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.

On-the-job Injuries

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

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

CONTACT WITH THE COMMUNITY AND PUBLIC

While confined at Lewisburg, you may send or receive a reasonable number of letters. All incoming and outgoing letters may be opened and inspected 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 mail 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 a.m. and 12:00 p.m. 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 Team 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.

Incoming Correspondence

First class mail is distributed Monday through Friday (except holidays) by the evening watch Correctional Officer in each living unit. All incoming special mail and legal mail will be opened only in the presence of the inmate; however, special mail and legal mail envelopes will be photocopied prior to delivery, with only the copy provided to the inmate. Inmates are asked to advise those writing to them to put the inmate's registration number and Housing Unit on the envelope to aid the prompt delivery of mail. All inmate packages must have prior authorization unless otherwise approved under BOP policy. All incoming general correspondence to inmates will be photocopied. Only the copy will be provided to the inmate. This will include the photocopy of the incoming general correspondence envelope. All photographs incoming through general correspondence will be photocopied in color, with only the copy being provided to the inmate. All incoming general correspondence envelopes and paper must be white in color. If an incoming correspondence envelope is anything other than white, is written on paper other than white, or contains glitter, stickers, lipstick, is stained or contains an oily substance, is written in crayon or marker, the mail will be rejected. The mail will be rejected in accordance with

policy. Greeting cards or correspondence on card stock material will be photocopied with the photocopy being provided to the inmate.

Incoming Publications

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

Special Mail

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 is 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.

Inmate Correspondence with Representatives of the News Media

An inmate may write, following Special Mail procedures, to representatives of the news media when specified by name and title. The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in BOP custody.

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

Correspondence between Confined Inmates

An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family (mother, father, sister, child, or spouse), or party

in a current legal action (or a witness) in which both parties are involved. The Unit Manager at each institution must approve the correspondence if both inmates are housed in Federal institutions.

Rejection of Correspondence

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

Notification of Rejection

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

Change of Address/Forwarding of Mail

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

Certified/Registered Mail

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

Telephones

Telephone privileges are a supplemental means of maintaining community and family ties. Telephones are to be used for lawful purposes only. Threats, extortion, etc. may result in prosecution. All inmate telephones are subject to monitoring and recording. Inmates must contact their Case Manager to arrange an unmonitored attorney call.

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

Inmates are allowed to have thirty (30) approved numbers on their phone list. In order to use the system, you will have to transfer funds from your commissary account to your individual telephone account. There are telephones located in each housing unit for your use. No third party, credit card calls, 1-800, 1-900, 1-888, or 1-976 can be made on these lines. Collect calls can also be made to pre-approved telephone numbers.

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

It is each inmates responsibility to maintain their PAC in a way to ensure no other inmate has access to it. Inmates found to be sharing their telephone account with other inmates will result in disciplinary action taken with all inmates involved. Third part telephone contact will also result in disciplinary action. This could include, but is not limited

to three way calls, call forwarding, the use of two or more telephones to communicate, and/or ANY circumstance in which the party called establishes third party telephone contact.

ACCESS TO LEGAL SERVICES

Legal Correspondence

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

Attorney Visits

Attorneys are encouraged to visit during regular visiting hours, by advance appointment. However, visits from an attorney can be arranged at other times based on the circumstances of each case and the availability of staff. Attorney visits will be subject to visual monitoring, but not audio monitoring.

Legal Material

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

Attorney Phone Calls

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

Law Library

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

Notary Public

Under the provisions of 18 USC 4004, Case Managers are authorized to notarize documents. A recent change in the law allows that a statement to the effect that papers which an inmate signs are true and correct under penalty of perjury will suffice in Federal courts and other Federal agencies, unless specifically directed to do otherwise. Some states will not accept a government notarization for real estate transactions, automobile sales, etc. In these cases, it will be necessary to contact unit staff for arrangements with the institution's notary public.

Copies of Legal Material

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

Federal Tort Claims

If the negligence of institution staff results in personal injury or property loss or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a Standard Form 95. They

can obtain this form by submitting an Inmate Request to Staff Member or requesting one through your Correctional Counselor.

Freedom of Information/Privacy Act of 1974

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

Inmate Access to Central Files and Other Documents

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

An inmate can request access to the non-disclosable documents in his central file and medical file, or other documents concerning himself that are not in his central file or medical file, by submitting a Freedom of Information Act Request to the Director of the BOP, Attention: FOI Request. A request on the behalf of an inmate by an attorney, for records concerning that inmate, will be treated as a Privacy Act Request if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

Executive Clemency

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

Commutation of Sentence

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

Pardon

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

Compassionate Release/Reduction in Sentence

The Director of the Bureau of Prisons may motion an inmate's sentencing court for reduction in sentence (RIS) for an inmate presenting extraordinary and compelling circumstances. See 18 U.S.C. § 3582 and Program Statement on *Compassionate Release/Reduction in Sentence*. The BOP may consider both medical and non-medical circumstances. The BOP consults with the U.S. Attorney's Office that prosecuted the inmate and will notify any victims of the inmate's current offense. If the RIS is granted, the judge will issue an order for the inmate's release and he or she will then usually

begin serving the previously imposed term of supervised release. If an inmate's RIS request is denied, the inmate will be provided a statement of reasons for the denial. The inmate may appeal a denial through the Administrative Remedy Procedure. Denials by the General Counsel or the Director are final agency decisions and are not appealable. Inmates who

feel their request is of an emergency nature (e.g., a terminal medical condition) may state as such in accordance with the regulation. (See 28 CFR part 542, subpart B).

PROBLEM RESOLUTION

Inmate Request to Staff Member

An Inmate Request to Staff Member (form BP-S148), commonly called a Cop-Out, is used to make a written request to a staff member. Any type of request can be made with this form. Cop-outs may be obtained in the living units from the Correctional Officer on duty. Staff members will answer the request within a reasonable period of time.

Administrative Remedy Process

When attempting to informally resolve an issue, you should first present the 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 (5) business days.

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

The following is taken directly from Program Statement 1330.18, Administrative Remedy Program, dated January 6, 2014:

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) (BP-229), 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 (BP-229), is appropriate for filing at the institution.
- Regional Administrative Remedy Appeal, Form BP-10 (BP-230), is appropriate for submitting an appeal to the regional office;
- Central Office Administrative Remedy Appeal, Form BP-11 (BP-231), 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.**

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 **Inmate Discipline Program**.

(3) **Control Unit 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 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 **Procedures for Handling HIV Positive Inmates Who Pose Danger to Other**.

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.

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.

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, or 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.

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.

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 12 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.

Sensitive Complaints

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

General Information

When a complaint is determined to be of an emergency and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible, usually within seventy-two (72) hours from the receipt of the complaint.

For detailed instructions see Program Statement 1330.18, Administrative Remedy Program.

DISCIPLINARY PROCEDURES

Inappropriate sexual behavior towards staff and other inmates will not be tolerated. Inappropriate sexual behavior is defined as verbal or physical conduct perceived as a sexual proposal, act, or threat. Examples of inappropriate inmate sexual behavior include: displaying sexually explicit materials; making sexually suggestive jokes, comments, proposals,

and gestures; and engaging in stalking, indecent exposure, masturbation, or physical contact. Inmates who engage in this type of behavior will be disciplined and sanctioned accordingly, through the inmate discipline process.

Discipline

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

Inmate Discipline Information

When a staff member witnesses or reasonably believes an inmate has committed a prohibited act, a staff member will issue an incident report, a written copy of the charges against an inmate. The incident report will ordinarily be delivered to the inmate within 24 hours of the time staff became aware of the inmate's involvement in the incident. If the incident is referred for prosecution, the incident report is delivered by the end of the next work day after it has been released for administrative processing. An informal resolution of the incident may be attempted at any stage of the discipline process.

If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged for all violations in the Moderate and Low severity categories. Staff may suspend disciplinary proceedings up to two calendar weeks while informal resolution is undertaken. If an informal resolution is not accomplished, staff will reinstate the discipline process at the stage at which they were suspended. Violations in the Greatest and High severity categories cannot be informally resolved and must be forwarded to the DHO for final disposition.

Initial Hearing

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

Discipline Hearing Officer (DHO)

The Disciplinary Hearing Officer (DHO) conducts disciplinary hearings on all Greatest and High severity prohibited acts and other violations referred by the UDC at the Moderate and Low severity levels. The DHO may not hear any case not referred by the UDC. An inmate will be provided with advance written notice of the charge(s) not less than 24 hours before the inmate's appearance before the DHO. Inmates may waive this requirement. Inmates may appear before the DHO either in person or electronically (for example, by video or telephone conferencing). The Warden provides a full-time staff member to represent an inmate, if requested. An inmate may make statements and present documentary evidence on his or her behalf. The inmate may request witnesses appear at the DHO hearing to provide statements. The DHO will call witnesses who have information directly relevant to the charge(s) and are reasonably available. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant. Inmates may not question a witness at the hearing; however, the staff representative and/or the DHO will question the witness(es). An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. An inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security may be jeopardized. The DHO may postpone or continue a hearing for good cause or disposition when the case does not warrant DHO involvement, or may refer an incident report back for further investigation or review. The DHO will give the inmate a written copy of the decision and disposition, ordinarily within 15 days of the decision.

Appeals of Disciplinary Actions

Appeals of all disciplinary actions may be made through the Administrative Remedy Program. The initial reviewing official for the UDC is the Warden. The decision of the DHO is final and subject to review only by the Regional Director

through the Administrative Remedy program. Appeals are made to the Regional Director (BP-230) and the General Counsel (BP-231). On appeal, the reviewing authority (Warden, Regional Director, or General Counsel) considers:

- Whether the UDC or DHO substantially complied with regulations on inmate discipline.
- Whether the UDC or DHO based its decision on facts. If there is conflicting evidence, whether the decision was based on the greater weight of the evidence.
- Whether an appropriate sanction was imposed for the severity level of the prohibited act, and other relevant circumstances.

Special Housing Unit Status

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

When placed in the SHU, you are either in administrative detention (A/D) status or disciplinary segregation (D/S) status.

Administrative detention (A/D) status: A/D is an administrative status which removes you from the general population when necessary to ensure the safety, security, and orderly operation of correctional facilities, or protect the public. Administrative detention status is non-punitive, and can occur for a variety of reasons.

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

- (a) Pending Classification or Reclassification: You are a new commitment pending classification or under review for Reclassification. This includes newly arrived inmates from the bus, airlift, and U. S. Marshals Service.
- (b) Holdover Status: You are in holdover status during transfer to a designated institution or other destination.
- (c) Removal from general population: Your presence in the general population poses a threat to life, property, self, staff, other inmates, the public, or to the security or orderly running of the institution and:
 - (1) Investigation: You are under investigation or awaiting a hearing for possibly violating a Bureau regulation or criminal law;
 - (2) Transfer: You are pending transfer to another institution;
 - (3) Protection cases: You requested, or staff determined, you require administrative detention status for your own protection; or
 - (4) Post-disciplinary detention: You are ending confinement in disciplinary segregation status, and your return to the general population would threaten the safety, security, and orderly operation of a correctional facility, or public safety.

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

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

Disciplinary segregation (D/S) status: D/S is a punitive status imposed only by a Discipline Hearing Officer (DHO) as a sanction for committing a prohibited act(s). When you are placed in D/S status, as a sanction for violating BOP regulations, you will be informed by the DHO at the end of your discipline hearing.

In D/S status, your personal property will be impounded, with the exception of limited reading/writing materials and religious articles. Your commissary privileges may also be limited. In either status, your amount of personal property may be limited for reasons of fire safety or sanitation. The Warden may modify the quantity and type of personal property allowed. Personal property may be limited or withheld for reasons of security, fire safety, or housekeeping. The unauthorized use of any authorized item may result in the restriction of the item. If there are numerous misuses of an authorized item, the Warden may determine that the item will not be issued in the SHU.

Program staff, including unit staff, will arrange to visit inmates in a SHU within a reasonable time after receiving the inmate's request. A Health Services staff member will visit you daily to provide necessary medical care. While in SHU, you may continue taking your prescribed medications. In addition, after every 30-calendar days of continuous placement in either A/D or D/S status, a Mental Health staff will examine and interview you.

- 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.
- 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.

RELEASE

Sentence Computation

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

Fines and Costs

In addition to jail time, the court may impose committed or non-committed fines and/or costs. Committed fines mean that the inmate will remain in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 USC, Section 3569 (Discharge of indigent prisoner). Non-committed fines have no condition

of imprisonment based on payment of fines or costs. Payments for a non-committed fine or cost are not required for release from prison or transfer to a contract residential reentry center.

Detainers

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

The Interstate Agreement on Detainers Act (IADA) allows for the disposition of untried charges, indictments, information, or complaints that have been lodged as a detainer by party states. The United States of America, the District of Columbia, and any U.S. state or territory that has codified the IADA into its statutes have been identified as party states. The states of Mississippi and Louisiana, the Commonwealth of Puerto Rico, and the territories have not joined the IADA to date.

Good Conduct Good Time

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

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

For inmates convicted under the VCCLEA, for offenses committed from September 13, 1994, through April 25, 1996, the 54 days of GCT earned for each year served on the sentence will not vest if an inmate does not have a high school diploma or a GED, and the inmate is not making satisfactory progress toward earning a GED. Unsatisfactory progress is determined by the institution Education Department.

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

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

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

Good Time

Good Time awarded by the BOP under statutes enacted prior to November 1, 1987, has the effect of reducing the stated term of the sentence that is, it advances the date when release will be mandatory if the offender is not paroled at an earlier date. The award of Good Time does not in itself advance the offender's release date. It has that effect only if the offender would not otherwise be paroled before the mandatory date.

Statutory Good Time

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

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

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

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

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

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

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

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

Extra Good Time

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

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

Residential Reentry Center Good Time

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

Camp Good Time

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

Lump Sum Awards

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

Good Time Procedures

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

Parole

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

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

All inmates who previously waived a parole hearing are eligible to appear before the Parole Board at any regularly scheduled hearing after they waive. Application for a parole hearing must be made at least 60 days before the first day of the month of the hearings. The Parole Board conducts hearings at most Bureau institutions every two months. Applications, to the Parole Commission for a hearing, are the responsibility of the inmate, but in certain cases the Unit Team will assist the inmate if necessary. Application forms may be obtained from the Case Manager.

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

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

Residential Reentry Center Placement

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

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

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

Community-Based Residential Programs

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

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

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

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

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

The Adam Walsh Child Protection and Safety Act

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

Conclusion

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

INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS

1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation, and voluntary religious worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.
5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.

6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
10. You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities.
11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order for opening bank and/or savings accounts, and for assisting your family.

RESPONSIBILITIES

1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of other in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law of Bureau rules or institution guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. It is your responsibility to use the services of an attorney honestly and fairly.
8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and the community. You will be expected to abide by the regulations governing the use of such activities.
11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

PROHIBITED ACTS AND AVAILABLE SANCTIONS

GREATEST SEVERITY LEVEL PROHIBITED ACTS

100 Killing.

101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).

- 102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, *e.g.*, in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).
- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
- 105 Rioting.
- 106 Encouraging others to riot.
- 107 Taking hostage(s).
- 108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; *e.g.*, hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
- 109 (Not to be used).
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

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

HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person.
- 202 (Not to be used).
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.

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

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

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
 - B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 6 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (*e.g.*, visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate’s personal property.
- K. Confiscate contraband.

L. Restrict to quarters.

M. Extra duty.

MODERATE SEVERITY LEVEL PROHIBITED ACTS

300 Indecent Exposure.

301 (Not to be used).

302 Misuse of authorized medication.

303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.

304 Loaning of property or anything of value for profit or increased return.

305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.

306 Refusing to work or to accept a program assignment.

307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, *e.g.* failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).

308 Violating a condition of a furlough.

309 Violating a condition of a community program.

310 Unexcused absence from work or any program assignment.

311 Failing to perform work as instructed by the supervisor.

312 Insolence towards a staff member.

313 Lying or providing a false statement to a staff member.

314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, *e.g.*, counterfeiting release papers to effect escape, Code 102).

315 Participating in an unauthorized meeting or gathering.

316 Being in an unauthorized area without staff authorization.

317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).

318 Using any equipment or machinery without staff authorization.

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

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

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

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

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

LOW SEVERITY LEVEL PROHIBITED ACTS

400 (Not to be used).

401 (Not to be used).

402 Malingering, feigning illness.

403 (Not to be used).

404 Using abusive or obscene language.

405 (Not to be used).

406 (Not to be used).

407 Conduct with a visitor in violation of Bureau regulations.

408 (Not to be used).

409 Unauthorized physical contact (e.g., kissing, embracing).

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

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

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

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

C. Make monetary restitution.

D. Monetary fine.

E. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).

F. Change housing (quarters).

G. Remove from program and/or group activity.

H. Loss of job.

I. Impound inmate’s personal property.

J. Confiscate contraband

K. Restrict to quarters.

L. Extra duty.

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

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

Sexually Abusive Behavior Prevention and Intervention - Overview for Offenders

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

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

You do not have to tolerate sexually abusive/ harassing behavior or pressure to engage in unwanted sexual behavior from another inmate or a staff member.

Regardless of your age, size, race, ethnicity, gender or sexual orientation, you have the right to be safe from sexually abusive behavior. The Federal Bureau of Prisons has a Zero Tolerance policy against sexual abuse and sexual harassment.

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. 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.

Supportive and Treatment Services

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 at this facility. When you report being the victim of sexually abusive behavior or sexual harassment, you will be assessed by a Psychologist. Available supportive services will be discussed in detail at that time. Additionally, if you prefer to contact outside sexual abuse emotional support services, you can call **Transitions Rape Crisis Center at (570)523-1134 (P.O. Box 170, Lewisburg, PA 17837)**. However, be aware that inmate communication is monitored in a manner consistent with agency security practices.

How Do You Report an Incident of Sexually Abusive Behavior?

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

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

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

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

Note: These e-mails:

- are untraceable at the local institution,
- are forwarded directly to OIG,
- will not be saved in your e-mail 'Sent' list,
- do not allow for a reply from OIG,
- If you want to remain anonymous to the BOP, you must request it in the e-mail to OIG.

Third-Party Reporting. Anyone can report such abuse on your behalf by accessing the BOP's public website, specifically:

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

Understanding the Investigative Process

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

Counseling Programs for Victims of Sexually Abusive Behavior

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

Contact your local Rape Crisis Center (RCC): **Transitions Rape Crisis Center at (570)523-1134 (P.O. Box 170, Lewisburg, PA 17837).**

Management Program for Inmate Assailants

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

Policy Definitions

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

- Code 114/ (A): Sexual Assault by Force
- Code 205/ (A): Engaging in a Sex Act
- Code 206/ (A): Making a Sexual Proposal
- Code 221/ (A): Being in an Unauthorized Area with a Member of the Opposite Sex
- Code 229/ (A): Sexual Assault without Force
- Code 300/ (A): Indecent Exposure
- Code 404/ (A): Using Abusive or Obscene Language

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

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

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

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

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

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

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

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

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

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

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

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

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

Contact Offices:

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

**Federal Bureau of Prisons
Central Office**
National PREA Coordinator
320 First Street, NW, Room 554
Washington, D.C. 20534

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

Federal Bureau of Prisons

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

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

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

North Central Regional Office

Regional PREA Coordinator
Gateway Complex Tower II,
8th Floor, 400 State Avenue
Kansas City, KS 66101-2492

**Federal Bureau of Prisons
Western Regional Office**

Regional PREA Coordinator
7338 Shoreline Drive
Stockton, CA 95219

Third-party reporting (outside of institution):

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