



Lewisburg Satellite Camp Inmate Handbook

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This handbook is an abbreviated version of the official Bureau of Prisons and Lewisburg Satellite Camp supplemental regulations. If any discrepancies arise of the interpretation of this handbook and the aforementioned regulations, the formal regulations will always take precedence.

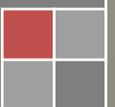


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INTRODUCTION

The purpose of this handbook is to provide you with general information regarding the Satellite Camp in Lewisburg, Pennsylvania. It is not a specific guide to the detailed policies of the Bureau of Prisons (which are subject to change) or all procedures in effect at each Bureau location.

The responsibility of the staff at the SCP Lewisburg, is to maintain security, provide a safe and humane environment, and afford opportunities for self-improvement.

You can make your time as meaningful as possible by showing responsible behavior, respect for the rights of others, and compliance with the rules and regulations of this institution.

INTAKE, CLASSIFICATION AND THE UNIT TEAM

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, either by direct Court commitment or transfer from another institution, you will be placed in A&O. This orientation period will consist of lectures by department heads and other staff members regarding various programs, services, policies, procedures, and regulations at this facility. You are required to attend the lectures and call-outs which are part of A&O. **Your attendance is mandatory.** If you miss any of the lectures, you may be required to complete A&O again.

Classification Teams (Unit Teams):

The classification team ordinarily includes the Unit Manager, Case Manager, Counselor, and Education advisor. The unit officer will provide the team with a summary of your adjustment within the housing unit including sanitation, interactions with staff and inmates, and any other information which may be relevant. Generally, the resolution of issues or matters of interest while at this institution are most appropriately initiated with the Unit Team. Matters such as custody, transfers, security level, furlough consideration, residential reentry center placement, etc., are discussed during your regularly scheduled team meetings which occur at 90 or 180 day intervals.

GENERAL FUNCTIONS OF UNIT STAFF

Camp Administrator:

The Camp Administrator is responsible for implementing all decisions made by the Warden that pertain to programs and the daily operation of this facility.

Unit Manager:

Implements decisions made by the Camp Administrator. The Camp Unit Manager ordinarily chairs Team meetings and supervises Case Managers and Counselors.

If you have a problem you believe has not been resolved, after exhausting all other avenues, an Inmate Request to Staff Member form should be submitted to the Camp Unit Manager.

Case Managers:

The Case Managers are responsible for all case work services and prepare classification material, progress reports, release plans, correspondence, and other materials related to your confinement. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager is a member of the Unit Disciplinary Committee (UDC).

Counselors:

The Counselors provide counseling and guidance regarding areas pertaining to institutional adjustment and personal difficulties. He/she participates in the development of meaningful programs. The Counselor will visit inmate work assignments regularly. The Counselors should be consulted regarding problems you encounter during your incarceration. He/she ordinarily performs functions concerning administrative complaints, visitor's list, financial responsibility issues, mail, and property. The Counselor is also a member of the UDC.

Secretary:

The secretary is responsible for all clerical functions and a significant portion of the administrative duties necessary for the Camp operation.

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.

Program reviews will be held every 180 days if more than one year remains to your release date and every 90 days if less than one year. During your program review, the Unit Team will review your educational progress, work assignments, custody status, transfer requests, Residential Reentry Center placement, institutional adjustment, Inmate Financial Responsibility Program, 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 will be held periodically and are used to make announcements and to discuss changes in the policy and procedures of the Camp. Inmates are requested to raise questions at open house rather than during town hall meetings.

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 cubicle/bunk area immediately after being assigned there and report all damages to the Unit Officer or Correctional Counselor. An inmate may be held financially liable for any damage to his personal living area.

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

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

Personal Property Limits:

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

Storage Space:

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

Clothing:

Civilian clothing (i.e. clothing not issued to the inmate by the Bureau or purchased by the inmate through the Commissary) ordinarily is not authorized for retention by the inmate. Prerelease civilian clothing for an inmate may be retained by staff in the Receiving and Discharge area during the last 30 days of an inmate's confinement. All inmates are prohibited from wearing any clothing not government-issued or purchased in the Commissary. No inmates may be issued, permitted to purchase, or have in their possession any blue, black, red, or camouflage clothing or cloth items. Commissary sales of clothing are limited to the following colors: Only gray and/or white clothing may be sold in institutions for males and only pastel green, gray, and/or white may be sold in institutions for females. The only exception is for religious headgear. All government clothing, except undergarments will be tagged with a label indicating the inmate's name and registration number. These items are to be neatly stored in the identified storage space provided. Individual washcloths and towels are issued to inmates. Representative authorized footwear/shoes may include: work (1 pr.), shower (1 pr.), athletic/specialty (1 pr. - black, white, grey, or a combination thereof with a maximum value of \$100.00), slippers (1 pr.), and casual (1 pr.). Footwear will be placed neatly under the bed.

Commissary/Special Purchase Items:

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

Letters, Books, Photographs, Newspapers, and Magazines:

An inmate will be limited in the number of letters, books, photographs, magazines, and newspapers that can be stored in their designated storage space. Nothing is to be tacked, stapled or scotch taped to any surface 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.

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:

The following rules and regulations have been established for safety, sanitation, and uniformity throughout the institution.

1. "Lights On" will be at 5:45 a.m. Monday through Friday. With the exception of inmates who work during midnight shift, all beds will be made by 7:30 a.m. Monday through Friday. During weekends beds will be made when the inmate rises. Inmates who are on a day off, vacation, etc., may lie on top of their made bed using one blanket to cover up.
2. Lockers must be kept neat and uniform. Cubicle floors will be swept, damp mopped, and buffed daily before 7:30 a.m. All clothes will be placed in the storage locker. All waste baskets will be emptied and cleaned before 7:30 a.m. You are responsible for contraband found in your area and for the cleanliness of your area which includes the space under your bed, around your locker, and the windowsills and windows. You are not authorized to possess any furniture other than that which has been provided with your cubicle. You are prohibited from altering your cubicle or locker. No items will be placed on the outside of your locker or the walls of your cubicle. No items will be placed on your desk until after 4:00 p.m. Nude or sexually suggestive personal photographs are prohibited. There are no items permitted to be stored on top of your cube light. No items/obstructions shall be placed on vents, lights, walls, or on windowsills.
3. Inmates will not deposit trash on the floors, will not leave refuse in the TV rooms, and will use the trash receptacles which are available. No inmate is permitted to possess any type of heating or electrical device within his cubicle. Each inmate has the direct responsibility for his living area. The Correctional Officer/Counselor on a daily basis, inspect housing Units. The Camp Administrator will do inspections on a periodic basis. The Safety Department will also conduct a monthly comprehensive safety, fire, and sanitation inspection. Any inmate whose cubicle appears negatively during sanitation inspections may receive disciplinary action.
4. Publications are identified as magazines and newspapers. Hard covered books and newspapers must be received from a publisher, bookstore, or book club only. Inmates may receive soft covered books and magazines from any source. Inmates may not receive more than five publications in any one package or distribution and may not retain more than five in their quarters at any one time. This limitation of hardback books and soft cover books is set at five

or any combination thereof. In addition, one religious book is not included in this total.

5. All inmate property (government issued, personal, and legal) is to be stored inside the space provided by the unit staff. It is the responsibility of each inmate to limit his property so that it fits into the assigned space. Excess property is a fire hazard and a sanitation issue. Excess property is considered contraband and the responsible inmate will be subject to disciplinary action. One small bin of only legal materials, per inmate, may be kept under the bed. Cardboard boxes are **not** authorized. Grey bins are NOT to be utilized for any other storage purpose than legal material.
6. Inmates on furlough status are responsible for securing personal property in their respective locker. Personal Property for inmates on Writ, receiving "outside" medical treatment, or special housing status will be stored in Receiving and Discharge. **No property, personal or issued, will be temporarily transferred to other inmates for safe keeping.**
7. Radios without headsets and musical instruments are prohibited in the housing units.
8. Inmates will be appropriately dressed when exiting their dormitories or shower areas. Pants, shirts, and footwear, at the minimum, will always be worn in the common areas of the units. Shower shoes are not to be worn outside of the housing units.
9. Sanitation supplies for the maintenance of cubicles will be made available in the housing units. No personal cleaning supplies will be maintained by inmates.
10. All new commitments and unassigned inmates are responsible for assisting Unit Orderlies.
11. The Ice Machine is located in the Administration Building. No food items are ever to be stored in these machines. Ice is not to be stored in secondary containers in any cubicles.
12. The Camp is a tobacco free environment. Violators will be subject to disciplinary action.
13. On the day of your release, all sanitation supplies and bed linens must be taken to clothing issue. Ensure you clean your cubicle for the next persons use.

14. All approved trash receptacles with lids must have their lids on. Trash liners are not to be used to cover shoes or clothing.

**Violation of any of the above rules could
result in disciplinary action.**

Wake-up:

A general wake-up for all inmates is 5:45 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:

Inmates arriving at the Camp will receive a bed roll and must see the Laundry supervisor on the next working day for regular issue. Inmates may launder institutional and personal clothing items at the specified day and time. You are required to place your institutional and personal clothing items in your laundry bag and deliver it to laundry. Clothing items can be picked up from your laundry bin. You will be responsible for ironing your clothing. Irons and ironing boards will be provided in each unit, but will not be maintained in cubicles.

COMMISSARY:

Inmate funds are retained by the institution in a trust fund, from which you may withdraw money for personal spending in the institution commissary, family support, or other approved purposes. United States postal money orders and cash are applied to your commissary account as soon as possible. All other money orders and/or personal checks receive a 30-day hold for clearance. All money orders and personal checks must include your committed name and registration number.

The commissary schedule is posted on the inmate bulletin board. Inmates must use their inmate account card for all commissary transactions. A maximum limit of 60 First-class stamps in your possession is authorized. Borrowing commissary items from other inmates is prohibited. Remember, use of the commissary is a privilege, not a right. Inmates are issued a commissary card upon arrival. This card is to be in your possession at all times.

Spending Limitations:

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

Deposits to Accounts:*U.S. Postal Service*

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

Federal Bureau of Prisons
Insert 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 p.m. 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.

MoneyGram ExpressPayment Program:

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

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

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

- a. Valid Inmate Eight-Digit Register Number (entered with no spaces or dashes), followed immediately by Inmate's Last Name
- b. Company Name: Federal Bureau of Prisons
- c. City & State: Washington, DC
- d. Receive Code: Must always be 7932
- e. Committed Inmate Full Name entered on Beneficiary Line
Please note that the inmate's committed name and eight-digit register number must be entered correctly.

If the sender does not provide the correct information, the transaction cannot be completed.

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

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

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

Commissary Fund Withdrawals:

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

TRULINCS:

Inmates may be approved for access to the electronic messaging system (TRULINCS). Inmates who elect to participate in the program will pay all required program fees, and consent to the Bureau withdrawing all

required fees directly from the inmate's Deposit Fund account. **CONTACT LISTS:** Inmates must submit a completed Inmate Agreement for Participation in TRULINCS Electronic Messaging Program Form (BP-A0934.052) through your Correctional Counselor to be eligible to utilize TRULINCS. Services offered in TRULINCS are: public messaging, viewing/printing account transactions, BP-199 withdrawals, list management for phone, e-mail and postal addresses, Electronic Law Library as well as print services. Inmates may print 10 labels per day at no charge. An inmate's contact list may have up to 100 contacts inclusive of 30 email addresses, 30 telephone numbers and 40 mailing addresses. Inmates who add attorney(s) on the email contact list do so with the understanding that all messages sent via TRULINCS are subject to monitoring. Inmates who have transferred in from another Bureau of Prisons institution will have TRULINCS access generally within a day, as their funds and TRULINCS list transfer with them.

ACCESS: Access to TRULINCS is provided by terminals located in the unit and is available during the hours of operation which are 6:00 a.m. to 10:00 p.m. seven days per week, inclusive of holidays. Inmates may purchase TRULINCS Session time at the rate of 5 cents per unit (TRU-Units). Messaging is billed as one TRU-Unit per minute of session time. Inmates may purchase 40, 100, 200, 300, and 600 TRU-Units at once, which is immediately deducted from their commissary account. Printing is billed as three TRU-Units per page (15 cents). Messages may not exceed 13,000 characters in length. TRULINCS is unavailable to inmates whose account balance is less than the cost of the minimum increment of minutes.

Program Participation:

Participation in TRULINCS is contingent upon voluntary consent to having all incoming and outgoing electronic messages, transactional data and other activities monitored and retained by Bureau staff. In the event the TRULINCS program privilege is abused, access may be limited or denied and will be subject to disciplinary action and/or criminal prosecution. Electronic messages which would jeopardize the safety, security, orderly operation of the institution or the protection of the public and staff may be rejected and/or blocked.

Restrictions:

Inmates on any type of restriction (phone, commissary, messaging, visiting) from another institution will continue to be on restriction at this institution for the duration of the sanction or until transferred.

Miscellaneous Information:

Each inmate will be required to key their register number, PAC number, and TRUFACS pin number to enter the system. Inmate messaging will be limited to 13,000 characters. Inmates will not have access to the Internet nor will they be able to receive pictures of any other attachments. The delivery of all incoming and outgoing messages is delayed by a minimum of one hour. Inmates are limited to a 30 minute session for messaging and a 30 minute period between sessions. Inmates will be billed as one TRU-Unit (or \$.05) per minute for messaging. When an inmate enters an e-mail address on their contact list, TRULINCS sends a system generated message to the contact giving them the opportunity to accept or reject e-mail contact with the inmate prior receiving any messages from the inmates. 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 e-mail address.

Deposits:

In order to utilize the program, it is necessary for inmates to purchase TRULINCS Units. Once an inmate does so, this money can only be transferred back to his commissary account under these circumstances: 1) Release from Bureau custody; 2) An inmate on messaging restriction for more than 30 days requests in writing that his TRULINCS balance be returned to his commissary account. This is a one-time transaction for the entire balance. 3) A rare or unusual circumstance deemed appropriate by the Warden with approval provided in writing. This is a one-time transaction for the entire balance.

Usage:

TRULINCS workstations are located in the hallway of the Camp Administration Building. 25 workstations are available for inmate use. Inmates may use these workstations to access the Law Library, maintain their contact list, check the information bulletin board, purchase MP3 music and send and receive emails. Each inmate will be allowed a maximum TRULINCS session of 30 minutes for messaging and 120 minutes for the Electronic Law Library access in the Education Departments. An automatic logout will occur after those time periods have been reached.

- (1) Inmates will wait 30 minutes between TRULINCS sessions. Inmate use is conducted on a first come first serve basis.
- (2) Only one inmate will be permitted on a workstation at any one time. Inmates will not be permitted to congregate near the TRULINCS area unless they are engaged in a session. The use of another inmate's email/contact list is prohibited.

- (3) A banner notifying the participant of consent appears on the screen to remind the inmate of their voluntary use of the system acknowledging the Bureau has full access to all content. In a likewise manner, all outside recipients of messaging are informed that by being active on the contact list, they are consenting to Bureau monitoring and compliance to program rules and procedures.
- (4) Inmates are responsible for their use of TRULINCS. They are expected to conduct themselves in a responsible manner and respect other inmates. Each inmate is responsible for the content of his messaging mail.
- (5) The use of TRULINCS will not interfere with the institution's schedule, programs, work assignments, or count. When a count or census is conducted, all inmates using a workstation will terminate their sessions immediately. During institution emergencies, use of TRULINCS will be limited or terminated.
- (6) Inmates may access any correspondence sent or received within a 20 day time frame. Once a message is 20 days old, it is automatically purged from view by the system.
- (7) Inmates are not permitted to place contract staff, victims, witnesses, other persons connected with the inmate's criminal history, volunteers, or law enforcement officers on their contact list. Legal: Attorneys, "special mail" recipients, or other legal contacts may be placed on an inmate's contact list with the acknowledgment that all exchanges with these individuals will be subject to monitoring. Inmates in Special Housing Units: Inmates assigned to administrative detention or disciplinary segregation status will only have Law Library access on the system.

Classification & Public Safety Factor:

An inmate's exclusion from program participation must be determined on an individual basis and not on a standardized history of past convictions. Nor does the existence of a PSF automatically exempt an inmate from electronic messaging. Each case should be reviewed for underlying conduct that would prohibit them from having TRULINCS access, such as protection of the public and/or staff, threat to security, or interferes with the safe, orderly operation of the institution. Inmates determined unsuitable to have access to the program shall receive a written explanation of the decision, unless such information poses a risk that could affect the inmate, institution or staff adversely.

Prohibited Acts/Suspensions:

Violation of any of the rules regarding the use of TRULINCS is cause for disciplinary action and the possible revocation or restriction of messaging privileges as imposed by the DHO or UDC. Correspondence concerning illegal activities, either inside or outside the institution, may lead to criminal prosecution and/or disciplinary action pursuant to the Inmate Discipline and Special Housing Unit Program Statement.

Electronic Law Library:

Inmates will have access to the electronic law library utilizing the TRULINCS system. Inmates are limited to a one hour session for this access with a 30 minute period between sessions.

Print Services:

Inmates will be permitted to utilize the TRULINCS system to print inmate account statements, TRUFONE lists, electronic law library information, e-mail messages, contact labels for outgoing mail, and processing the Request of Withdrawal of Personal Funds Form (BP-199). Inmates will be billed as three TRU-Units (or \$.15) per page.

TELEPHONE PROCEDURES

All units have telephones available for your use. The Inmate Telephone System allows you to make two types of telephone calls. You may place calls by a direct dialing method which is charged to your Inmate Telephone System debit account. Additionally, the Inmate Telephone System will allow for collect calling. Inmates are allowed up to 30 active telephone numbers. Telephone numbers are added or deleted through the TRULINCS Contact List. All telephone calls are subject to monitoring and tape recording. In order to make an unmonitored phone call between an attorney and yourself, you must make this request to your Unit Manager. Telephones are intended for social use only and to consult with your attorney. The use of third party calling is prohibited. Any other use, such as running a business, is prohibited. Personal phone calls will be limited to 15 minutes. Inmates are allocated 300 telephone minutes per month. Telephone use is permitted Monday through Friday from 6:00 a.m. through 7:30 a.m.; 11:00 a.m. through 12:30 p.m. and 4:00 p.m. through 11:00 p.m., excluding the 4:00 p.m. count. On weekends and Federal holidays from 6:00 a.m. through 11:00 p.m., excluding all counts.

VISITS:

Visits at the Satellite Camp will take place in the visiting room. This room has been arranged to provide for comfortable and pleasant visits. No smoking is permitted during visits. The visiting list should be turned in to your Counselor as soon as possible, and is limited to family, close friends, business associates, and attorney of record. Visits by retained and appointed attorneys in contemplation of prospective legal representation shall be permitted. The number of legal visits is dependent upon the nature of urgency of the problem involved. If you request the removal of an approved visitor (non-immediate family member) from your visiting list, the person removed will not ordinarily be reinstated. You are responsible for notifying your visitors that they have been approved for visitation. The number of friends and other non-immediate family on your visiting list may not exceed ten (10). Visiting groups will be kept to a reasonable size i.e. ordinarily, no more than five (5) persons at one time. Visitors must be properly dressed. Shorts, halter tops, and other clothing of a suggestive or revealing nature will not be permitted in the visiting room. Visitors may not bring anything into the visiting room (i.e. books, games, or food of any type, with the exception of baby food). Inmates may accompany their visitor(s) to the vending area; however, they are not permitted to handle money or touch any of the vending machines or microwaves. Visitors 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.

Children are to be well behaved and under constant parental supervision during visiting hours. If children become disruptive or are being unsupervised the Visiting Room Officer may terminate the visit. Additionally, visitors are not permitted to bring anything into the visiting room to give to an inmate. All authorized items must be carried into the visiting room in a clear plastic bag. This is to include any items required for the care of an infant or small child.

Special visits for family emergencies will be reviewed on a case by case basis by the Camp Administrator and Unit Manager.

The Visiting Room Officer may terminate a visit when visitors are not in compliance with Program Statement 5267.09, Visiting Regulations. Any act or effort to violate the visiting guidelines of the institution may result in disciplinary action against the inmate, which may include the denial of future visits, possibly over

an extended period of time. Moreover, criminal prosecution may be initiated against the visitor, the inmate, or both, in the case of criminal violations.

Frequency of Visits: (Camp/RDAP) 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 Camp/RDAP.

- (1) The frequency of visits will be based on a point system. All weekend and holiday visits will count as two (2) points. Once a visitor enters the visiting room, two (2) points will be assessed for the visit, regardless of the length of the visit (to include termination due to overcrowding). If an inmate visits part of the day and departs the visiting room prior to the arrival of a second visit, points will be deducted for the second visit occurring on the same day. Inmates will be allowed a total of six (6) points per month. Once the six (6) points for the month have been exhausted, no visiting will be permitted for that inmate until the following month. Points will reset on the first day of each month. Points will automatically be calculated through the Web Visiting Program.
- (2) In the event of overcrowding in the Camp Visiting Room, the following procedures will be used to terminate visits. Initially, a request for volunteers will be solicited for the purpose of terminating visits. If an insufficient amount of volunteers are obtained, to alleviate the overcrowding condition, visits will be terminated according to mileage traveled. If overcrowding still exists, those inmate who have been in the visiting room for the longest period of time will be next to have their visits terminated.

Visiting Hours: Visiting hours at the Camp will be 8:00 a.m. until 3:00 p.m., Saturday and Sunday. There will be no visitation Monday through Friday, with the exception of Federal holidays falling on any of these days. Visitors arriving after 2:30 p.m. will not be admitted to visit. Once a visitor leaves the visiting room for any reason, the visit is terminated for that visiting period. Contact with your visitor once they leave the visiting room area is prohibited.

DIRECTIONS TO USP LEWISBURG:

USP Lewisburg is located in Central Pennsylvania, 200 miles north of Washington D.C., 170 miles north of Philadelphia, Pennsylvania, and 70 miles north of Harrisburg, Pennsylvania. More specifically, the institution is located approximately 2 miles off of U.S. Route 15, on William Penn Drive, in Lewisburg, Pennsylvania. Commercial

transportation phone numbers are 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:**

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

Inmate Identification Cards:

Inmates are required to wear their identification cards at all times upon departing their assigned cell. The inmate identification card will be worn on the upper front torso, with the inmate's picture clearly visible for staff to identify the inmate. Inmates will be issued an identification card upon arrival at the institution. Inmates are responsible for the care of these cards.

COUNT TIMES:

The purpose of a count is to ensure all inmates are accounted for at the institution. The Officers conducting the count must be able to see living, breathing flesh. When this is not accomplished, especially during the morning watch count times, the Officer(s) will wake you up

to ensure accountability of each inmate. Count times will be announced over the public address system. Ordinarily, there will be five official counts as listed below:

Weekdays

12:01 a.m.
 3:00 a.m.
 5:00 a.m.
 4:15 p.m. (Stand Up)
 9:15 p.m. (Stand Up)

Weekends/Holidays

12:01 a.m.
 3:00 a.m.
 5:00 a.m.
 10:00 a.m. (Stand Up)
 4:15 p.m. (Stand Up)
 9:15 p.m. (Stand Up)

When a count is announced, each inmate must return to his cubicle and remain there quietly, (**no talking**), until Camp staff have conducted count. Inmates will remain in their cubicles after 12:00 a.m. Staff will take disciplinary action if an inmate is not in his assigned area.

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:

All institutions which adopt a pass system must implement the following elements to ensure the program is not compromised.

Some institutions have a pass system in effect during regular business hours throughout the week. During the regular work day, 7:30 a.m. to 4:00 p.m., inmates must have a pass to move from one area of the institution to another except for movement to assigned details, going to the lunch meal, or for a recall. Each move will be announced by staff. Unit officers or Detail Supervisors issue passes whenever it's necessary to leave a housing unit or work area. Inmates are permitted a limited amount of time to travel to and from each area. It's the inmate's responsibility to make sure that the staff member notes the correct time on the pass. If more than ten minutes is used to travel from one area to another, the inmate is subject to disciplinary action.

When returning to the area from which the pass was originally issued, the staff member who issued the pass will write on the pass the time of return. The staff member who originally issued the pass will then keep the pass. At the end of each day, staff members will turn in all

passes to the Correctional Supervisor's office, which will account for all passes.

Controlled Movement:

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

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

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

Contraband:

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

Contraband includes material prohibited by law, by regulation, or material, which can reasonably be expected to cause physical injury or

adversely affect the security, safety, or good order of the institution.

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

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

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

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

Shakedowns:

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

Drug Surveillance / Alcohol Detection:

BOP facilities operate drug surveillance and alcohol detection programs which include mandatory random testing, as well as testing of

certain other categories of inmates. A positive test, or refusal to submit a test, will result in an incident report.

Fire Prevention and Control:

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

PROGRAMS AND SERVICES

Job Assignments:

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

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

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

Work Assignment:

Everyone will have a work assignment at the Lewisburg Camp after you are medically cleared. Your first work assignment will be based on institution needs, available jobs, your past work experience, and evaluation of your skills. Any job preference should be indicated during your interview with unit staff.

Work Reassignment:

When you have worked on a job for a period of 90 days and desire a job change, you should prepare an **Inmate Request to Staff Member** (cop-out) indicating what job you want and a detailed reason for the change. Your current work supervisor and the supervisor of the requested work assignment must both be indicated, in writing, their agreement on the **Inmate Request** form. Your request will then be considered by your Unit Team. If you are assigned to a Mechanical Services Detail, your request will be considered by the Outside General Foreman. You will be notified if a work reassignment is warranted and your name will appear on the institution change sheets, which is posted daily on the inmate bulletin boards.

Work and Institutional Rules:

Whether you are assigned to an inside or outside detail, you must stay on your work assignment at all times. If you have a valid reason for leaving your work site (call-out) you must notify your work supervisor and obtain authorization. If you are injured while performing your assigned duty, you must immediately report this injury to your work supervisor. You must use proper and specified precautions such as steel toed shoes, goggles, gloves, and safety devices which are supplied for your protection. No radios, reading materials, food items, or personal clothing are permitted on the work site.

UNICOR: USP Lewisburg does not have a UNICOR operation.

Working Hours:

Ordinarily working hours are from 7:30 a.m. until 3:45 p.m., Monday through Friday. Each work day provides for a 45 minutes lunch break, for a total of 7.5 hours worked per day.

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,

finances and court costs, judgments in favor of the U.S., other debts owed the Federal government, and other court-ordered obligations (e.g., child support, alimony, other judgments).

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, items such as sweet cereal, fruits & vegetables and other foods 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 High Rise 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.

All meals at the Lewisburg Camp are served cafeteria style at the Food Service Department located in the Administration Building.

1. Normal Serving Times:

Breakfast: 6:00 a.m. to 7:00 a.m.

Lunch: 10:30 a.m. - Units 1 and 2

10:45 a.m. - RDAP

11:00 a.m. - Last Call and all remaining inmates

Dinner 4:30 p.m. to 5:30 p.m. OR from the time the 4:00 p.m. count clears until 10 minutes after the last unit is called.

2. Units 1, 2, and RDAP are called to dinner, weekend and holiday meals on a rotation basis. **During holidays and weekends, the dining room is open for lunch after the 10:00 am count clears. The dining room is open for the dinner meal after the 4:15 pm count clears.**

3. **Meal Attire:**

For breakfast and lunch, Monday through Friday, you must wear your issued work clothing. For dinner meals and all meals on Saturday, Sunday, and federal holidays, you may wear non-issued clothing. With the exception of approved religious headgear, no hats are to be worn in the dining room and shirt tails must be tucked in. Flip flops/shower shoes are prohibited. Sleeveless shirts are never authorized to be worn in Food Service. Radios, newspapers, books, magazines, laundry, blankets, sheets, etc. are prohibited. No food of any kind is to be brought into food service for preparation or consumption. Also, the only food that is permitted to be taken out of food service is one piece of fresh fruit if it is on the menu.

4. The only inmates permitted to eat at early "short line" are those working in Food Service (if it's not a day off) or those having prior approval from the Camp Unit Manager or the detail supervisor. All requests for early chow must be received from the work detail supervisor to the Unit Manager.

EDUCATION

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. Studies indicate prisoners who complete educational programs while incarcerated have a significantly better chance of finding a job and staying out of prison than those who don't.

The Education Department at the Lewisburg Satellite Camp 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.

Program Goals:

The Education Department at SCP Lewisburg operates on the premise that all residents with the need and capability should:

- 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.
- D. Participate in various Adult Continuing Education Programs (ACE).
- E. Complete one or more prescribed Recreation activities.
- F. Complete and maintain an employment portfolio which includes cover letter, resume, education transcript, and other pertinent documents necessary for employment.

Literacy:

Program Statement 5350.28, Literacy Program (GED Standard), dated December 17, 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.

Literacy classes include GED, Pre-GED, and Spanish GED. Classes are offered Monday through Friday during the daytime hours. The classes prepare the student in the areas of writing skills, social studies, science, mathematics, interpreting literature and the arts.

Inmates with a Verified High School Diploma:

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

Inmates who have a high school diploma are encouraged to submit a copy to the Education Department to request to sign-up for the Tests of Adult Basic Education (TABE) to validate their reading, language, and math computation, as well as applied math. The purpose of the TABE is to ensure these inmates have sufficient language and math skills to pursue their post-secondary education study and/or obtain a job in the community.

English as a Second Language:

Enrollment: Mandatory for non-English speaking inmates; unless you demonstrate proficiency at the 8.0 grade level on the CASAS Examination.

Background:

The Crime Control Act of 1990 requires that non-English speaking federal prisoners participate in an ESL program until they function at a minimum of the 8.0 grade level on the CASAS Examination. The purpose of the ESL class is to provide the student with the opportunity to develop effective English language skills. The ESL Program is divided into two levels: Level 1 (Basic English) and Level 2 (Intermediate English). Participation in the program is mandatory for all non-English speaking inmates unless they have a public safety factor of "alien" with a deportation detainer documented on the SENTRY date system. However the Education Department encourages all non-English speaking inmates to participate in the program. ESL completions are entered into the electronic education file. ESL graduates are recommended for a monetary award of up to \$25.00.

Incentive Awards:

Students who successfully obtain their GED or ESL Certification will receive a certificate of completion and are eligible to participate in the Education Department's annual Graduation Ceremony. In addition, each month a "Student of the Month" will be selected to receive an Academic Achievement Award.

VCCLEA/PLRA:

The Violent Crime Control and Law Enforcement Act (VCCLEA) apply to inmates whose offense was on or after September 13, 1994, but before April 29, 1996. The Prison Litigation Reform Act (PLRA) applies to inmates whose offense was on or after April 26, 1996. Both laws mandate that inmates who do not possess a GED or high school diploma, must satisfactorily participate in the literacy program until attainment of a GED. Failure to do so may affect the inmate's Good Conduct Time (GCT).

DCEGT:

Educational Good Time Sentence Credit for D.C. Offenders 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.

Other Programs:

The completion of the literacy program is often the first step towards adequate preparation for successful post-release reintegration into

society. Additional educational programs such as advanced occupational training or college are needed in today's world. Vocational training and apprenticeship programs afford inmates an opportunity to obtain marketable job skills.

Vocational Training:

The Education Department offers a Graphic Arts Vocational Training Program that leads to a marketable skill in the area of printing and graphics. Training includes theory, pre-press, off-set press, screen printing and finishing operations. The program, based on a one year curriculum, will qualify students for an entry level position in "mom and pop" shops as well as the newspaper industry.

Occupational Education Programs:

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

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

Apprenticeship:

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

Adult Continuing Education (ACE):

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, Public Speaking, 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.

Post-Secondary Education:

Self-paced programs have proven highly beneficial for those who desire to continue their educational goals. All academic interaction must take place through print based courses via the postal system, including advising, invoicing, shipping of course materials, lessons and grades. Audio, video or internet accommodations will not be made available.

Inmate students assume all financial responsibility; there is no financial aid that can be awarded.

Most courses will require exams that must be supervised (proctored) by an approved individual. The Education Department will be available to proctor your examinations. Bring your proctor paperwork to the Education Department where it will be filled out and mailed in for you. Exams will be mailed directly to the Education Department at the facility address, upon receipt of the examination the student will be notified and arrangements will be made to administer the test.

Parenting Program:

The Parenting Program helps build positive relationships between inmates, their spouses, and children during and after incarceration. The program assists inmates in identifying and counteracting negative behavior which may result from a parent being incarcerated. Additionally, the program assists the inmate in his adjustment back into the community and home life.

Library Services:

Open 7 days per week from approximately 6:00 a.m. until 9:15 p.m. The Library is provided for the benefit of the entire inmate population. Table games, smoking, food, drinks, and loitering are prohibited in this area. The Library is the designated legal photocopy site. Copies can be made using a copy card purchased through the commissary.

The Education Department has an Electronic Law Library (ELL) System. In order to access the ELL you must have an active account. Other pertinent information concerning the ELL follows:

Cost per ELL copy = 15 cents per page; E-Mail cost is 5 cents per minute of use.

RECREATION

The Recreation Department offers leisure, wellness and structured programs designed to give every inmate an opportunity to participate. The following is a list of programs that have been offered throughout the year here at Lewisburg.

Leisure Activities:

Bike riding (stationary), bocce ball, horseshoes, table top games, pool, ping-pong and weight lifting.

Arts & Crafts:

Beads, Crochet, Drawing & Painting.

Hours of Operation:

Monday through Thursday: 7:00 a.m. to 3:00 p.m. 5:30 p.m. to 8:00 p.m.

Friday/Saturday/Sunday: 8:00 a.m. to 3:00 p.m. 5:30 p.m. to 9:00 p.m.

Anyone interested in joining an Arts & Crafts Program must see the Recreation Department to fill out the necessary paperwork to get into the program. Anyone in the Arts & Crafts Program that wishes to be assigned a locker in the Arts & Crafts room must request one to the Recreation Department and if one is available, you will be assigned one. Otherwise, you will go onto the waiting list.

Wellness Programs:

CORE training, fitness training, ISSA correspondence courses, Spinning and Yoga.

Leisure Courses:

Beginner's Acoustic Guitar class, Beginner's Crochet class and Salsa class.

Structured Leagues:

Spring/Summer Basketball, Bocce Ball, Horseshoes, Sand Volleyball, Soccer and Softball, Fall/Winter Bid Whist, Chess, Dominoes, Flag Football, Ping-Pong, Pinochle, Pool, Softball and Spades.

Throughout the year the Recreation Department posts flyers that keep the inmate population informed on the upcoming leagues. If you wish to participate in any of the activities you must pay attention to the flyers and follow the procedures outlined for the league.

Special Note:

In the past, the Recreation Department has allowed the softball teams to make their own t-shirt for the season. This is no longer authorized, as the Recreation Department is now providing team shirts for the season play. The issued shirts are not to be worn anywhere but the playing field and they must be handed into the Recreation Department at the completion of every games to be washed. The shirts will then be given to each team member prior to their next scheduled game at the softball field. Therefore, the making of shirts is no longer authorized and any shirt(s) found may be confiscated as contraband.

Holiday Events:

Each holiday there will be a flyer posted outlining the events that will be offered in honor of the holiday.

Photo Shoots:

Once a month there will be a photo shoot, if staff and time permit. Tickets for the photo shoot must be purchased through commissary. The fieldhouse and other related recreational areas near the fieldhouse and **Camp grounds** (basketball court, walking track, **softball fields**, etc.) will be open **and available for use** for all Camp and RDAP inmates **in the morning after a clear documented institution count has been received. This will normally occur at approximately 5:30 a.m.** The fieldhouse and all recreation areas **at the RDAP facility** will be closed daily at 3:00 p.m. until 5:30 p.m. for all Camp inmates. From 3:00 p.m. until 4:00 p.m. it will be cleaned. **Inmates housed at the RDAP will be able to use the fieldhouse and recreational areas around the fieldhouse after 4:00 p.m. count clears until 5:30 p.m.** At 5:30 p.m., the field house will open up for regular use by all Camp and RDAP inmates and will be on the same schedule as other Camp recreational activities.

The fieldhouse will close daily at 9:30 p.m. At this time, there is to be no movement back and forth across the street by either RDAP inmates or regular Camp inmates. The only inmates authorized to be in the fieldhouse after 9:30 p.m. are the inmates assigned to recreation who will be cleaning it. They will be finished by the midnight count. Safe use of the fieldhouse and related recreational areas around the fieldhouse is **your** responsibility. If the fieldhouse is not kept clean, safe and organized, the hours of use may be curtailed. Specific rules and regulations for use of the fieldhouse and equipment will be posted.

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 Threshold Program is a six month, faith-based, reentry program. The program consists of three phases (Orientation, Personal Growth & Development, and Relationships), with a journaling component. Participants are challenged to view the nine life skill areas from a faith perspective and to engage in setting SMART goals. Participants will establish guiding life principles which form a moral compass for appropriate decision-making. Please see the Chaplain for more information.

Utilization of Spiritual Resources While Incarcerated:

The Chapel library has extensive resources available for your spiritual growth, including books, videos, and audio materials. The

Chaplains are available for spiritual counsel during regularly scheduled programming or by appointment.

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. Attendance at all religious activities is voluntary and open to all, unless otherwise specifically determined by the Warden.

Schedules: Chaplain Duty Hours & Chapel Activity:

Schedules are posted on the Chapel Bulletin Board. Schedules may be accessed via TRULINCS under Local Documents. 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

Volunteers:

Schedules note when volunteers lead services. Volunteers include members from the following faith groups: Catholic, Jehovah's Witnesses, American Indian, Jewish, Orthodox, and Protestant. This list increases often so check the schedule.

Mentors:

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

Minister of Record:

An inmate will identify a minister of record by submitting a written request to the chaplain. The clergy person the inmate identifies will also submit a request for consideration as the minister of record to the chaplain. Following a review of the minister's credentials and appropriate security checks, the chaplain will request that unit staff place the identified clergy person on the inmate's visitor list as the minister of record. Minister of Record visits will ordinarily be accommodated during normal visiting hours.

Procedures for Acquiring Religious Items, Literature, Property:

Religious Services will supply authorized congregate religious items for group activities. Authorized personal religious items will be purchased/acquired by the adherent. Items available from Commissary may be purchased by those whose religious preference reflects a need for those items. Items not available from Commissary may be purchased via Special Purpose Order from an approved vender. No item will be over \$100 in value. Catalogues are available from the Chaplain. Items not available for purchase may be acquired via the Authorization to Receive a Package form (e., eagle feathers, elekes, etc.). See the Chaplain for the form. Books may be checked out from the Chapel library in two week increments. Some books are reference materials and may only be utilized in the Chapel. You may also purchase personal religious books following the procedures outlined in Program Statement 5266.10, Incoming Publications.

Religious Diet Program**Initial Interview:**

Inmates must submit a written request to be interviewed. The chaplaincy team will review the answers to your interview. A determination will be made to approve you for self-selection from mainline, with access to a no-flesh option or for the certified processed food tray. You will be notified in writing of the accommodation on form BP-S700.053, Notification of Religious Diet Accommodation. If approved to the certified food component, Food Service will ordinarily begin serving the certified food tray in two working days, under normal operations. Those not approved for the certified food line may request a re-interview at six-month intervals.

Removal:

An inmate may be removed from the certified food diet if he is observed:

- Eating food from mainline
- 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.

Availability of Religious Counseling for Crisis Intervention:

Chaplains are available for pastoral counseling during regularly scheduled hours at the Camp posted on the Chapel schedule. 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 inside the main institution, with satellite offices in the lobby area of the RDAP. There are a number of ways to contact Psychology Services at this institution. You may:

- Submit an Inmate Request to a Staff Member (a "cop-out") to Psychology Services.
- 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. And, most suicidal individuals display some warning signs of their intentions. PLEASE alert a staff member right away if you suspect a fellow inmate is considering suicide. The most effective way to prevent another person from taking his or her life is to recognize the factors that put people at risk for suicide, take warning signs seriously, and know how to respond. The warning signs of suicide may include:

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

If your friend, cellmate, coworker, or associate is exhibiting these signs, start by telling 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.

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.

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 Inmate Request to a Staff Member (a "cop-out") in order to place your name on the waiting list for the course.

Nonresidential Drug Abuse Treatment:

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

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

Residential Drug Abuse Treatment:

The RDAP provides intensive drug abuse treatment to inmates diagnosed with a drug use disorder. Inmates in the residential program are housed together in a treatment unit that is set apart from the general population. Treatment is provided for a minimum 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 (a "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.

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 77 Bureau institutions. *It is 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.

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.

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 Inmate Request to a Staff Member (a "Cop-Out") to the Psychology Services Department.

The Challenge Program [high security institutions only]:

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

To apply for the Challenge Program you must send an Inmate Request to a Staff Member (a "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:

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 the Federal Correctional Institution (FCI) in Marion, Illinois.

The Non-residential Sex Offender Treatment Program:

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

When you volunteer for treatment, 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 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 escort of a staff member or a U.S. Marshal. A furlough is not a right but a privilege granted an inmate who meets certain requirements. It is not a reward for good behavior. With the exception of emergency furloughs, inmates must be incarcerated at this facility for six months before they may be granted a furlough. In addition, you must have community custody, maintain above average work, quarters and sanitation reports, must have a high school diploma, or have completed the requirements for a GED, or have completed a mandatory period of GED enrollment, be medically cleared, must not have used drugs or alcohol in an institution within the past two years, and must have maintained a minimum of six months clear conduct. In addition, you must have demonstrated significant responsibility regarding your financial obligations and a furlough must not depreciate the seriousness of your offense or create public concern. For additional information concerning furloughs, contact your unit staff.

Central Inmate Monitoring System:

The Central Inmate Monitoring System (CIM) is a method used by the Bureau of Prisons to monitor and control the transfer, temporary release, and participation in community activities of inmates who pose special management consideration. Designation as a CIM case does not, in and of itself, prevent an inmate from participating in community activities. All inmates who are designated as CIM cases will be notified of their status 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 Supplements.

Barber Shop:

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

Medical Services:**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: Inmate should not be in the Health Services area unless they:

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

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

CATEGORIES OF CARE:

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

- a. **Medically Necessary Acute or Emergent:** A condition that, if not immediately treated is life threatening, likely to cause blindness, or irreversible loss of function.
- b. **Medically Necessary None 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 for 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 (Sick-call) 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 the **Medically Acceptable Not Always Necessary** category are essentially elective procedures. These procedures require approval by 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 from commonly needed services such as cardiology, dermatology, endocrinology, general surgery, ophthalmology, optometry, orthopedics, psychiatry, radiology and urology. Additionally, patients may also be referred to a Bureau of Prisons Medical Referral Centers.

OBTAINING HEALTH CARE:

- a. **Emergency Care:** All emergencies or injuries will be screened for priority of treatment and then will be examined accordingly. Appropriate medical care will be provided by institutional Health Services staff. Medical treatment on evenings, mornings, weekends, and federal holidays is limited to treatment of acute problems only. Treatment needs will be determined by the medical staff. Access to emergency medical care is obtained by notifying any staff member or activation of the inmate duress system. Any emergency or injury, must be reported to Bureau of Prisons staff immediately.
- b. **Questions regarding Health Services, Requests for Medical Care, Dental Care, Sick-Call, Lab Results, X-Ray Results, Eye Glasses, etc.**
1. All other Non-Emergency requests require completion of the CHRONOLOGICAL RECORD OF MEDICAL CARE (Sick-Call) FORM.
 2. These forms are located in the rack on the right hand side of the Exam Room door.
 3. The forms must be turned in between 6:40 a.m. and 6:45 a.m., Monday through Friday, regular work days.
 4. You must turn the form in yourself so the Physician's Assistant (PA) can ask any questions he/she may have about your problem.

5. The PA may choose to have you come back at a later date. He/she will give you an appointment slip and also have you put on call-out.

DENTAL SICK-CALL:

Is for emergency care only, such as toothaches, abscesses, temporary fillings, etc. All routine appointments will be scheduled on the institution's call-out.

SPECIAL HOUSING INMATES:

Inmates placed in Special Housing will be seen by a PA at least once daily. If medical staff determine the sick-call is of an emergent priority, the inmate will be evaluated that day. Inmates with routine medical and dental care concerns will be addressed on Mondays, Tuesdays, Thursdays, and Fridays when the PA 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 the institution. This examination may include laboratory studies, hearing and sight screening, medical history, and physical examination. A dental examination will be completed within 30 days of an inmate's arrival.
- b. All inmates under the age of 50, are entitled to a routine physical examination every two years. Those inmates, age 50 or over, are entitled to this examination annually. These examinations may include an electrocardiogram, rectal examination, tonometry, vision testing, and blood work testing, and other tests, as determined by your Primary Care Provider. This optional examination requires an inmate to report to Sick-Call and request an appointment with your Primary Care Provider. You will be placed on the list for a physical and the appointment will be listed on a future 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, within 12 months of their release date, are entitled to a pre-release physical examination. Requests for this examination must be made through the Health

Services Department, no later than two 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 (BP-A0148) form, which will be turned into Health Services.

HIV TESTING:

Voluntary HIV testing may be requested via an Inmate Request to Staff Member (BP-A0148) form, which will be turned into Health Services.

PHARMACY ID Card:

Must be brought each time you come to Health Services. You must bring your ID picture card and verify your ID number each time you pick up medication from the pharmacy. This ensures compliance with the double check ID system.

- a. **Medication Pick Up:** Monday through Friday. Medications prescribed during sick-call can be picked up at the 3:00 p.m. to 3:30 p.m. pill line. 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 medications.
- b. **Pill Line Times:** For diabetics and patients taking restricted medications is:

6:00 a.m. - 6:15 a.m. and 3:00 p.m. to 3:30 p.m. Monday through Friday
 6:00 a.m. - 6:15 a.m. and 4:30 p.m. to 4:45 p.m. Saturday and Sunday
 6:00 a.m. - 6:15 a.m. and 2:30 p.m. to 2:45 p.m. on Holidays

Afternoons will be made by announcement. A total of four (4) inmates are permitted to be in the hallway by the control center at one time. All others must wait in the main corridor.

- 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):** PS6541.02, 11/17/2004, requires that personal resources will be used by inmates to obtain OTC medications that are indicated for cosmetic and general hygiene issues or symptoms of minor medical ailments.
 - 1. Patients will be referred to the commissary if their symptoms can be partially controlled by items available through the commissary.

 - 2. Inmates will purchase OTC items from the commissary with their personal funds. **The pharmacist will not dispense OTC medications prescribed by the clinician for non-indigent inmates.** Inmates who are listed on the TRUFACS 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. OTC medications available through the commissary. This list includes but is not limited to:

Over-The-Counter Medications Available from the Commissary:

Allergies Chlorpheniramine Maleate Allergy Tabs	Cough Halls Metholypus Cough Drops Siltussin DM	Orthotics Tri Comfort Shoe Insert All Purpose Insoles Knee Wrap with Compression Control Straps Athletic Supporter
Arthritis Aspirin 325mg Acetaminophen Regular Strength Ibuprofen Tabs 200mg Muscle Rub Cream	Cuts Band Aids	Razor Bumps Hydrocortisone Cream 1%
Athlete's Foot Tolnaftate 1% Cream Anti-Fungal Powder	Headache Aspirin 325 mg Acetaminophen Regular Strength Ibuprofen Tabs 200 mg	Shampoo Sauve Dandruff Shampoo Sulfur 8 Dandruff Shampoo
Back Pain Aspirin 325 mg Acetaminophen Regular Strength Ibuprofen Tabs 200 mg Muscle Rub Cream	Heart Burn Rolaids Antacid/Anti Gas (Mylanta)	Skin Preparations Skin Tone Cream Alpha & Beta Hydroxy Acids Lac Hydrin 5% Cocoa Butter Lotion Cocoa Butter Stick Petroleum Jelly Suave Hand & Body Lotion with Aloe Noxzema Facial Cream
Cold Chlorpheniramine Maleate Allergy Tabs Saline Nasal Spray Aspirin 325 mg Acetaminophen Regular Strength	Jock Itch Tolnaftate 1% Cream	Sun Burn Moisturizing Sun Block SPF30
Constipation Fiber Powder Milk of Magnesia	Muscle Aches Aspirin 325 mg Acetaminophen Regular Strength Ibuprofen Tabs 200 mg Muscle Rub Cream	

IDLE, CONVALESCENCE, AND MEDICAL ASSIGNMENTS:

1. 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:** In the event of a serious medical problem, or a medical disability that would require a protracted period of convalescence you will be removed from your detail assignment and placed on medically

unassigned status. You will be required to remain inside your unit during regular working hours (7:30 a.m. to 4:00 p.m.), Monday through Friday, unless otherwise directed by medical staff. You will have regular compound privileges at other times. You will remain on **TOTAL SPORTS RESTRICTION**, except as directed by medical staff. You may leave your unit for meals, medication, visits, regularly scheduled religious services, call-outs, and medical appointments. Medically unassigned status will not exceed 30 days. At the end of 30 days, you will be reevaluated by the Chief of Health Programs or his designee for duty status.

d. **Restricted Duty:** Restricted from specific activities because of existing physical or mental handicap for a specific time period or indefinitely.

2. **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 60 or older,
- (d) Weighs in excess of 350 pounds

3. **Special Shoes:**

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

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

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

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

4. **Food Service:**

The only medical restrictions from being assigned to Food Service are chronic infectious diarrhea and chronic draining skin lesions.

5. Prescription Glasses:

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

NOTICE TO INMATES - 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/SCP Lewisburg, provide notice of the Inmate Copayment Program for health care, effective October 3, 2005.

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

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

1. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested, except for services described in section C, below. These requested appointments include sick-call and after-hours requests to see a health care provider. If you ask a nonmedical staff member to contact medical staff to request a medical evaluation on your behalf for a health service not listed in section C, below, you will be charged a \$2.00 copay fee for that visit.

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

c. **Health Care Visits with no Fee:** *We will not charge a fee for:*

1. Health care services based on health care staff referrals;

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

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

- | | |
|-----------------------------|----------------------|
| * Blood pressure monitoring | * Glucose monitoring |
| * Wound Care | * Insulin injections |
| * Chronic care clinics | * Patient education |
| * TB testing | * Vaccinations |

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

d. Indigency:

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

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

e. Complaints:

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

f. Frequently Asked Questions about Copay:

1. What is a copay fee?

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; * Wound care; or * Chronic care clinics; * TB testing; * Vaccinations; * 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 from 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 the Inmate Commissary Account.

9. What if the health care provider marked a visit as qualify 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 the 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 the 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. Referral from one health care provider to another will not result in a copay fee.

RIGHTS/RESPONSIBILITY:

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

Your Health Care Rights:

1. You have the right to access health care services based on the local procedures at this institution. Health services include medical, dental, and all support services.
2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.
3. You have the right to address any concerns regarding your health care to any member of the institutional staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden, and the Warden.
4. You have the right to provide the Bureau of Prisons with *Advance Directives* or a *Living Will* that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.
5. You have the right to be provided with information regarding your diagnosis, treatment, and prognosis.
6. You have the right to obtain copies of certain releasable portions of your health record.
7. You have the right to be examined in privacy.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious disease.
9. You have the right to report complaints of pain to your health care provider, have your pain assessed, managed in a timely manner, be provided information about pain management as well as information on the limitations and side effects of pain treatments.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
11. You have the right to be provided healthy and nutritious food. You have the right to instructions regarding a healthy diet.

12. You have the right to request a routine physical examination as defined in Bureau of Prisons policy. (If you are under the age of 50, once every 2 years, if over the age of 50, once a year and within one year of your release).

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

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

15. You have the right to refuse medical treatment in accordance with the Bureau of Prisons policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative actions against you. You have the right to be counseled regarding the possible consequences of refusing medical treatment.

16. In the case of language or cultural differences, all care will be taken to see that communication between the patient and those responsible for his care is adequate.

Your Health Care Responsibilities:

1. You have the responsibility to comply with the health care policies of this institution and follow recommended treatment plans established for you by the health care staff.

2. You have the responsibility to treat these providers as professional and follow their instructions to maintain and improve your overall health.

3. You have the responsibility to address your concerns in the accepted format, such as the *Inmate Request to Staff Member* form, at main line, or the accepted *Inmate Grievance Procedures*.

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

Correspondence:

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

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

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

Incoming Correspondence:

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

Incoming Publications:

The BOP permits inmates to subscribe to and receive publications without prior approval. The term publication means a book, booklet, pamphlet, or similar document, or a single issue of a magazine, periodical, newsletter, newspaper, plus such other materials addressed to a specific inmate, such as advertising brochures, flyers, and

catalogs. An inmate may only receive hard cover publications and newspapers from the publisher, a book club, or a bookstore. At minimum and low security institutions, an inmate may receive softcover publications (other than newspapers) from any source. At medium, high, and administrative institutions, an inmate may receive softcover publications only from the publisher, a book club, or a bookstore.

Special Mail:

Correctional Systems staff will process all incoming Special Mail. Special Mail means correspondence sent to or received from the following: the U.S. President and Vice President of the United States, the U.S. Department of Justice (including the Bureau of Prisons), U.S. Attorney's Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts (including U.S. Probation Officer), Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorneys General, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State law enforcement officers, attorneys, and representatives of the news media.

For incoming correspondence to be processed under the Special Mail procedures, the sender must be adequately identified on the envelope, and the front of the envelope must be marked "Special Mail - Open only in the presence of the inmate".

Incoming Special Mail will be delivered to the inmate by his unit team. The mail will be opened in the inmate's presence, checked for contraband and only then, delivered to the inmate.

Inmates are required to deliver their own outgoing Special Mail directly to staff. Inmates in the Special Management Units will deliver their Special Mail directly to Correctional Services staff assigned to work the units. Inmates will present their inmate identification card when delivering outgoing Special Mail to staff. Staff will confirm that the inmate delivering it is the same inmate identified in the return address on the mail, and initial the return address area on the envelope.

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:

All units have telephones available for you use. The Inmate Telephone System allows you to make two types of telephone calls. You may place calls by a direct dialing method which is charged to your Inmate Telephone System debit account. Additionally, the Inmate Telephone System will allow for collect calling. Inmates are allowed up to 30 active telephone numbers. Telephone numbers are added or deleted through the TRULINCS Contact List. All telephone calls are subject to monitoring and tape recording. In order to make an unmonitored phone call between an attorney and yourself, you must make this request to your Unit Manager. Telephones are intended for social use only and to consult with your attorney. The use of third party calling is prohibited. Any other use, such as running a business, is prohibited. Personal phone calls will be limited to 15 minutes. Inmates are allocated 300 telephone minutes per month. Telephone use is permitted Monday through Friday from 6:00 a.m. through 7:30 a.m.; 11:00 a.m. through 12:30 p.m. and 4:00 p.m. through 11:00 p.m., excluding the 4:00 p.m. count. On weekends and Federal holidays from 6:00 a.m. through 11:00 p.m., excluding all counts.

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:**ELL Operations:**

1. Once inmates are logged into the ELL, they will have access for two hours. After two hours, they will be logged off automatically and be required to wait the mandatory thirty minutes before being allowed to log back in.
2. To aid inmates in familiarizing themselves on the ELL system, simply click the mouse button on the word "LOGOUT" on the menu bar at the top of the screen, then select the word "HELP." You will be provided with an option to use the self-paced tutorial about the operation of the ELL. Additionally, the ELL training manual may be accessed by clicking on the "BULLETIN BOARD" section of the menu bar at the top of the screen.

3. Materials required in accordance with Program Statement 1315.07, Legal Activities, Inmate, dated November 5, 1999, not found on the ELL may be requested from the Main Law Library by submitting either a Law Library Request Form or an inmate request to staff form.
4. Institution supplements are on the ELL computer under the Bulletin Board tab at the top of the screen. They are easily located by clicking on the Department menu tab (right side of the screen, under the blue "Print Screen" words) by selecting Education from the menu list.

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.

NOTARY PROCEDURES - How to request Notary Services:

Send a cop-out to your assigned Case Manager

After receiving cop-out your Case Manager will place you on callout to review the document that you are requesting to have notarized.

Or

See your assigned Case Manager at Main Line

Bring the document you are requesting to be notarized; your assigned Case Manager will review the document.

Documents to be notarized must be in English.

DO NOT SIGN DOCUMENTS PRIOR TO NOTARIZATION

CAMP Inmates: The assigned CALLOUT is NOTARY. Report to the Camp Secretary's office in the administrative building at the assigned call out time.

RDAP INMATES: The assigned CALLOUT is RDAP SEC. Report to RDAP Secretary's office.

Check the callouts daily.

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 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:

The form BP-148(70), commonly called a "cop-out", is used to make a written request to a staff member. This form used for any type of request. Cop-outs may be obtained from unit staff. Staff members will provide a written response to the inmate issue on the bottom of the form in a reasonable time period.

Administrative Remedy:

If you cannot resolve a problem through informal contact with staff, you may file a formal appeal for Administrative Remedy. You must first contact your Counselor for an informal resolution form. If your problem cannot be resolved informally you will be provided an Administrative Remedy form (BP-9). The Administrative Remedy process cannot be used for tort claims, parole appeals, inmate accident compensation, freedom of information or privacy act request or complaints on behalf of other inmates. Your unit staff will explain the administrative remedy procedure in more detail.

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.

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 detainer or for the purpose of deportation. The inmate should have an approved residence and an approved employer before being released on parole.

Residential Reentry Center Placement:

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

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

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

Community-Based Residential Programs:

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

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

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

Each RRC now provides two components within one facility, a prerelease component and a community corrections component. The prerelease component assists offenders making the transition from an institutional setting to the community, or as a resource while under supervision. The community corrections component is more restrictive.

Except for employment and other required activities, the offenders are required to 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

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).

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). P5270.09 7/8/2011 Federal Regulations are shown in this type.
- 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.

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.

211 Possessing any officers or staff clothing.

212 Engaging in or encouraging a group demonstration.

213 Encouraging others to refuse to work, or to participate in a work stoppage.

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.

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.

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.

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:

402 Malingering, feigning illness.

403 (Not to be used).

404 Using abusive or obscene language.

407 Conduct with a visitor in violation of Bureau regulations.

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	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).
		3 rd or more offense	Any available Moderate severity level sanction (300 series).
Moderate	12 months	2 nd offense	1. Disciplinary segregation (up to 6 months).

Severity (300 level)		3 rd or more offense	2. Forfeit earned SGT or non-vested GCT up to 37 ½ % or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended). Any avail 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 an 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. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported.

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

How Do You Report an Incident of Sexually Abusive Behavior?

It is important 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 allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

Office of the Inspector General
P. O. Box 27606
Washington, D.C. 20530

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

Note: These e-mails:

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

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

http://www.bop.gov/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.

Supportive & 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.

Management Program for Inmate Assailants:

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

Policy Definitions:

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

- Code 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**
950 Pennsylvania Avenue, NW Suite 4322
Washington, D.C. 20530-0001

**Central Office
Federal Bureau of Prisons**
320 First Street, NW
Washington, D.C. 20534
Mid-Atlantic Regional Office
302 Sentinel Drive, Suite 200
Annapolis Junction, Maryland 20701

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

Northeast Regional Office
U.S. Customs House, 7th Floor
2nd and Chestnut Streets
Philadelphia, Pennsylvania 19106

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

Southeast Regional Office
3800 North Camp Creek Parkway, SW
Building 2000
Atlanta, GA 30331-5099

Western Regional Office
7338 Shoreline Drive
Stockton, CA 95219