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INMATE INFORMATION HANDBOOK FEDERAL BUREAU OF PRISONS

INTRODUCTION

The purpose of this handbook is to provide incoming inmates with general information regarding the Bureau, its programs, institution rules and regulations. It is not a specific guide to the detailed policies of the Bureau (which are subject to change) or all procedures in effect at each Bureau location. That information is available in the Program Statements located in the inmate law library. Rather, the material in this handbook will help new inmates more quickly understand what they will be encountering when they enter prison, and hopefully assist them in their initial adjustment to institution life.

INTAKE, CLASSIFICATION, AND THE UNIT TEAM

ORIENTATION A&O All new commitments and those who return to institution after an absence of more than ninety (90) days, are obligated to complete the A&O Program.

Upon your arrival at the institution, you received a copy of the Admissions and Orientation Handbook. Once you are designated to the General Population and previous to the first session of the A&O Program, you will receive an initial package containing the following handbooks:

- 1.) "Inmate Accident Compensation Procedures".
- 2.) ITS (Inmate Telephone System) instruction booklet. (Including forms for adding phone numbers to your list).
- 3.) Education Programs.

Also included in the initial package:

- a.) Memorandum indicating the A&O weekly activities schedule;
- b.) Regular visiting List Information and Immediate Family Visiting List;
- c.) Information for receiving funds, which the inmate may receive through the "National Lockbox" and through "Western Union";
- d.) Memorandum concerning general information for Medical Services and the procedure to sign-up for "Sick Call".

During the first session of the A&O Program, you will receive a folder containing the forms that you must fill out using ink pen provided by the program counselor. Once you fill out the forms, you must return the forms and pen to the counselor or the A&O clerk. For your convenience the forms have been written in Spanish as well as English. If you have difficulty in comprehending any of the forms or filling them out, communicate this to the counselor who will provide you help by a bilingual inmate.

There should be five additional forms, all with your last name and registration number at the upper left hand corner. These forms are:

1. **Acknowledgement of Inmate (Received all forms);**
2. A form entitled **Uniform Basic Safety Regulations;**
3. A form entitled **Hazard Communication- “Right to Know”;**
4. A statement headed **USP Leavenworth Inmate Admissions and Orientation**, explaining the institution’s policy on introduction of illegal substances;
5. A form entitled Inmate Accident Compensation.

Additionally, there are included, forms for evaluation of Inmate’s needs with regards to the Education and Recreation Departments, as well as a form for the inmate’s personal evaluation of the A&O Program.

First, make sure that all forms and materials referred to above are in your folder. Also, check the label on your folder and the last five forms mentioned above, to ensure your name and registration number are correct. If any of the material is missing, or your name or number is incorrectly typed, tell the A&O counselor. (Do not sign in the space for “Witness”, which is included in the form “Uniform Basic Regulations”, this is for the A&O counselor to sign).

After you have completed and signed the forms, and the staff speakers have concluded their discussions, you must remain in the auditorium until the video on communicable diseases has been shown.

INTAKE Inmates are given social and medical screenings at the time of arrival and will be screened by the psychology department. Inmates may be housed in the Special Housing Unit until they are seen before the Captain’s Review Panel, which maybe comprised of the following staff: Captain, Case Management Coordinator, Psychology and Security Threat Group Officer. At the time of the Captain’s Review, the following items will be discussed and determined:

1. If an inmate is appropriate for placement in the General Population.
2. If an inmate requires single cell placement to accommodate special needs.

Ordinarily, for the first two weeks of an inmate's stay at this institution, the inmate will be assigned to the Admission and Orientation (A&O) Program. While in A&O, they learn about the programs, services, policies, and procedures regarding the facility. Also, they will receive presentations from various staff regarding their programs and departments. At the end of the A&O Program, they will be assigned to a job as long as they are medically cleared for duty.

CLASSIFICATION TEAMS (UNIT TEAMS)

This institution, as with almost all other Bureau of Prisons institutions, is organized into a unit management system. A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. Each unit is staffed by a Unit Team. The unit staff offices are located in the units so staff and inmates can be accessible to each other. Ordinarily, the unit staff includes the Unit Manager, Case Manager, Counselor and Unit Secretary. A Staff Psychologist, Education Advisor, and Unit Officer are also considered to be unit staff, and may sit on the Unit Team.

Inmates are assigned to a specific Unit Team and generally, the resolution of issues or matters of interest while at the institution are most often initiated with the Unit Team. Unit Team members are available to assist in many areas, including visiting matters, release planning, personal and family problems, counseling and assistance in setting and attaining goals while in prison. Ordinarily, a member of the unit staff will be at the institution weekdays from 7:30 a.m. to 4:00 p.m.

GENERAL FUNCTIONS

UNIT MANAGER The Unit Manager is the administrative head of the unit and oversees all unit programs and activities. He/She is a Department Head at the institution and has a close working relationship with other departments and personnel. The Unit Manager is the "Chairperson" of the team, reviews all team decisions, and ordinarily chairs the Unit Discipline Committee.

CASE MANAGER The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence and other materials relating to the inmate's commitment. He or she is responsible to the Unit Manager on a daily basis. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager is a frequent member of the Unit Discipline Committee.

COUNSELOR The Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties and plans for the future. He or she plays a leading role in all segments of unit programs and is a member of the Unit

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| 497 Use of the telephone for abuses other than criminal activity. | L. | Confiscate contraband. |
| 498 Interfering with a staff member in the performance of duties. (Conduct must be of the Low Mode-rate Severity nature.) | M. | Restricted to Quarters |
| This charge is to be used only when another charge of low moderate severity if not applicable. | N. | Extra duty. |
| This charge is to be used only when another charge of low moderate severity if not applicable. | O. | Reprimand |
| 499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Low Moderate severity nature.) This charge is to be used only when another charge of low moderate severity is not applicable. | P. | Warning |

399 Conduct which disrupts or interferes with the security, or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Moderate Severity nature). This charge is to be used only when another charge of moderate severity is not applicable.

LOW MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
400	Possession of property belonging to another person.	B.1 Disallow ordinarily up to 12.5% (1 - 7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1 - 14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended). (See Chapter 4 Page 16 for VCCLEA violent and PLRA inmates.)
401	Possessing unauthorized amount of otherwise authorized clothing.	
402	Malingering, feigning illness.	
403	Smoking where prohibited.	
404	Using abusive or obscene language.	
405	Tattooing or self-mutilation.	E. Make monetary restitution. F. Withhold statutory good time. G. Loss of privileges: commissary, movies, recreation, etc. H. Change housing (quarters).
406	Unauthorized use of mail or telephone (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)(May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the telephone is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault).	
407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G).	
408	Conducting a business.	J. Loss of job.
409	Unauthorized physical contact (e.g., kissing, embracing).	K. Impound inmate's personal property.

Team. The Counselor will visit inmate work assignments regularly and is the individual to approach for daily problems. The Counselor is a frequent member of the Unit Discipline Committee.

UNIT SECRETARY The Unit Secretary performs clerical and administrative duties for the unit staff. The Secretary may sit as a member of the Unit Team.

UNIT OFFICER The Unit Officers have direct responsibility for the day-to-day supervision of inmates and the enforcement of rules and regulations. They have safety, security and sanitation responsibilities in the unit. Unit Officers are jointly supervised by the Unit Manager and the Shift Supervisor during his/her unit assignment.

COMMUNICATIONS There is usually a unit staff member available each day of the week. Personal questions and requests should be submitted to staff members in person and/or utilizing the Inmate Request to Staff Member (cop-out). The unit bulletin boards contain written communication of interest to inmates. Unit Managers may utilize Town Hall meetings at his/her discretion to foster improved communications.

PROGRAM REVIEWS Program reviews will be held every 90 days for inmates with one year or less remaining to be served, or every 180 days for inmates with more than one year remaining. These are held by the Unit Teams to review program participation, work assignments, custody, FRP payment compliance, institutional adjustment, etc. The Unit Team also makes recommendations regarding transfers and community corrections center placements.

TOWN HALL MEETINGS Town hall meetings are held periodically to make announcements and discuss changes in the policy and procedures. Inmates are encouraged to ask pertinent questions of the staff and any guest speakers who are present. These questions should pertain to the unit as a whole, rather than personal questions or problems. Personal questions will be resolved by unit staff members during "open house" hours.

OPEN HOUSE HOURS This is a time set aside daily during which Unit Team Staff are available to address inmate questions and concerns. You may be housed in a unit in a different location from your assigned Unit Team; you should make every attempt to address your issues with your assigned Unit Team. It is expected that inmates strictly adhere to the posted Open House hours.

DAILY INMATE LIFE

General Population Housing Unit Rules

SANITATION It is the inmate's responsibility to inspect his living quarters immediately upon cell assignment. Damage or contraband items found in the cell should be reported to the Correctional Officer, Unit Manager, or Counselor. Inmates may be held financially responsible for any damage to his personal living area, and is responsible for items found in the cell.

Each inmate is responsible for making his bed in accordance with posted regulations prior to 7:30 a.m. on weekdays and 10:30 a.m. on weekends and holidays.

Inmates are also responsible for maintaining a high level of sanitation in his personal living area. Trash, cardboard boxes and other paper containers are not to be used for storage due to their combustible nature. Lockers and desks must be neatly arranged inside and out and all shelving must be neat and clean. Nothing is to be stored on the windows or window ledges. Personal Property will be neatly displayed in the lockers.

PERSONAL PROPERTY LIMITS Only items issued through regular channels, purchased at the commissary, or through special purchase orders, are authorized for retention. The number of items which may be retained by an inmate are limited for sanitation and security reasons. The following list is not all-inclusive, but is a guide to the kind of items an inmate may be authorized. A complete list of the types and numbers of approved personal property can be found in the appropriate Institution Supplement and posted on bulletin boards in the housing units. Inmates may not give any items of value to another inmate, i.e., radio, watch, sneakers and Commissary items.

STORAGE SPACE Storage space consists of an individual locker which can be secured with locks purchased in the institution commissary. Footwear may be neatly placed under the bed. The amount of personal property each inmate is allowed is limited to those items which can be neatly and safely placed in the space designated. Under no circumstances will any materials be accumulated to the point where they become a fire, sanitation or security hazard.

CLOTHING Civilian clothing of any type (except athletic apparel) is not authorized. All clothing is to be neatly stored in the individual locker. A limited number of personal sweatshirts, sweat pants and thermal underwear is permitted. Individual washcloth and towels are issued to inmates. Alteration of any item is prohibited and may be grounds for disciplinary action.

SPECIAL PURCHASE ITEMS Special Purchase items will be authorized only to the point where they can be contained in the storage area provided for personal property.

- 318 Using any equipment or machinery which is not specifically authorized.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand for count.
- 321 Interfering with the taking of count.
- 322 (Not to be used).
- 323 (Not to be used).
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization.
- 329 Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards.
- 331 Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other nonhazardous contraband includes such items as food or cosmetics).
- 397 Use of the telephone for abuses other than criminal activity.
- 398 Interfering with a staff member in the performance of duties. (Conduct must be of the Moderate Severity nature.) This charge is to be used only when another charge of moderate severity is not applicable.

- 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 would be charged as Code 110).**
- 308 Violating a condition of a furlough.**
- 309 Violating a condition of a community program.**
- 310 Unexcused absence from work or any assignment.**
- 311 Failing to perform work as instructed by the supervisor.**
- 312 Insolence towards a staff member.**
- 313 Lying or providing a false statement to a staff member.**
- 314 Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200).**
- 315 Participating in an unauthorized meeting or gathering.**
- 316 Being in an unauthorized area.**
- 317 Failure to follow safety or sanitation regulations.**
- C. Disciplinary Transfer (recommended).**
- D. Disciplinary segregation (up to 15 days).**
- E. Make monetary restitution.**
- F. Withhold statutory good time.**
- G. Loss of privileges: commissary, movies, recreation, etc.**
- H. Change housing (quarters).**
- I. Remove from program and/or group activity.**
- J. Loss of job.**
- K. Impound inmate's personal property.**
- L. Confiscate contraband.**
- M. Restrict to quarters.**
- N. Extra duty.**

LEGAL MATERIALS All legal materials and supplies must be stored in your locker.

HOBBY CRAFT MATERIALS Hobby shop raw materials are only to be stored in the recreation area with permission of the Recreation Supervisor. Completed hobby craft work must be mailed out of the institution within 30 days of completion. In most cases, hobby craft materials are not permitted in the housing unit.

COMMISSARY ITEMS The total value of an inmate's accumulated Commissary items (excluding special purchases) will be limited to a prescribed amount. Special limits apply for items such as stamps, books, etc.

FOOD STORAGE Food items that are left open create a health hazard. These items must be properly sealed at all times. Containers must be disposed of immediately upon being emptied of their original content.

LETTERS, BOOKS, PHOTOGRAPHS, NEWSPAPERS AND MAGAZINES Inmates will be limited to six magazines and six books (excluding current correspondence courses, whether religious or educational). In addition, an inmate may possess six news papers. Nothing is to be tacked, glued or scotch taped to any surface.

SPORTS AND MUSICAL EQUIPMENT Inmates are allowed to play musical instruments in designated musical areas only.

RADIOS AND WATCHES An inmate may not own or possess more than one approved radio, one set of headphones, and one watch at any one time. Proof of ownership, through appropriate property receipts, will be required. Watches may not have a value exceeding \$100.00. Radios with a tape recorder and/or tape player are not authorized. Radios and watches will be inscribed with the inmate's federal register number. Only walkman-type radios are permitted, and headphones are required at all times.

JEWELRY Inmates may have a plain wedding band (without stones) and, with prior approval, a religious medal without stones. The value of these items is not to exceed \$100.00 each.

JOB ASSIGNMENTS All inmates are expected to maintain a regular job assignment. Most job assignments are controlled through the Inmate Performance Pay System (IPPS), which provides monetary payment for work.

The current pay scale is as follows:

- Grade 412 per hour
- Grade 317 per hour
- Grade 229 per hour
- Grade 141 per hour

Failure to pay fines and other monetary obligations or to participate in required drug education or to show progress towards educational goals will result in pay restrictions. Unit staff approve job changes and see that the changes are posted on the Daily Change Sheet.

Institutional facilities or food service jobs are usually the first assignment an inmate receives. To request a change in detail assignment, submit a cop-out to the detail requested. If approved, have the request approved by the losing/receiving detail and submit the signed cop-out to unit staff. Inmates are to remain on a job assignment for 90 days before being reassigned, unless otherwise approved by the unit team.

UNIT/QUARTERS RULES

In order to minimize maintenance costs, permit uniform inspection and search procedures, and maintain orderly congregate living, institutions impose reasonable regulations on inmate conduct and furnishings in housing units. Quarters will be inspected daily to ensure compliance.

Typical rules would include items such as:

PERSONAL PHOTOS AND GREETING CARDS cannot be posted on the wall, but can be posted on the bulletin boards. Sexually explicit pictures may not be displayed at any time.

ALL BEDS are to be made daily in military fashion including a 6” collar. If a cell is not acceptable, corrective action including incident reports and placement in the Special Housing Unit can be expected. Each inmate is responsible for the cleaning and sanitation of his room. Beds will be made each weekday by 7:30 a.m. On weekends and holidays, beds will be made by 10:30 a.m. At no time will a mattress be removed from a bunk and placed on the floor.

- 222 Making, possessing, or using intoxicants.
- 223 Refusing to breathe into a Breathalyzer or take part in other testing for use of alcohol.
- 224 Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate).
- 297 Use of the telephone for abuses other than criminal activity.
- 298 Interfering with a staff member in the performance of duties. (Conduct must be of the High Severity nature.) This charge is to be used only when another charge of the high severity is not applicable.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the High Severity nature.) This charge is to be used only when another charge of high severity is not applicable.

MODERATE CATEGORY

CODE PROHIBITED ACTS

SANCTIONS

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| <ul style="list-style-type: none"> 300 Indecent Exposure. 301 (Not to be used). 302 Misuse of authorized medication. 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized. 304 Loaning of property or anything of value for profit or increased return. 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels. | <ul style="list-style-type: none"> A. Recommend parole date rescission or retardation. B. Forfeit 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). |
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| 209 | Adulteration of any food or drink. | G. Loss of privileges: commissary, movies recreation, etc. |
| 210 | (Not to be used). | |
| 211 | Possessing any officer's or staff clothing. | H. Change housing (quarters). |
| 212 | Engaging in, or encouraging a group demonstration. | I. Remove from program and/or group activity. |
| 213 | Encouraging others to refuse to work, or to participate in a work stoppage. | J. Loss of job. |
| 214 | (Not to be used). | K. Impound inmate's personal property. |
| 215 | Introduction of alcohol into BOP facility. | L. Confiscate contraband. |
| 216 | Giving or offering an official or staff member a bribe, or anything of value. | M. Restrict to quarters. |
| 217 | Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes. | |
| 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; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored). | |
| 220 | Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff). | |
| 221 | Being in an unauthorized area with a person of the opposite sex without staff permission. | |

ORDERLIES work 37 hours per week and are responsible for the unit sanitation. However, everyone is responsible to clean up after themselves. Trash and wastebaskets are to be emptied prior to 7:30 a.m. each day.

SHOWERS are available Monday through Friday, between the hours of 6:00 a.m. and 7:30 a.m., and after the 4:00 p.m. count clears until lock down. On weekends showers are open all day. However, inmates may not be in the shower during an official count. Food Service workers and others with irregular work shifts may shower during the day in the shower designated for that purpose, as long as showering does not interfere with the cleaning of the unit. Cleaning times will be from 8:00 a.m. to 10:00 a.m. daily.

Monday through Friday, during the hours of 7:30 a.m. till 4:00 p.m., with the exception of federal holidays, inmates are **required** to wear the khaki uniform **with** the shirt-tail tucked in and wearing a belt.

PERSONAL RADIOS may be played in an individual's room, but headphones must be used. Radios and headphones will be allowed in TV rooms for TV viewing/listening only.

Any inmate who misuses electronic equipment may be subject to disciplinary action.

SMOKING USP Leavenworth is a tobacco-free facility. Those found in possession or using smoking or smokeless tobacco will be sanctioned accordingly.

ID CARDS Inmates are required to have their ID card in their possession at all times. If you need a replacement ID card contact your counselor.

WAKE-UP General wake-up for all inmates will be when the cell doors are unlocked. It is the inmate's responsibility to leave the unit for work. Late sleepers who are unable to maintain rooms or arrive at work on time are subject to disciplinary action.

CLOTHING EXCHANGE & LAUNDRY The Clothing Room is open Monday through Friday, 6:20 a.m. to 7:15 a.m. All exchanges are on a one-for-one basis. Inmate clothing must have proper identification tag to be exchanged or laundered. Clothing without proper tags will be confiscated immediately. Clothing must fit properly per institution standards. Extremely loose clothing will not be acceptable and will be exchanged for properly fitting clothing.

WASHING MACHINES AND DRYERS are available for laundering personal items in the housing units at no cost to you, but you must provide your own laundry detergent which is available in the commissary. Only personal clothing (i.e. bathrobe, sweat pants/shirt, etc.) May be laundered in these machines. Inmates who use these machines to launder institutional clothing will be financially responsible for any lost items during the laundering process.

WORK BOOTS are exchanged for new ones every 18 months. If an exchange is required prior to the 18 months minimum time period, the inmate will be issued used boots.

INSTITUTIONAL CLOTHING All institutional clothing, bedding, and work boots will be turned into the Clothing Room upon departure from the institution.

The Clothing Room will be open from 11:30 a.m. to 12:00 noon to accommodate Food Service workers unable to make the morning time schedule.

Refer to the Clothing Room schedule posted in the cell houses for exchange items/times.

SECURITY PROCEDURES

LOCKDOWN COUNTS One of the first realities of institutional life is counts. It is necessary for the staff to count inmates on a regular basis. Cell doors will be locked during all official counts. During a count, inmates are expected to stay quietly in their cells until the count is announced as clear. All inmates are expected to be standing during the official 4:00 p.m. count and 10:00 a.m. counts on weekends and holidays.

When count is announced, each inmate must return to his assigned living quarters and remain there quietly until it is announced that each count is clear. Official counts will ordinarily be taken at about 12:00 midnight, 3:00 a.m., 5:00 a.m., 4:00 p.m. (stand-up) and 10:00 p.m. An additional count will be conducted at 10:00 a.m. on weekends and holidays (stand-up) and other counts may occur during the day and evening.

The staff may take disciplinary action if an inmate is not in his assigned living quarters during a count. Disciplinary action will also be taken against inmates for leaving an assigned area before the count is cleared. The inmate must actually be seen at all counts, even if the inmate must be awakened to do so.

199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable.

HIGH CATEGORY

<i>CODE</i>	<i>PROHIBITED ACTS</i>	<i>SANCTIONS</i>
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions – without violence.	A. Recommend parole date rescission or retardation. B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
201	Fighting with another person.	
202	(Not to be used).	
203	Threatening another with bodily harm.	
203	Threatening another with bodily harm or any other offense.	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).
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.	C. Disciplinary Transfer (recommend).
205	Engaging in sexual acts.	
206	Making sexual proposals or threats to another.	D. Disciplinary segregation (up to 30 days).
207	Wearing a disguise or a mask.	E. Make monetary restitution.
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.	F. Withhold statutory good time.

GREATEST CATEGORY (Cont'd)

CODE PROHIBITED ACTS

SANCTIONS

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| <p>104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition.</p> <p>105 Rioting.</p> <p>106 Encouraging others to riot.</p> <p>107 Taking hostage(s).</p> <p>108 Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade).</p> <p>109 (Not to be used).</p> <p>110 Refusing to provide a urine sample or to take part in other drug abuse testing.</p> <p>111 Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.</p> <p>112 Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.</p> <p>113 Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.</p> <p>197 Use of the telephone to further criminal activity.</p> <p>198 Interfering with a staff member in the performance of duties. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable.</p> | <p>Sanctions A-G</p> |
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CALL-OUTS Call-outs are a scheduling system for appointments (which include hospital, dental, educational, team meetings and other activities) and are posted each day 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; all scheduled appointments are to be kept. It is the inmate's responsibility to report promptly to all scheduled call-outs. Failure to report for a call-out will result in disciplinary action.

CONTROLLED MOVEMENT USP Leavenworth is regulated by controlled movement seven days a week. The purpose of controlled movement is to ensure that the movement of inmates is orderly.

On weekdays from 7:30 a.m. to 4:00 p.m., controlled movements will begin five minutes before through five minutes after the hour. After 4:00 p.m. and on weekends and holidays, the move periods will begin approximately 5 minutes before the hour and end 5 minutes after the hour. The beginning and end of each move will be announced by staff over the loud speakers. During the ten minute period of controlled movement, inmates may move from one area of the institution to another without a pass or staff escort. Any time an inmate leaves a secured area other than during a controlled movement, he must be in possession of a pass, this includes work passes. The pass must be returned to the issuing staff member upon completion of the approved movement.

CONTRABAND Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels, or purchased through the commissary. All staff are alert to the subject of contraband and make an effort to locate, confiscate, and report contraband in the institution. Each inmate is responsible for all items found in their assigned living area and should immediately report any unauthorized item to the unit officer. Any item in an inmate's personal possession must be authorized, and a record of receipt of the item should be kept in the inmate's possession. Inmates may not purchase radios or any other items from another inmate or loan items to other inmates. Items obtained in this manner are considered contraband and will be confiscated. An altered item, even if an approved or issued item, is considered contraband. Altering or damaging government property is a violation of institutional rules and the cost of the damage will be levied against the violator.

SEARCHES Any staff member may search an inmate's person and/or room to retrieve contraband or stolen property. It is not necessary for the inmate to be present when his room is inspected. The property and living area will be left substantially in the same general condition as found. These inspections will be unannounced and random.

DRUG SURVEILLANCE The Bureau operates a drug surveillance program that includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program, and the inmate does not do so, that inmate will be subject to an incident report.

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

FIRE PREVENTION AND CONTROL Fire prevention and safety are everyone's responsibility. Inmates are required to report fires to the nearest staff member. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards cannot and will not be tolerated. Regular fire drills will be conducted and fire inspections will be made by qualified professionals. Do not hang items from sprinkler heads in the cells.

PROGRAMS AND SERVICES

COMMISSARY Accumulated institutional earnings and authorized monies sent from outside are given to the inmate upon release, or may be mailed home. USP Leavenworth utilizes a point-of-sale computerized commissary withdraw system that simplifies purchasing and gives the inmate an improved, up-to-date record of all account activity.

The commissary will conduct sales according to the inmate's Register Number. General population inmates will be permitted to shop once per week. (Note: Hygiene items are available through unit counselors for indigent inmates). After shopping, inmates must return to their units to store their purchases before going to other areas of the institution.

Sales will be conducted after the 4:00 p.m. count until 8:30 p.m. on Monday through Thursday. You must have your I.D. with you to shop in the commissary.

The shopping day sequence will be posted on the commissary bulletin board along with a current shopping list.

If you have any problems or questions with your account, submit an Inmate Request to Staff Member to the Financial Management Department, or the Trust Fund Supervisor. Be sure to maintain all receipts you may need to document your problem.

SPENDING LIMITATIONS / REVALIDATION

Inmates may use the ITS to check their account balances after 4:30 p.m. each day, or use the Digital Monitor in rear corridor during daily meals.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

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

GREATEST CATEGORY

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

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

- | | |
|--|--|
| <p>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 through a legal assistance program.</p> | <p>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.</p> |
| <p>9. You have the right to a wide range of reading materials for materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.</p> | <p>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.</p> |
| <p>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.</p> | <p>10. You have the responsibility to take advantage of activities which may help you live a successful and law abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.</p> |
| <p>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.</p> | <p>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 you may have.</p> |

The Bureau's Commissary expenditure limitation and Revalidation System will be computed as follows:

5th Digit of Reg. No.	Re-Validation Day
0.....	1
1.....	4
2.....	7
3.....	10
4.....	13
5.....	16
6.....	19
7.....	22
8.....	25
9.....	28

SPENDING LIMITS The monthly spending limit will be determined in accordance with Program Statement 4500.04, Chapter 4526. The spending limit is currently \$290.00 per month (*Revalidation chart above*). Stamps, do not effect the monthly spending limitation. Special purchase orders, with a unit cost of \$100.00 or more, require the Warden's signature.

Inmates that are FRP delinquent will be limited to the monthly spending limitation of \$25.00.

FINALITY OF SALES Shoppers are advised that after the sales receipt is signed and the inmate has left the sales window, the sale is final. The commissary cannot accept returns, exchanges. Items are to be inspected at the time of purchase at the sales window.

INMATE CONDUCT DURING SALES HOURS Inmates are expected to conduct themselves in an orderly fashion during sales hours. Failure to maintain conduct in accordance with Bureau and Institution policy will result in an incident report. The following are special rules for shopping during sales hours:

- The shopping list must contain the inmate's name and register number.
- No eating in or near the commissary.
- No loitering in or near the commissary.
- No arguing with the Commissary staff or inmate workers for any reason.

SPECIAL PURCHASE ORDERS Special purchase orders can be requested for hobby craft items, religious articles and certain supplies. Request for special forms may be obtained from Recreation Staff, Chaplain, and Unit Counselor. When an SPO is submitted, inmate ensures that he has funding and spending limit to cover price of the Special Order.

DEPOSITS TO ACCOUNTS

(Inmates may check the balance of their accounts either by inmate telephone in their assigned housing unit or by the AIM (*Automated Inquiry Machine*) in the rear corridor in front of the dining room.)

As of October 18, 2004, funds must be sent to authorized outside sources through the following two methods: Western Union / Lockbox.

NATIONAL LOCKBOX

Funds for inmates at USP Leavenworth and the Camp must be sent to the National Lockbox location at the following address:

**Federal Bureau of Prisons
INMATE'S NAME
INMATE'S REGISTER NUMBER
PO Box 474701
Des Moines, Iowa 50947-0001**

NOTICE: *NAME AND NUMBER MUST BE EXACTLY AS IN YOUR CASE FILE!*

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

Funds received at the facility mail room will be returned to the sender with proper directions for sending funds to inmates. Please notify all persons who may send you funds to send the funds to the National Lockbox and adhere to the following instructions:

- Instruct them not to enclose personal checks, letters, pictures or other items into the envelope. Enclose **ONLY** the negotiable instrument. Items personal in nature must be mailed directly to the facility where you are housed.

- Your name and register number must be printed clearly on all money orders, U.S. Treasury and state or local government checks; any foreign negotiable instruments payable in U.S. currency, and envelopes. **No nicknames.**

- The sender should place their name and return address in the upper left hand corner of the envelope to insure their funds can be returned in the event the funds cannot be posted to the inmates account.

INMATE RIGHTS AND RESPONSIBILITIES §541.12

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.

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 others 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 or Bureau ~~rules~~ 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.

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

Each RRC now provides two components within one facility, a pre-release component and a community corrections component. Both components assist offenders in making the transition from an institutional setting to the community. The community corrections component is utilized when RRC placement is needed but it is necessary to restrict the available privileges. Except for employment and other required activities, the offenders in this second, more restrictive component must remain at the RRC, where recreation, visiting, and other activities are provided in-house.

The other options for community-based residential programming are local detention facilities. Some of these local facilities have work release programs similar to the Residential Reentry Component in an RRC, serving to facilitate the transition from the institution to the community. In these facilities, offenders are employed in the community during the day and return to the institution at night.

CONCLUSION

Hopefully this information will assist inmates in their first days in Federal custody. New commitments should feel free to ask any staff member for assistance, particularly unit staff, or to consult the law library to obtain information relative to particular questions.

The information contained in this handbook is subject to change and all inmates should review the bulletin boards in the housing units daily to keep abreast of changes.

WESTERN UNION (Immediate Electronic Transfer of Funds)

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

At an agent location with cash. The sender must complete a Blue Quick Collect Send Form. To find the nearest agent, the sender may call 1-800-634-3422 or visit: www.westernunion.com.

By using a credit/debit card. The sender may call 1-800-634-3422, select option 2.

Online using a credit/debit card. The sender may visit www.westernunion.com. Select bill payment and then select Quick Collect.

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

Sender's account number should contain inmate's register number and committed name.

"Pay to" field should read: Bureau of Prisons
City Code: FBOP
State Code: DC

NOTICE: NAME AND NUMBER MUST BE EXACTLY AS IN YOUR CASE FILE!

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

The city code will always be FBOP and the state code will always be DC. Each transaction is accepted or rejected at the time of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number or name are used and the funds are accepted, the funds will not be returned.

Western Union will assess a service fee (see table below) for the transfer of up to \$5000.00 U.S. processed at the Western Union agent locations. Transfers via the telephone or internet charge higher fees. Non-U.S. fund transfers result in higher fees.

Questions and concerns regarding Western Union fund transfers should be directed to Western Union by the sender.

Western Union Quick Collect Fee Update - May 1, 2007

Cash Transactions (U.S. Only)	Current Fees	New Fees	% Decrease
\$0.01 - \$30.00	\$7.95	\$5.95	25%
\$30.01 - \$75.00	\$7.95	\$6.95	13%
\$75.01 - \$200.00	\$9.95	\$8.95	10%
\$200.00 - \$5,000.00 (max. amt.)	\$10.95	\$9.95	9%

Internet Transactions

\$0.01 - \$30.00	\$9.95	\$3.95	60%
\$30.01 - \$75.00	\$9.95	\$6.95	30%
\$75.01 - \$200.00	\$12.95	\$8.95	31%
\$200.01 - \$300.00	\$13.95	\$9.95	29%

Telephone Transactions

\$0.01 - \$30.00	\$11.95	\$5.95	50%
\$30.01 - \$100.00	\$11.95	\$7.95	33%
\$200.01 - \$300.00	\$15.95	\$11.95	25%

COMMISSARY FUND WITHDRAWALS Standard Form BP-199 (Request for Withdrawal of Inmates Personal Funds) is provided by the institution for the withdrawal of inmate funds from Commissary accounts. You will need to follow the printed instructions on the form to insure the process is properly completed. All requests for fund withdrawals must be printed in ink. The recipient must be a person who is either identified in the inmate's pre-sentence report, Central File, visiting list or a person staff have verified as a legitimate recipient, such as a financial institution or legal counsel. Unit Managers are the approving officials for withdrawals up to \$250.00. Any request for withdrawal exceeding \$251.00 shall be approved by the Associate Warden (Programs). Withdrawals for education and leisure time items must be approved by the Supervisor of Education. The Standard Form BP-199 shall be used for all authorized withdrawals listed in Program Statement 2000.2.

ITS 2000 (INMATE TELEPHONE SYSTEM)

TELEPHONES There are telephones in each housing unit for inmate use.

Telephones are to be used for lawful purposes only. Threats, extortion, etc. may result in prosecution. All inmate telephones are subject to monitoring and recording. Inmates must contact their Unit Manager or Counselor to arrange an unmonitored attorney call. Inmates are allowed a total of thirty (30) approved numbers, this includes numbers for collect calls also. Three changes to approved phone lists can be submitted each month.

GOOD CONDUCT TIME The Sentencing Reform Act, which became effective on November 1, 1987, repealed Statutory Good Time (18:4161), Extra Good Time (18:4162), and Parole (18:4205). The only good time available will be fifty-four (54) days Good Conduct Time for every year actually served. This may not be awarded until the end of the year, and may be awarded in part or in whole, contingent upon behavior during the year. Once awarded, it is vested and may not be forfeited. There is no statutory good time or extra good time for offenders sentenced for crimes committed on or after November 1, 1987.

Inmates who were sentenced for an offense committed prior to November 1, 1987, and who have questions regarding good time should refer to the law library, unit staff or the records office of ISM via cop-out.

RELEASE PLANNING Release planning for all inmates begins upon the inmate's arrival at the institution. Each inmate should work with his assigned unit team to develop a release plan that is verifiable by the U.S. Probation Office. Inmates will be assisted in their release planning by participating in institutional and unit release preparation.

RESIDENTIAL REENTRY CENTER (RRC) Inmates who are nearing release, and who need assistance in obtaining a job, residence or other community resources, may be eligible to participate in a community corrections program. Inmates will be reviewed for placement when they are 11-13 months from release.

The Bureau's Community Corrections and Detention Division supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Community Corrections Manager (CCM) links the Bureau of Prisons with the U.S. Courts, other Federal agencies, State and local governments, and the community. Located strategically throughout the country, the CCM is responsible for developing and maintaining a variety of contract facilities and programs, working under the supervision of the appropriate regional Administrator.

COMMUNITY-BASED RESIDENTIAL PROGRAMS

The community-based residential programs available include both typical community corrections centers and local detention facilities. Each provides 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 cost of their confinement. The inmate's payment rate during CCC residence is 25 percent of the inmate's gross income.

Most Bureau of Prisons community-based residential programs are provided in Residential Reentry Centers (RRC's). These facilities contract with the Bureau of Prisons to provide residential correctional programs near the offender's home community. CCC's are used primarily for three types of offenders:

Inmates may possess legal and religious materials while in Disciplinary Segregation. Inmates in Disciplinary Segregation shall be seen by a member of the medical staff daily, including weekends and holidays. Unit staff members will visit the segregation unit daily. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular reviews of their housing status and will be notified of a status change.

RELEASE

SENTENCE COMPUTATION An inmate will be given a copy of his sentence computation once it is completed and audited for accuracy. Questions about good time, jail time credit, full term dates, release dates, or periods of supervision, are to be referred to ISM staff via cop-out.

FINES AND COSTS In addition to jail time, the court may impose a committed or non-committed fine and/or costs. A committed fine means that the inmate will stay 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 (pauper's oath). Non-committed fines have no condition of imprisonment based upon payment of fines or costs. Payment for non-committed fine or cost is not required for release from prison or transfer to a contract community corrections center.

DETAINERS Warrants (certified copies) based on pending charges, over-lapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions, will be accepted as detainers. Detainers and untried charges can have an affect on institutional programs. Therefore, it is very important that the inmate initiate efforts to resolve such cases.

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

State detainers may be quickly processed under the procedures of the "Interstate Agreement on Detainers." This agreement applies to all untried indictments based on detainers for pending charges which have been lodged against an inmate by a "member" state, including the U.S. Government, regardless of when the detainer was lodged, except in the states of Louisiana and Mississippi. For an inmate to use this procedure, the warrant must be lodged with the institution. If no detainer is actually lodged at the institution, but the inmate knows of pending charges, it is important for the inmate to contact the court and district attorney because, in some states, the detainer notice of pending charges may start the time running for a Speedy Trial Act Agreement.

It is expected that each inmate will handle his calls in such a manner that will allow the equal use of the phones by all inmates. Calls will be limited to fifteen (15) minutes in length. Telephones will not be used to conduct a business.

Payment for other calls, for which the inmate cannot pay through normal means, will be paid via his commissary account, payable to the U.S. Treasury.

Inmates in Disciplinary Segregation and Administrative Detention may make a limited number of calls utilizing the Inmate Telephone System (ITS). Inmates in the Special Housing Unit requesting legal calls should submit the request via cop-out to the appropriate correctional counselor.

Institutional phones may not be used without permission of a staff member.

The inmate telephone system is monitored and recorded 24 hours a day. Inmates may only use the telephone in their housing units. Telephones are to be used to maintain family and community ties within lawful boundaries. Disciplinary sanctions may be imposed for abuse of the telephone privileges. **The ITS telephones shall not be used to conduct 3-way calls. The ITS System Software is designed to recognize 3-way calls and document, with a copy of the telephone bill, calls that reflect a blocked number. Such calls can result in disciplinary action.**

With *ITS 2000*, the called party shall have the capability to deny and /or block further telephone calls from inmates through their home telephone. A voice prompt will direct them through the process. Once a telephone number is blocked by the intended recipient via his/her telephone, that number can only be unblocked by the intended recipient, who must send a written request for reinstatement to the Trust Fund Staff.

The Phone Access Code (PAC) is a nine-digit number which allows an inmate access to the ITS. This code will be established for an inmate upon his arrival at any institution. All inmates should treat their code number as strictly confidential and shall not share this number with any other inmate. Sharing or selling of the PAC numbers between inmates will result in disciplinary action and immediate lose of phone privileges. To obtain a new or replacement PAC number (for any reason), the inmate will be required to complete a BP-199 in the amount of \$5.00. This charge helps defray the cost of establishing the number.

In order for an inmate to utilize the debit system of the ITS, the inmate will be required to purchase phone credits through the phone system. Inmates may purchase phone credits from 4:30 p.m. to 10: 00 p.m., each weekday and anytime during the weekend. The system will allow two transfers per day. Telephone credits will not be deducted from the inmate's monthly spending limit. ITS credits will not be credited back to the inmate's commissary account except to correct an administrative error made by staff, on telephone restriction for more than ten (10) days, or for release from the institution.

All calls are limited to 15 minutes, the system provides a warning tone approximately one minute before the call is disconnected. Upon completion of a telephone call, inmates will not be permitted to make another call for 30 minutes. Inmates attempting to speak in code are subject to disciplinary action. ***Inmates are only***

authorized to make up to 300 minutes of calls per month. This includes monitored legal and collect calls.

The telephones will normally be operated during the following hours:

<i>Monday through Friday</i>	6:30 a.m.	to	10:30 a.m.	Limited Use
	10:30 a.m.	to	12:30 p.m.	Full Use
	12:30 p.m.	to	4:00 p.m.	Limited Use
	4:00 p.m.	to	10:00 p.m.	Full Use
<i>Saturday, Sunday, & Holidays</i>	6:30 a.m.	to	10:00 p.m.	

The use of a telephone must not interfere with institution schedules, programs, work assignments, counts.

FEDERAL PRISON INDUSTRIES (FPI)

Federal Prison Industries program (FPI) was originated in 1934 as a way to provide employment, as well as vocational training, for all inmates of the Federal Prison System. One of the main objectives is to employ inmates in meaningful programs of occupational training designed to afford maximum opportunities to acquire knowledge, as well as skills to earn a legitimate livelihood upon release. Here at Leavenworth, our principal services consist of producing government forms and calendars in the Print Factory, manufacturing t-shirts in the Textile Factory, assembling various items in the Distribution Factory, and recycling electronic waste in the Recycling Factory.

FPI provides five (5) standard hourly rates, (which are subject to change), as follows:

- Grade 523 per hour
- Grade 446 per hour
- Grade 369 per hour
- Grade 292 per hour
- Grade 11.15 per hour

To be promoted above pay grade 4, inmates must have a verified high school diploma or have obtained a GED. Verification is provided by the Education Department. Promotions are based on education, work performance, skills, knowledge, and availability of higher grade as recommended by the factory foreman and manager.

All overtime pay is computed on a double-time basis. To receive overtime pay, you must first have completed the total hours of the day in which overtime will be

to the inmate by the close of business the next work day. The UDC may extend the time limit of these procedures for good cause. The Warden must approve any extension over five (5) days. The inmate must be provided with written reasons for any extension. The UDC will either make final disposition of the incident, or refer it to the DHO for final disposition.

DISCIPLINARY HEARING OFFICER (DHO) The Disciplinary Hearing Officer (DHO) conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC.

An inmate will be provided with advance written notice of the charges not less than 24 hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his choice to represent him (if requested). An inmate may make statements in his own defense and may produce documentary evidence. The inmate may present a list of witnesses and request they testify at the hearing. Inmates may not question a witness at the hearing; the staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

The 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 could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. Final disposition is made by the DHO.

APPEALS OF DISCIPLINARY ACTIONS Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. Appeals of UDC actions are made to the Warden (BP-8/BP-9). Appeals of DHO actions are made to the Regional Director (BP-230), and the General Counsel (BP-231).

SPECIAL HOUSING UNIT STATUS There are two categories of special housing: Administrative Detention and Disciplinary Segregation.

Administrative Detention separates an inmate from the general population. To the extent practical, inmates in Administrative Detention shall be provided with the same general privileges as inmates in general population. An inmate may be placed in Administrative Detention when the inmate is: In holdover status during transfer; a new commitment pending classification; pending investigation or a hearing for a violation of Bureau regulations; pending investigation or trial for a criminal act; pending transfer; for protection; or, finishing confinement in Disciplinary Segregation.

Disciplinary Segregation is used as a sanction for violations of the Bureau's rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Inmates placed in Disciplinary Segregation are provided with blankets, a mattress, a pillow, toilet tissue, and shaving utensils (as necessary).

When writing a BP-229, BP-230, or BP-231, the form should contain the following information:

1. Statement of Facts
2. Grounds for Relief
3. Relief Requested

SENSITIVE COMPLAINTS If an inmate believes a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known to the institution, he may file the complaint directly to the Warden. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Warden agrees that the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Warden does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination. The inmate may then pursue the matter by filing a BP-229 at the institution with the attempt to informally resolve form, BP-8 attached.

DISCIPLINARY PROCEDURES

DISCIPLINE It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committees (UDC) and, for more serious violations, the Disciplinary Hearing Officer (DHO). Inmates are advised upon arrival at the institution of the rules and regulations, and are provided with copies of the Bureau's Prohibited Acts, as well as local regulations.

INMATE DISCIPLINE INFORMATION If a staff member observes or believes he has evidence that an inmate has committed a prohibited act, the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against the inmate. The incident report shall ordinarily be delivered to the inmate within twenty-four (24) hours of the time staff become aware of the inmate's involvement in the incident. An informal resolution of the incident may be attempted by the Lieutenant.

If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. If an informal resolution is not accomplished, the incident report is forwarded to the Unit Disciplinary Committee (UDC) for an Initial Hearing.

INITIAL HEARING Inmates must ordinarily be given an initial hearing within three (3) work days of the time staff become aware of the inmate's involvement in the incident (excluding the day staff became aware of the incident, weekends, and holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence in his behalf. The UDC must give its decision in writing

worked. Inmate payrolls are computed in the UNICOR Business Office and forwarded to the Commissary the first week of the following month.

LONGEVITY Inmates who have worked a certain number of months will be eligible for pay increases as follows:

- 18 months10 per hour
- 30 months15 per hour
- 42 months20 per hour
- 60 months25 per hour
- 84 months30 per hour

ASSIGNMENTS TO UNICOR Inmates wishing to work in UNICOR should contact their unit team to be placed on the Industries waiting list. If you have prior UNICOR experience from another institution, you may be placed on the Prior Industries List. Then, it is your responsibility to watch the Call-Out list (located at the officer's station in your unit) for your name to appear for an interview and to be considered for employment.

UNICOR does not discriminate on the basis of race, color, religion, ethnicity, age, or physical handicap.

WORK STANDARDS Each UNICOR location is to have work standards for each of the following areas:

1. **Safety:** Ensuring the promotion of workplace safety and the avoidance of activities that could result in injury to self or others.
2. **Quality Assurance:** Ensuring that work is done as directed by the supervisor in an attentive manner so as to minimize the chance of error.
3. **Personal Conduct and Hygiene:** Ensuring the promotion of harmony and sanitary conditions in the workplace through observation of good hygiene and full cooperation with other inmate workers, work supervisors, and training staff.
4. **Punctuality and Productivity:** Ensuring the productive and efficient use of time while the inmate is on work assignment or training.

The AW/SOI may reproduce these work standards and may also develop additional local guidelines to augment these standards and to adapt them to local needs and conditions.

COMPLIANCE WITH WORK SANDARDS Each inmate assigned to FPI shall comply with all work standards pertaining to his or her work assignment. Adherence to the standards should be considered in evaluating the inmate's work performance and documented in individual hiring, retention, and promotion/demotion situations.

INMATE WORKER STANDARDS In general, inmate industrial workers should engage in all activities that promote workplace safety and avoid all activities that could result in

injury to self or others. The standards listed below are the **minimum** acceptable standards for the inmate worker:

a. Inmate Worker Safety: Staff are to advise inmates to:

1. Follow posted safety rules and procedures at all times while on work assignments;
2. Report all injuries to the work supervisor immediately, no matter how minor or trivial the injury may appear;
3. Use equipment, tools, or machinery only when directed by the work supervisor, and only in the manner told to use them;
4. Keep the work area neat and orderly as required by local safety rules and by the work supervisor, so as to not pose a safety hazard to self or others;
5. Always use required protective equipment provided at the work site. Such equipment includes, but is not limited to, safety shoes, eye protection, ear protection, respirators or face masks, protective clothing, and other items which may be designated by the AW/SOI;
6. Actively participate in regularly-scheduled safety talks and safety related training; and
7. Maintain a personal appearance that meets FPI factory safety requirements. Loose clothing will not be allowed. Hair may not be so long as to create an unnecessary safety hazard in the judgement by the AW/SOI.

b. Quality Assurance Activities: Staff are to advise inmates to:

1. Perform the work exactly to the specifications the supervisor assigns;
2. Be attentive in performing the work so as to minimize the chance of error(s);
3. Make no changes in materials and/or production procedures without the work supervisor's explicit permission for each change made; and
4. Repair or correct product defects resulting from defective workmanship; whether done by oneself or others.

c. Personal Conduct and Hygiene: Staff are to advise inmates to:

1. Work without causing friction with other inmate workers, and cooperate fully with peers;
2. Obey and cooperate fully with the work supervisor and/or the training instructor by successfully completing assigned tasks in the manner prescribed;
3. Not bring prohibited items to the work area;
4. Observe basic standards of grooming and good hygiene.

PROBLEM RESOLUTION

INMATE REQUESTS TO STAFF MEMBER The Bureau form BP-Admin-70, Inmate Request to Staff Member, commonly called a "cop-out," is used to make a written request to a staff member. Any type of request can be made with this form which may be obtained in the living units. Staff members who receive a cop-out will answer the request in a reasonable period of time.

ADMINISTRATIVE REMEDY PROCESS The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem by personal contact with staff members, "cop-outs" or with an "informal resolution" form. When those attempts are unsuccessful, however, a formal complaint can be filed as an Administrative Remedy. Complaints regarding Tort Claims, Inmate Accident Compensation, Freedom of Information or Privacy Act Requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy Procedure.

The first step of the Administrative Remedy procedure is to attempt an informal resolution. This is accomplished by submitting an informal resolution form (BP-8), which is available in the unit, from your assigned Counselor. A reply from the applicable department will then be returned on the form, normally within three (3) days. If the issue was not resolved at that stage, the Counselor will issue a BP-229 (BP-9) form. The inmate will return the completed BP-229 to the Correctional Counselor, who will review the material to insure a copy of the informal resolution is included. The BP-229 complaint will ordinarily be acted on within twenty (20) calendar days with a written response provided to the inmate. This time limit for the response may be extended for an additional twenty (20) calendar days, but the inmate must be notified of the extension.

When a complaint is determined to be of an emergency nature and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible, and within three calendar days from receipt of the complaint.

If the inmate is not satisfied with the response to the BP-229, he may file an appeal to the Regional Director. This appeal must be received in the Regional Office within twenty (20) calendar days from the date of the BP-229 response. The Regional Appeal is written on a BP-230 (BP-10) form, and must have a copy of the BP-229 form and response attached. The Regional Appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. The inmate must be notified of the extension.

If the inmate is not satisfied with the response by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons. The National Appeal must be made on a BP-231 (BP-11) form and must have copies of the BP-229 and BP-230 forms with responses.

The BP-231 form may be obtained from the Counselor. The National Appeal must be answered within forty (40) calendar days, but the time limit may be extended an additional (20) days if the inmate is notified.

their unit team. Inmates who are temporarily without funds may be required to complete a BP-199. Any funds received in the inmate's commissary account may be deducted to reimburse the government for the copying expense. In this situation, the cost of copying will be at the same rate as that of the commercial copier in the law library.

FEDERAL TORT CLAIMS Property loss or damage, or personal injury to an inmate, 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. This form may be obtained from the institution Legal Department via Inmate Request to Staff Member (cop-out) utilizing institution mail.

FREEDOM OF INFORMATION/PRIVACY ACT OF 1974

The Privacy Act of 1974 forbids the release of information from agency records without a written request by or without the written consent of, the individual to whom the record pertains, except for specific instances. All formal requests for access to records about another person and/or agency record other than those pertaining to the requester shall be processed through the Freedom of Information Act, 5 U.S.C. 552.

INMATE ACCESS TO CENTRAL FILE AND MEDICAL FILE An inmate may request review and a copy of the disclosable portions of his central file and medical file at any time. This can be accomplished by submitting a cop-out to the appropriate Case Manager (central file) and Health Services (medical file).

INMATE ACCESS TO OTHER DOCUMENTS An inmate can request access to the "Non-Disclosable Documents" in his central file and medical file, or other documents concerning himself that are not in his central file or medical file, by submitting a "Freedom of Information Act Request" to the Director of the Bureau of Prisons, Attention: FOIA Request. Such a request must clearly describe the records sought, including the approximate dates covered by the record. The inmate must also provide his full name, register number, current address, date and place of birth for identification purposes.

An inmate may review and copy Bureau Program Statements containing rules locally through the institution law library. Inmates are responsible for the costs of making personal copies of these documents. Requests for access to all other Program Statements shall be processed through the Freedom of Information Act.

A request on behalf of an inmate by an attorney, for records concerning the inmate, will be treated as a "Freedom of Information 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.

5. Follow institutional dress code at all times. Seasonal dress code may be authorized by the AW/SOI.

d. **Punctuality and Productivity:** Staff are to advise inmates to:

1. Report to the assigned work or training area promptly when coming to work at the beginning of a shift, after meal(s), and/or breaks;
2. Remain at work during the time designated by the local work schedule;
3. Use work time efficiently and keep non-productive time to a minimum during hours of FPI factory operation;
4. Meet work requirements (production) the work supervisor establishes for those work stations having no specific production standards;
5. Meet all established production standards;
6. Demonstrate an ability to adapt to changing work conditions to meet the goals of the FPI factory (Including job reassignments); and
7. Demonstrate willingness to develop additional skills through participation in, and completion of, on-the-job training and formal education and training programs.

HOURS OF OPERATION The normal hours of operation are Monday through Friday from 7:30 to 3:00.

FOOD SERVICE

Inmates are provided nutritious and appealing meals. Along with the scheduled meal, a salad is available for the lunch and dinner meals. Food portions will be indicated on the menus and the Cook Supervisors will ration the following items: *Main entree, Dessert, Sugar and Fruit.*

Food Service also offers specialized menus which may be applied for by submitting a written request to the chaplain.

The only authorized headgear in the food service area are Muslim Kufis or Rastafarian Crowns, Native American headbands or Jewish Yarmulkes. No radios, books or laundry bags are authorized in the Food Service area.

The meal hours are as follows:

Monday through Friday Breakfast:	6:30 a.m. - 7:30 a.m.
Monday through Friday Lunch:	10:45 a.m. - 12:00 noon
Sunday through Saturday Dinner:	Directly after the 4:00 p.m. count clears for one hour.
All Coffee Hour Services:	7:00 a.m. - 8:00 a.m.
All Brunch Services:	10:45 a.m. - 12:00 noon

Holiday meals will be served on a schedule to be designated by the Food Service Administrator and will be indicated on the cycle menu. The order in which housing units are released will be determined by a prescribed rotation by the Duty Officer. This is done in accordance with the results of the weekly Housing Unit Sanitation Inspection.

LITERACY PROGRAM

This course is designed for inmates who do not have a verified high school diploma or GED. Bureau of Prisons policy requires inmates attend class for a minimum of 240 instructional hours. Areas of study include reading, literature, science, social studies, mathematics, and writing skills.

Inmates who do not complete the literacy requirements are restricted to pay grade 4. Classes are offered in the Education Department and are available Monday through Friday. GED classes are available in Spanish. All GED graduates receive a \$25.00 cash award and the opportunity to participate in the Annual Graduation Ceremony.

The Violent Crime Control Law Enforcement Act (VCCLEA) mandates that an inmate with a date of offense on or after September 13, 1994, but before April 26, 1996, lacking a high school credential, participate in and make satisfactory progress toward attainment of a GED credential in order to vest earned Good Conduct Time (GCT).

The Prison Litigation Reform Act (PLRA) provides that in determining GCT awards, the Bureau of Prisons will consider whether an inmate with a date of offense on or after April 26, 1996, has earned or is making satisfactory progress toward attainment of a GED credential.

Exemptions regarding aliens with confirmed order of deportation, exclusion, or removal from the "satisfactory progress in a literacy program" provision of the VCCLEA of 1994 and/or the PLRA of 1995 was effective 12/5/05. For specific rules regarding the exemption please see your Unit Team.

GED CLASS SCHEDULE:

7:30 a.m. to 9:00 a.m.

9:00 a.m. to 11:00 a.m.

1:00 p.m. to 3:00 p.m.

ENGLISH AS A SECOND LANGUAGE English-as-a-Second Language (ESL) is offered to serve the needs of the non-English speaking inmate population. Non-English speaking inmates without an INS deportation order that are confined in any BOP facility are required to attend an ESL program until they function at the eighth grade equivalent in competency skills. The Comprehensive Adult Student Assessment System test (CASAS) will be used to measure your current grade level. ESL classes will be scheduled Monday through Friday.

PARENTING PROGRAM In an effort to strengthen the American Family, Education Services provides Parenting classes to the inmate population. Enrollment requirements, procedures, and class times will be announced and posted on unit bulletin boards, as well as in Education. Topics include: parenting skills, skills for family support, family literacy, substance abuse education and parental care information. Various Social Service organizations will be utilized to assist with workshops, etc.

ATTORNEY VISITS Attorneys should ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during the regular visiting hours. However, visits from an attorney can be arranged at other times, based on the circumstances of each case and available 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 during attorney visits, but is subject to inspection for contraband. This material will be treated in a similar manner as the Special Mail procedures described above. Inmates are expected to handle the transfer of legal materials through the mail as often as possible. The unit team will be responsible for the legal material being taken into and out of the visiting room during a legal visit.

ATTORNEY PHONE CALLS In order to make an unmonitored phone call between an attorney and an inmate, the inmate must submit a request to a unit staff member using an Inmate Request to Staff Member. Phone calls placed through the regular inmate phones are subject to monitoring.

LAW LIBRARY The law library is located in the Education Department, and contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prisons Program Statements, Institution Supplements, Indexes, and other legal materials. An inmate librarian is assigned to assist inmates in locating materials. A basic law library is available to inmates in detention or segregation status.

Inmates found abusing the Law Library equipment or materials will be subject to disciplinary action.

Under the provisions of 18 USC 4004, Case Managers are authorized to witness the signing of documents. Some states will not accept this method for witnessing signatures for real estate transactions, automobile sales, etc. In these cases, submit a cop-out to a unit staff member to make arrangements to meet with a notary public.

TYPEWRITERS Inmates wishing to use typewriters in the law library for legal work must purchase print wheels, typing ribbon, and correction ribbon from the commissary for this purpose.

COPIES OF LEGAL MATERIALS In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. A copy machine is available for inmate use utilizing the debit card. Individuals who have no funds and who can demonstrate a clear need for particular copies, may submit a written request (cop-out) to

EYEGLASSES Eyeglasses may be ordered from an outside source when you attach a copy of a current eye prescription (requested by COPOUT from medical records) to an package authorization that allows you to receive packages from the community into the institution. The package authorization is requested from a member of your unit team. The unit team member may sign the package permit form giving permission to have the item sent to you. A copy of the signed and completed package authorization is required to be placed in the package that is sent to the institution. Retail value less than one hundred (\$100.00) dollars. No outside sunglasses orders allowed. Sunglasses will be dispensed by Optometrist order only.

If you wish to have reading glasses sent to you, you must get a package authorization form from a member of your unit team and have the Hospital Administrator initial along with the approving member of the unit team. The Hospital Administrator will allow you to try reading glasses in the Health Service Unit, so you order the appropriate magnification.

ADVANCE DIRECTIVES (LIVING WILLS) You may request to place a Living Will in your medical record for use should you become incompetent, comatose, mentally or physically incapable of communication or decision making. The declaration regarding your decision relating to medical procedures shall be honored, if legally valid in the State of Kansas. An attorney can assist you with executing a valid declaration.

DNR ORDERS Do not resuscitate orders are not honored at this institution. All measures will be provided to maintain life while at this institution or in-transit to a local hospital.

PRIVACY ACT Your medical care is considered confidential. You must sign a release for the medical staff to provide any person requesting information other than for those routine users. To receive a copy of your medical information you must sign a release.

ACCESS TO LEGAL SERVICES

LEGAL CORRESPONDENCE Legal correspondence from attorneys will be treated as Special Mail if it is properly 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 "Special Mail - open only in the presence of the inmate." It is the responsibility of the inmate to advise his attorney of this policy. If legal mail is not properly marked, it will be opened as general correspondence.

ADULT CONTINUING EDUCATION (ACE)

Numerous Adult Continuing Educational (ACE) courses are offered throughout the year and taught by available educational staff/inmate tutors. Topics* include, but are not limited to:

- **Creative Writing**
- **Resume Writing**
- **OSHA (10 hour) Certified ****
- **History of the Church**
- **Money Smart**
- **Tutor Training**
- **Public Speaking**

*Topics may vary based on the needs of the inmate population.

**Requirement for VT Custodial Maintenance.

CORRESPONDENCE COURSES For individuals who wish to continue with their education without formal structure, there are correspondence courses available. Correspondence courses are offered from many colleges. These are used to enhance inmates educational opportunity while incarcerated. Prisoners are responsible for paying the cost of the courses. They can apply for a UNICOR scholarship after six months of employment in UNICOR.

VOCATIONAL TRAINING

The Education Department at this time offers two Vocational Training program: Graphic Arts and Custodial Maintenance.

VT GRAPHIC ARTS This program is a five-month (200 hours) program meant to ready inmates to enter into the area of graphic design. This program offers training in aspects of fundamentals and computer aided graphic design. This program is certified by Century College.

CUSTODIAL MAINTENANCE This is a 100 hour certified training program meant to prepare inmates to work in the area of janitorial services.

PROGRAM AWARDS AND INCENTIVES Education incentives are given to inmates in recognition of satisfactory progress and completion of the Literacy Program. These incentives will recognize achievement at various levels of progression in the program. Certificates of achievement and popcorn are given as incentives while the student is enrolled in the program. A \$25.00 cash award, popcorn, a congratulatory letter and the opportunity to participate in the graduation ceremony is given upon the completion of the Literacy Program. The following may also be given as incentives:

- Pocket folders are given to the student upon initial enrollment in the Literacy Program.
- Popcorn and hard candy is given to the student upon completion of a sub-test or satisfactory progress in the program.
- Certificates of Achievement are given to students upon completion of the remedial level 5.0, intermediate level of 8.0 and GED and ESL Program completion levels.
- Cash awards of \$25.00 are given to students upon completion of the GED and ESL Programs.
- Achievement awards, popcorn, a congratulatory letter and the opportunity to participate in the graduation ceremony is given to students upon the completion of the Literacy Program.

RELEASE PREPARATION Correctional Program's Unit Team members recommend that inmates who are 30 months short of release participate in the Release Preparation Program. Education Services covers one of six areas recommended by Correctional Program's Unit Team Staff. The class provided (upon inmate's request) is Resume Writing.

LAW LIBRARY A law library is available for inmate use. Typewriters and materials will also be available for use in the law library. Library hours are: Monday through Thursday, 8:00 a.m. to 10:00 a.m. and 4:45 p.m. to 8:00 p.m., Friday 8:00 a.m. to 11:00 a.m., and Saturday from 7:30 a.m. to 10:00 a.m., and 12:00 noon to 3:00 p.m. The library is closed on Sundays and Federal Holidays. Library hours will be posted on inmate bulletin boards in the Education building and in the library area.

LEISURE LIBRARY The leisure library is available for your use to check out leisure reading material. Reference books, magazines and newspapers are located in the library for reading in education only. Cassette players for language programs and audio books on cassette, and video monitors for the video library program will also be available for use. Personal headphones are required for use with video monitors. An inter-library loan (ILL) service is also available. Procedures and book request forms are also available. Procedures and book request forms are provided by education staff or the library clerk upon request.

RECREATION, LEISURE AND SOCIAL PROGRAMS

The Recreation Department offers a variety of recreational and leisure programs. These programs help develop an individual wellness concept for participants. Programs include indoor and outdoor activities and range from individualized arts and crafts programs to intramural team sports such as softball, basketball, soccer and volleyball. Physical fitness and weight reduction programs are also important activities for inmates and contribute to mental health, good personal relations and stress reduction. In addition, inmates can learn to use their free time constructively.

A variety of activities are available on the recreation yard, second/third floor recreation and in the gymnasium for inmates. Special events, including unit or

It will be determined if the inmate's complaint can be remedied with Over-the-Counter (OTC) Medications, or requires an appointment with a provider. When OTC therapy is appropriate, the assessor will refer the inmate to the commissary for purchase of OTC items unless currently financially indigent.

(Currently financially indigent means an average daily balance of less than \$6.00 per day for the last 30 days. This is determined by Central Office).

ON-THE-JOB INJURIES If you are injured while performing an assigned duty, you must immediately report this injury to your work supervisor.

The work supervisor will then contact the Health Service Unit to have you evaluated. The practitioner will complete an injury report and provide a copy to the institution Safety Manager.

If injured while performing an assigned duty and the practitioner determines you will be impaired to some degree, you may file a claim with the Safety Manager for compensation. A medical evaluation must be included in the claim before any compensation can be considered.

SEXUAL ASSAULT PREVENTION/INTERVENTION The program coordinator is the Chief Psychologist.

A practitioner/clinician will screen all newly committed inmates/detainees to identify those who, prior to current confinement, have been sexually assaulted, by asking if the new commitment has been sexually victimized in the past.

If you have been a victim in the past and you advise a practitioner, the practitioner will make an immediate referral to the Chief Psychologist.

The practitioner/clinician will also attempt to identify any sexually assault commitments to this facility and report any positive findings to the Chief Psychologist and Captain for consideration of appropriate housing and protection.

Should you be involved in a sexual assault or should you allege sexual assault has taken place to Medical Staff the following will occur:

1. Notification to operations lieutenant.
2. Complete a medical report of injury.
3. A physical examination will be conducted
4. All injuries and treatment will be documented.
5. Test for HIV, VDRL, and other Sexually Transmitted Diseases as determined appropriate will be ordered.
6. Physical evidence will be collected and provided to the appropriate authorities.
7. Make an appropriate referral for serious injures to a medical center or local hospital and advise only, those staff with a need to know.

11A. You have the responsibility to eat healthy and not abuse or waste food or drink.

12. You have the right to request a routine physical examination as defined by BOP policy. If you are under the age of 50, once every 2 years; over the age of 50, once a year.

12A. You have the responsibility to inform medical staff that examination.

13. You have the right to dental care as defined in SOP policy services, emergency care and routine care.

13A. You have the responsibility to maintain your oral hygiene and health.

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

14A. You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking restrictions.

15. You have the right to refuse medical treatment in accordance with BOP policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.

15A. You have the responsibility to be counseled regarding the possible ill effects that may occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

MEDICATIONS/PILL LINE:

Controlled medications are dispensed at a prescribed location - the "pill line" - during the following times:

USP:

Monday - Friday
7:15-7:45 a.m.
3:20-3:50 p.m.

Saturday, Sunday, & Holiday
7:30 - 8:00 a.m.
3:20-3:45 p.m.

FPC:

Monday - Friday
6:00 - 6:30 a.m.
3:00 p.m. - 4: p.m.

Saturday, Sunday, & Holidays
6:30-7:00 a.m.
3:00-4:00 p.m.

Medication dispensed at the camp and lockdown units may be a little before or a little after the above times.

Medications that can be refilled, can be done by placing refill slip in refill box at rear corridor. Refills may usually be picked up the next afternoon at a regular pill line.

institution-wide tournaments, are held throughout the year.

The Recreation Department also allows inmates to take photographs through the Inmate Photograph Program at designated areas and schedules posted on the Second Floor Recreation.

The Recreation Department has a Video Movie Program for inmates to view video movies in the Auditorium. The list of video movies and schedule of showings is posted outside the Auditorium.

The Recreation Department offers a Music Program that allows inmates to utilize musical equipment or listen to musical compact discs for leisure time activities.

COUNSELING ACTIVITIES

There are many alternatives for inmates who have personal problems, and desire to correct them. These options include Narcotic's and Alcoholic's Anonymous, self-image groups and other voluntary groups. Inmate participation in these activities will be encouraged upon the staff's assessment of inmate needs, but participation in such activities is voluntary. The staff of each unit is available for informal counseling sessions and formal group counseling activities are conducted. These groups are unit based and are scheduled four (4) hours per month.

Inmates who were sentenced or had release revoked after September 1991, and meet one of the following criteria, are required to participate in substance abuse counseling: Have a judicial recommendation for institutional drug treatment; drug or alcohol use contributed to the commission of the instant offense; or drug or alcohol use was one of the reasons for a violation of supervised release, parole, or community corrections center placement. Other interested inmates may contact the Drug Abuse Counselor by cop-out to express their desire to participate in the Program.

MENTAL HEALTH PROGRAMS The Psychology Services Department is available to inmates on Monday through Friday from 7:30 a.m. - 4:00 p.m. on an appointment basis only. Appointments can be made by submitting a cop-out to Psychology Services or through the Unit Team or Health Services staff. Inmates experiencing an emergency situation (e.g. serious depression or suicidal thoughts) should report this to the nearest staff member and are generally seen immediately by Psychology staff. An on-call psychologist is available after hours to deal with emergency situations which may arise on evenings or weekends.

Various services provided include individual counseling, crisis intervention, drug and alcohol treatment and special group programs. Among the group programs offered is Diversity in a Prison/Correctional Setting, which will be offered several times a year, as well as at the institution Admission and Orientation Program's Sexual Assault Prevention and Intervention presentation.

Psychology Services staff also work closely with a consulting psychiatrist and Health Services staff in order to provide treatment to inmates who require medication for various psychological symptoms.

It is not uncommon for people to experience feelings of depression and hopelessness while in prison, particularly if they are newly incarcerated, are serving a long sentence, are experiencing family problems or problems getting along with other inmates, or if they receive bad news. Sometimes inmates consider committing suicide due to all of the pressure they are under. Staff at USP Leavenworth are trained to monitor inmate for signs of suicidality, and are trained to refer all concerns to the Psychology Department. However, staff do not always see what inmates see. If you are experiencing any of the problems noted above, or you or another inmate are showing signs of depression (sadness, tearfulness, lack of enjoyment in usual activities), withdrawal, (staying away from others, reducing phone calls and visits), or hopelessness (giving away possessions, stating “there is nothing to live for) we encourage you to alert a staff member right away. Your input can save yours or another’s life.

RELIGIOUS PROGRAMS A wide range of religious programs to inmates. Staff chaplains, as well as contract and volunteer representatives of other faiths are available to assist inmates. Special religious diets, holiday observances, and other worship activities are coordinated through the Chaplain’s office. Information about these programs is available in the orientation program, and from the Chaplains.

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. Government funds may not be used for marriage expenses.

If an inmate requests permission to marry he must:

1. Have a letter from the intended spouse which verifies her intention to marry.
2. Demonstrate legal eligibility to marry.
3. Be mentally competent.
4. Be in general population.

Institution Chaplains are available to discuss, with the inmate and his *fiancée*, the issue of marriage while incarcerated.

LIFE CONNECTIONS PROGRAM

DESCRIPTION AND SCOPE OF PROGRAM

1. The mission statement of the USP Leavenworth, Life Connections Program (LCP) is “To increase spiritual growth and decrease recidivism.”
2. This mission is accomplished through four goals.
 - A.) All LCP participants will live for at least 18 months on C2 which houses only LCP participants. All those on the unit will live according

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

4A. You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.

5. You have the right to be treated with respect, consideration and dignity.

5A. You have the responsibility to treat staff in the same manner.

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

6A. You have the responsibility to keep this information confidential.

7. You have the right to be examined in privacy.

7A. You have the responsibility to comply with security procedures.

8. You have the right to obtain copies of certain releasable portions of your health records.

8A. You have the responsibility of being familiar with the current policy to obtain these records.

9. You have the right to address any concern regarding your health care to any member of the institution staff including your physician, health service administrator members of your unit team and the Warden.

9A. You have the responsibility to address your concerns in the proper format, such as the Inmate Request to a Staff Member form, open house or the accepted Inmate Grievances Procedures.

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.

10A. You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person with your medication or other prescribed item.

11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.

Can MRSA be treated?

- MRSA skin infections are often treated first with frequent warm soaks and draining the wound. Strong antibiotics can be effective in treating MRSA. Serious or highly resistant MRSA infections may require intravenous (IV) antibiotics in the hospital.
- **Always seek medical attention if you develop a boil, red or inflamed skin, insect or spider bite, or sore that does not go away.**

MEDICAL RIGHTS & RESPONSIBILITIES

Your Rights and Responsibilities are listed below and are posted in the Health Service Unit for your review. These are important for you to know and understand. If you have questions about these, see a medical staff member or request to see the Health Service Administrator via an Inmate Request To Staff Member (COPOUT).

1. You have the right to health care services, based on the local procedures at this institution. Health Services include medical triage, dental triage and all support services. Triage is conducted on Monday, Tuesday, Thursday, and Friday for general population and daily for Segregation Units, See handbook for times.

1A. You have the responsibility to comply with the health care policies of this institution. You have the responsibility to follow recommended treatments plans that have been established for you by the institution health care staff, to include proper use of medications, proper diet, and following all health related instructions with which you are provided.

2. You have the right to be offered a living will, or to provide the Bureau of Prisons with Advance Directives that would provide the Bureau of Prisons with instructions if you are admitted, as an inpatient to a community hospital, or to a Bureau of Prisons medical center.

2A. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.

3. You have the right to participate in health promotion and disease prevention programs including education regarding infectious disease.

3A. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading of an infectious disease.

to a high ethical and moral standard, holding each other accountable for living responsibly and with integrity.

B.) All LCP participants will be matched with mentors both while in prison and when released. The mentors working with them in prison are volunteers from the local community and have shown through their life accomplishments that they are people of competence and character. The mentors who work with the inmates after release are also part of a faith community, and are trained in working with ex-offenders and commit to spending a year helping them through the challenges of re-entry.

C.) All LCP participants will complete an 18 months intensive course of study covering twelve elements of responsible living. The course is taught by a leader of your faith who has a minimum of a bachelor's degree and three years experience. Participants attend 15-20 hours of class per week and are required to maintain a GPA of at least 60%.

D.) All LCP participants will complete 500 hours of community service.

All previous graduates have met the four goals listed above. We have a 0% recidivism rate and serious incident reports for our graduates have decreased by over 50%.

2. This mission is accomplished through four goals.

(A.) All LCP participants will live for at least 18 months on C2 which houses only LCP participants. All those on the unit will live according to a high ethical and moral standard, holding each other accountable for living responsibly and with integrity.

(B.) All LCP participants will be matched with mentors both while in prison and when released. The mentors working with them in prison are volunteers from the local community who are endorsed by a faith community and have shown through their life accomplishments that they are people of competence and character. The mentors who work with the inmates after release are also part of a faith community, are trained in working with ex-offenders and commit to spending a year helping them through the challenges of re-entry.

(C.) All LCP participants will complete a 18 month intensive course of study covering twelve elements of responsible living. The course is taught by a leader of your faith who has a minimum of a bachelor's degree and three years experience. Participants attend 15-20 hours of class per week and are required to maintain a GPA of at least 60%.

(D.) All LCP participants will complete 500 hours of community service.

All graduates have met the four goals mentioned above. We have a 0% recidivism rate and serious incident reports for our graduates have decreased by over 50%.

3. You can sign up for the program by coming to the chapel on Wednesday at 12:00. You will participate in a 2 hour orientation and fill out an application. Bring a pen or pencil.
4. The LCP addresses the following offenders problems:
 - Lack of empathy for crime victims, failure to accept responsibility for crimes committed and harm caused.
 - Low levels of involvement in family and community.
 - Drug and alcohol addiction.
 - Little understanding of how to obtain and keep honest employment.
 - Failure to set specific, measurable and achievable goals.
 - Anger management.

We also increase your involvement with your families. Those who have not been in contact with your families are helped to reestablish contact. They are required to write to their families at least weekly. We also require them to use the Intensive Journaling Process and provide two weeks of training in this as well as two classes a week. This enables the men to reflect on and learn from their past errors and destructive patterns as well as writing out specific plans for change.

A power element of change in the LCP is the faith based emphasis. Since the men in the program have identified that faith is very important in their lives, we use the elements of their faith that call them to integrity and responsibility to strengthen every aspect of this program. We do not limit it to any one faith, but work with participants of all faiths, finding teachers and mentors that can help them understand how their faith requires a responsible lifestyle.

The one on one mentors who come to the prison to coach and guide the inmates come from the inmate's faith group. In addition to the mentors, the contract teachers who spend about 20 hours a week in the institution are recognized leaders from the inmate's faith group. This gives the inmates many hours of weekly contact with the responsible, positive individuals who serve as role models.

The faith based aspect also provides a positive, supportive community for the inmates when they are released. All the participants agree to work with a mentor of their faith for a year after their release. Our graduates on the street have followed through with their mentor communities. The mentors have helped them find employment, transportation and opportunities to give back to their communities by involving them in service projects.

Another aspect of the program that is highly effective in helping the inmates become responsible, law abiding citizens is living on a unit that is dedicated to this kind of lifestyle. The inmates who are more advanced in the program are housed with the in-

9. Hyperlipidemia
10. Exercise, Weight Loss

If you desire to be a participant in one or more of these programs, contact the Clinical Director via an Inmate Request To Staff Member (COPOUT).

Psychological services are available. To request an appointment with the psychologist you should submit an inmate request to your unit staff who will forward the request to the Psychology Department.

MRSA "STAPH" ***(Staphylococcus aureus)***

What is MRSA?

Staphylococcus aureus, often referred to as "staph", is a common type of bacteria that is found on the skin and in the nose of healthy persons. Staph bacteria may cause minor skin infections such as boils or more serious infections such as pneumonia and blood poisoning. Certain "staph" bacteria that have become resistant to first-line antibiotics are called MRSA. MRSA infections are more difficult to treat, but usually respond to incision and drainage and/or antibiotics.

How is MRSA spread from person to person?

MRSA is usually spread through direct physical contact with an infected person, but may also be transmitted through contact with contaminated objects or surfaces. MRSA is not spread by coughing unless the infected person has pneumonia.

How can I prevent becoming infected with MRSA?

- **Wash your hands** thoroughly with soap and water throughout the day, particularly every time you use the toilet and before every meal.
- Never touch another person's wounds, infected skin, or dirty bandages.
- Don't scratch skin rashes.
- Maintain excellent personal hygiene through regular showers and by keeping your living space clean, including the regular laundering of your bed linens.
- Don't ever share personal hygiene items with others, including toiletries and towels.
- Clean off any surfaces shared with others such as weight benches.
- Use a towel or shirt as a barrier between your bare skin and exercise equipment.
- Shower after participating in close-contact recreational activities whenever possible.
- Don't get a tattoo in prison.
- Don't use injection drugs.
- Don't have sexual contacts with other inmates.

How does a person know that he or she has an MRSA infection?

Culturing pus from a skin infection is the most common way to detect MRSA.

your appointment.

The Clinical Director or Acting, is the authority who is authorized to refer you to a medical specialist in the community. This process starts at routine sickcall by an evaluation from a Mid Level Practitioner.

If you have a long-standing medical problem, a physician will consider you for placement in a chronic care clinic to track your ongoing medical problem. If you are placed in a Chronic Care Clinic you will be routinely evaluated by a physician through the callout process. No co-pay is required for chronic care visits with the doctor.

MEDICAL RESTRICTIONS Occasionally it may be necessary to restrict an individuals activity in a clinical setting.

In these cases, individuals are put on medical idle or convalescent status, or medically unassigned status.

Medical Idle is written for three (3) days or less, you must stay in your assigned cell except for meals, triage, medical call-outs, or religious services. Only the physician can extend the days off beyond three days, for a **MEDICAL IDLE**.

Medical Convalescence is written or authorized by a Physician for up to 30 days. You may be allowed out of the unit, if approved by the Physician on the medical duty status form.

Medical Unassigned is written by a Physician. This is a no work status. You MAY NOT PARTICIPATE IN RECREATIONAL ACTIVITIES when on this medical status, unless specifically authorized on the medical duty status by the Physician.

HEALTH PROMOTION / DISEASE PREVENTION

The Health Services Unit, Recreation and/or Psychology Services offers Health Promotion and Disease Prevention Activity in the following areas:

1. Stress Management
2. Nutrition Counseling
3. Dental Hygiene/Personal Hygiene
4. Infectious Disease
5. Low Back Pain
6. Cardiopulmonary Health/Stroke
7. Cancer, Effects of Smoking
8. Substance Abuse

coming inmates. In this setting participants are able to hold each other to a higher standard than is seen in many prison housing units. The daily accountability of living with men striving to improve their lives and fulfill the requirements of their faith is a powerful impetus for genuine change.

Finally, every Monday through Friday at noon the men attend a thirty minute session called "Word of the Day". Each man in the program is responsible to prepare a talk centered on a positive word of their choice.

CENTRAL INMATE MONITORING SYSTEM

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

TREATY TRANSFERS 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 in a prison there. This is only possible for inmates whose country has a formal prisoner exchange treaty with the United States. The Unit Team is the source of information about these transfers and can tell an inmate if their home country has signed this kind of agreement with the U.S.

RELEASE PREPARATION PROGRAMMING The Release Preparation program is designed to assist inmates in preparing themselves for release. Inmates will be given aid in developing plans for their personal lives and for work. This program offers classes and information seminars concerning the personal, social, and legal responsibilities of civilian life. Routinely scheduled information sessions with U.S. Probation Officers and other agencies and potential employers are available.

INMATE FINANCIAL RESPONSIBILITY PROGRAM Working closely with the Administrative Office of the Courts and the Department of Justice, the Bureau administers a systematic payment program for court-imposed fees, and costs. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include: Special assessments imposed under 18 USC 3013, Court Ordered Restitution, fines and court costs, judgments in favor of the U.S., other debts owed the Federal Government and other court-ordered financial 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 obligations, the inmate cannot work for UNICOR nor receive

performance pay above the maintenance pay level (a maximum of \$5.25/month), cannot participate in community based programs, will not be considered for transfer and will be placed in least desirable housing and have a \$25.00 spending limit per month for the Commissary.

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/housing assignments, eligibility for community activities, and institutional program changes.

You may be identified for priority consideration for UNICOR employment if you have a large court ordered financial obligation. The minimum payment for UNICOR employees will be \$25.00 per quarter for pay grade 5. Grades 1, 2, 3 and 4 will pay a minimum of 50% of their earnings towards their financial responsibility.

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 or the maintenance of a correspondence list. Outgoing mail is placed in mailboxes located in the housing units. Outgoing mail must be unsealed when deposited in the unit mailbox. The outgoing envelope must have the inmate's name, registration number, and full return address in the upper left hand corner and include "U.S. Penitentiary" or "United States Penitentiary" as opposed to "USP." Inmates will assume responsibility for the content of all 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 matter of classification. The inmate will be notified of this placement and will have the opportunity to respond.

There is no mail service on weekends and holidays.

INCOMING CORRESPONDENCE First class mail is distributed Monday through Friday (except holidays) ordinarily by the evening watch officer in each living unit. Newspapers and magazines may also be delivered at this time. Legal and special mail will be delivered by the Counselor as soon as possible after it is received. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution.

Inmates are asked to advise those writing to them to put the inmate's register number and unit on the envelope to aid the prompt delivery of mail. Inmate packages received at the institution must have prior authorization. Inmate mail should contain the following address:

**(Inmate's Full Name, Register Number)
U.S. Penitentiary
PO Box 1000
Leavenworth, KS 66048**

the time you report for medical care.

There is no triage on the weekend, holidays, or Wednesday at either facility. If you become ill or receive an injury during this time you must have a staff member contact the Health Service Unit for you. The duty medical staff will then provide you with appropriate medical treatment.

URGENT CARE

MEDICAL USP/FPC Emergencies will be evaluated/treated at any time. If you want to be evaluated, and you did not make sick call, a unit officer or work supervisor must call the Health Service Unit's correctional officer to schedule the urgent visit for you.

DENTAL USP Urgent dental care requests will be evaluated through Sick Call sign-up only. You will be given an appointment to return to the Health Service Unit prior to the early morning census count at 8:00 am for evaluation by the dentist, who will determine if you have a dental problem requiring immediate attention.

DENTAL FPC The Chief Dental Officer conducts dental triage at approximately 6:30 am, and may sign up at the control center for dental triage. The dentist will evaluate your dental complaint and will resolve problems found through immediate care and/or callouts. You may see the Camp Physician's Assistant to relate your complaint of pain or infection. The PA will discuss your request for relief with the Chief Dental Officer, who will determine appropriate care and/or provide analgesics or antibiotics as appropriate.

Urgent care services are provided for relief of pain and/or infection.

ROUTINE DENTAL CARE

USP & FPC Routine requests for dental care must be sent to the Chief Dental Officer via an Inmate Request To Staff Member (COPOUT). You will be placed on a waiting list to be called out for evaluation & or treatment by the dentist. The callouts will be scheduled by the chronological entry date your COPOUT is received in the dental department. This list is controlled by the dentist to ensure equitable treatment of each inmate.

Inmates who are in segregation or special housing unit will be provided any Urgent care service to relieve pain, infection, or bleeding, however, routine care will not be provided until released from the unit.

CALLOUTS / CHRONIC CARE: All callouts for medical and dental appointments will be posted in your unit and you are responsible to check it daily and keep your appointments with HSU staff.

Failure to report for a call-out will result in a disciplinary report and the loss of

You may request any or all of these services at routine sick call using a Triage Slip or by requesting a staff member to contact the HSU for any Urgent Medical Request.

Levels of care that is not generally provided is medically acceptable but not medically necessary and/or is for your convenience. The Clinical Director and/or Chief Dental Officer will make the determination as to what is medically and/or dentally acceptable but not medically and/or dentally necessary.

Medical Services are provided by Bureau of Prisons staff and consultants from the surrounding communities.

While you are in A&O status you will be given necessary medical examinations and immunization. (Tetanus/Tuberculosis Screening).

A complete physical upon arrival may not be necessary. When properly cleared by appropriate medical/dental staff, you will be assigned a medical duty status. This will indicate any restrictions on your work assignments.

Diagnostic studies for infectious disease (Tuberculosis/Syphilis) are mandatory and should you refuse, a incident report will be written and you will be maintained in Special Housing status, until released by the Clinical Director.

RELEASE PHYSICALS Arelease physical can be requested within one year of release. It will be scheduled within two months of release.

You will have a DNA test completed prior to release, if you have not had one completed within the past year.

PERIODIC HEALTH EXAMINATIONS/SCREENINGS. Requested age specific health screenings are done by call-out.

SICKCALL/TRIAGE

USP: Triage is held during normal workdays, (Monday, Tuesday, Thursday and Friday) you must report to the Health Services Unit to sign up for triage between 7:00 am and 7:30 am. You must have your identification card with you at the time of sign up and when you report for medical care.

You will receive an appointment and be given a specific time to return to the Health Service Unit to be evaluated for your medical complaint.

FPC: Triage is held during normal working days (Monday, Tuesday, Thursday and Friday) only, 6:30 to 7:00 a.m. You must have your identification card with you at

INCOMING PUBLICATIONS Inmates may subscribe to and receive publications without prior approval. The term “publication” means a book, single issue of a magazine or newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. An inmate may receive hardcover and soft cover publications only from a publisher, a book club or a book store. Accumulation of publications will be limited to six (6) magazines and six (6) books (excluding current correspondence courses, whether religious educational). All publications must be able to be stored in the locker provided as no extra locker or storage space will be authorized.

The Warden will reject a publication if it is determined to be detrimental to the security, good order or discipline of the institution, or if it might facilitate criminal activity. Publications which may be rejected by the Warden include, but are not limited to, publications which meet one of the following criteria:

- It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices;
- It depicts, encourages or describes methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of Bureau of Prisons’ institutions;
- It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs;
- It is written in code;
- Any sexually explicit material which poses a threat to the security, good order or discipline of the institution to include: sado-masochistic material, bestiality, or if it involves children; or
- It encourages or instructs in the commission of criminal activity.

SPECIAL MAIL “Special Mail” is a category of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence to: President and Vice-President of the United States, U.S. Department of Justice (including Bureau of Prisons), U.S. Attorneys’ Offices, Surgeon General, U. S. Public Health Service, Secretary to the Army, Navy or Air Force, U.S. Courts, U.S. Probation Officers, Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorney General, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, and other Federal and State law enforcement officers, attorneys and representatives of the news media.

A designated staff member will open incoming special mail only in the presence of the inmate for inspection for physical contraband and the qualification of any enclosures as special mail. The correspondence may not be read or copied if the sender is adequately identified on the envelope as an attorney, and the front of the envelope is marked “Special Mail - Open only in the presence of the inmate.”

Without adequate identification as Special Mail, staff will treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected. It is the inmate's responsibility to notify the legal representative of these requirements.

All outgoing legal mail must be taken to the mail room "Open House" for mailing outside of the institution. You must present your ID along with any outgoing mail.

Inmates in the Special Housing Unit must present their ID cards along with any outgoing mail.

INMATE CORRESPONDENCE WITH REPRESENTATIVES OF THE NEWS MEDIA An inmate may write through Special Mail procedures to representatives of the news media if the representative is specified by name or 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 the Bureau 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 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, or is party in a legal action (or witness) in which both parties are involved. Such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate). Unit Managers may approve inmate-to-inmate correspondence privileges when both inmates are confined in federal institutions.

The Warden/Superintendent of each facility must approve inmate-to-inmate correspondence privileges when one of the inmates is confined in a non-federal institution, whether a prison or county jail.

REJECTION OF CORRESPONDENCE The Warden may reject 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.

Examples include:

- Matter which is non-mailable under law or postal regulations;
- Information of escape plots, plans to commit illegal activities, or to violate institution rules; and

PHYSICALS All inmates must have a PPD on a yearly basis. This will be done during the inmate's birth month. All inmates must have current PPD and/or chest x-ray information prior to transfer to any bureau facility.

INTAKE SCREENING All new arrivals will have medical screening performed by medical staff upon arrival at the institution, and prior to being placed in general population. While in A&O status, you will be given necessary medical examinations and immunization (Tetanus/Tuberculosis Screening). A complete physical upon arrival may not be necessary. When properly cleared by appropriate medical/dental staff, you will be assigned a medical duty status. This will indicate any restrictions on your work assignments.

SPECIAL HOUSING UNIT INMATES A Health Services staff member will make daily rounds of all Special Housing Units. Requests for consultation with the clinical director, or the dental officer, will be processed in the same manner as those of general population.

PILL LINE medications will be given as required by medical staff on a daily basis. Inmates will be escorted to the health services department only if the medical request or problem cannot be adequately addressed in the Special Housing Unit.

PHARMACY/PILL LINE PROCEDURES Controlled medications are dispensed at a prescribed location, the "pill line," during the times posted at the Hospital and on unit bulletin boards. Medications that can be refilled may be brought to the pharmacy during the morning pill line. Refills may usually be picked up in the afternoon at a regular pill line. No over-the-counter medicines will be provided to the general population.

EYEGLASSES Eyeglasses may be ordered from an outside source when you attach a copy of a current eye prescription (requested via cop-out from medical records) to a Authorization to Receive Package or Property form. You may obtain this form from and receive instructions from your unit team. Value of glasses will be under \$100.00.

ADMISSION AND ORIENTATION PROGRAM MEDICAL / DENTAL

Medical Services are provided on a 24 hour basis through routine Medical Programs and Urgent Care.

You will be provided necessary medical, dental, and mental health services by professional staff, consistent with Bureau of Prisons Policy. A \$2.00 co-pay per visit is charged to Inmate Commissary Account for requested service, i.e., sick call, after hours care, care requested through staff member. The \$2.00 co-pay Program for Health Care services, per P.L. 106-294, applies to all B.O.P. inmates except those as indigent at Medical Referral Centers.

members of the party will be tested prior to being allowed entry into the Visiting Room.

Visitors may appeal the decision to deny or suspend visiting privileges in writing by following the procedures on the Notice of Denied Visitation Form (**BP-S732**). Inmates may appeal the decision using the Administrative Remedy process.

MEDICAL SERVICES

“SICK-CALL” PROCEDURES (TRIAGE)

TRIAGE PROCEDURES Daily triage is held during normal workdays (except Wednesday, weekends and holidays). You must report to Health Services Unit to sign up for triage between 7:00 a.m. and 7:30 a.m. (6:30 to 7:00 a.m. at FPC.) You must have your I.D. Card with you at all times. You will receive an appointment and given a specific time to return to the Health Services Unit (on a pass).

DENTAL TRIAGE PROCEDURES Routine requests for dental care must be sent to the Chief Dental Officer via an Inmate Request to Staff Member (cop-out). You will be placed on a waiting list to be called out for evaluation and/or treatment.

Routine dental care will not be provided to inmates housed in SHU or segregation until they return to general population. However, urgent dental care is provided in cases of pain, infection or bleeding.

EMERGENCIES Emergencies will be evaluated/treated at any time. If you want to be evaluated, and you did not make triage, a unit officer or work supervisor must call the Health Services Unit M.L.P. to schedule for urgent care visit. You may be charged \$2.00 co-pay for this.

Urgent dental care requests will be evaluated through sick call sign-up from 7:00 a.m. to 7:30 a.m. (6:30 a.m. at FPC). You will be given an appointment to return to the Health Services Unit prior to the early morning census count at 8:00 a.m. for evaluation by the dentist, who will determine if you have a dental problem requiring immediate attention.

Urgent care services are provided for relief of pain and/or infection.

HIV EDUCATION The video “Staying Alive: What you should know about infectious diseases in prison...” is shown during the A&O program. HIV information is available from the medical services department. You must have a current HIV test to be released on furlough, to a halfway house, parole, etc.

- Direction of an inmate’s business (prohibited act 408; an inmate may not direct a business while confined). This does not, however, prohibit correspondence necessary to enable an inmate to protect property or funds that were legitimately his at the time of his commitment. Thus, for example, an inmate may correspond about refinancing a mortgage for his home or sign insurance papers; however, the inmate may not operate (for example) a mortgage or insurance business while confined in the institution.

NOTIFICATION OF REJECTION The Associate Warden (Programs) 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 will also be notified of the rejection of correspondence and the reasons for it. The inmate also has the right to appeal the rejection. The Associate Warden (Programs) 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.

MAILING OF INMATE PROPERTY

Inmates wishing to have personal items mailed into the institution will send an inmate request to the appropriate department head:

- Health Services Administrator - prosthetic devices, and hearing aids that cannot be provided by the institution.
- Unit Manager- release clothing and prescription eyeglasses.
- Associate Warden (Programs or Operations) - questionable item or items not covered in the other categories will be submitted to the appropriate Associate Warden for a decision.

The department head will inform the inmate of the decision. If the request is approved, the department head will complete the appropriate authorization form. The Mail Room Officer will not accept any item or package for delivery unless this approval form is on file.

CHANGE OF ADDRESS/FORWARDING OF MAIL Upon release, an inmate’s first class mail will be forwarded for 30 days after release using the inmate’s listed release address. Bulk rate mail (e.g., newspapers, etc.) will be returned to sender. After 30 days, the mail will be returned to sender.

CERTIFIED/REGISTERED MAIL Inmates desiring to use certified, registered, or insured mail may do so, subject to procedures established at the institution. Inmates are not provided services such as express mail, private carrier services, COD, or stamp collecting while confined. Legal mail, Monday thru Friday only, 11: a.m. to 12:00 noon.

OPEN HOUSE Staff will be available to answer questions regarding mail. R&D open house is Tuesday and Thursday from 11:00 a.m. to 12:00 noon.

VISITING PROCEDURES PER POLICY

**UNITED STATES PENITENTIARY, LEAVENWORTH
VISITING GUIDELINES LVN5267.08**

It is the policy of this institution to encourage visiting by family, friends, and community groups to maintain the morale of inmates and to develop closer relationships between inmates and family members or others in the community. Limitations are recognized and controls are established in order to ensure the security and good order of the institution.

Visitor information forms are available from assigned unit counselors. To include members of your family and associates on your visiting list, all inmates need to send visitor information forms to proposed visitors; those persons must complete forms and return directly to your assigned inmate counselor via mail.

CRITERIA FOR APPROVED VISITING LISTS

1. MEMBERS OF IMMEDIATE FAMILY.

These persons include mother, father, step-parents, foster parents, brothers and sisters, spouse and children. (These individuals are placed on the visiting list, absent strong circumstances which preclude visiting.)

The word “*spouse*”, in the “*immediate family*” sense, includes a common-law relationship which has been previously established in a state that recognizes such a status. Failure to obtain acknowledgement of parent or legal guardian may preclude the addition of children to the visiting list.

2. OTHER RELATIVES

These persons include grandparents, uncles, aunts, in-laws and cousins. They may be placed on the approved visiting list if the inmate wishes to have visits from them regularly and if there exists no reason to exclude them.

3. FRIENDS AND ASSOCIATES

The visiting privilege ordinarily will be extended to friends and associates having an established relationship with the inmate prior to confinement, unless such

I. VISITOR’S ITEMS

1. **PROHIBITED ITEMS:** Visitors are not allowed to take any unapproved items into the Visiting Room. All non-permissible items must remain in the visitor’s vehicle in the parking lot. Cellular phones, pagers and two-way pagers are not authorized.
2. **APPROVED ITEMS:** A visitor may take a wallet or one clear plastic container/bag no larger than 8 x 11 inches, with no more than \$20 in change, into the Visiting Room.
3. **INFANT CARE ITEMS:** Infant care items for visitors with infant children will be limited for security reasons. The following are the only items allowed: Pre-mixed formula and other liquids or foods in sealed, original container only. Other infant care items will be limited to three (3) clear nursing bottles, three (3) diapers, wet wipers, a clear diaper bag, no larger than 8 x 11 inches, and one small blanket if needed for nursing.

J. ION SCAN

USP Leavenworth uses the ION SCAN to check inmate’s visitors for the presence of narcotic substances. A positive indication on the test is not evidence of the visitor’s use of narcotics, only that they have been in contact with narcotic substances.

All inmate’s visitors are subject to testing. Testing may be random or may be done when reasonable suspicion exists that a potential visitor may have come in contact with narcotic substances.

Visitors have the right to refuse the test, however, they will not be allowed to visit that day. If there are several members in the visitor’s party, and one person refuses, the entire party will be denied entry into the Visiting Room.

If a visitor refuses a test, they will be tested the next time they attempt to enter the visiting room.

If a visitor produces a positive test, the visitor will be denied entry into the Visiting Room, and their visiting privileges will be suspended as follows:

- First Occurrence: 48 hours.
- Second Occurrence 30 days.
- Third Occurrence 90 days.
- Fourth Occurrence 180 days or at the Warden’s discretion.

Additionally, the visitor will be required to test each time they attempt to visit for a period of one year from the last positive test.

If there are other members in the visitor’s party, and one member tests positive, all

F. VISITOR'S DRESS CODE

FEMALE DRESS: No sleeveless shirts or dresses; see-through garments; skin-tight clothing; spandex attire; sweat clothes; white undershirts worn alone; skirts with zippers; hooded shirts; bib overalls; wraparound skirts; shorts; khakis; skirts or dresses with slits that exceed two (2) inches above the knee; or sandals.

MALE DRESS: No shorts; cutoffs; sandals; tank tops; white undershirts worn alone; khaki clothing that can be mistaken for inmate clothing; hooded shirts.

Outer coats are not permitted in the Visiting Room.

Inmates May Not wear recreation type shoes (Jogging, Track, Running, Basketball, etc.) during a visit.

G. IDENTIFICATION REQUIREMENTS FOR VISITORS

All visitors sixteen (16) years or older are required to provide positive photo identification to the Visiting Room Officer prior to admission to the visiting room, such as a current driver's license, state issued identification card, INS card, military identification or passport. Any form of unofficial photo identification (credit cards, store cards, school identification, birth certificates, Social Security card, bank cards, etc.) are invalid forms of identification. If a visitor does not present a current identification with a photograph, they will not be authorized to visit. (Foreign driver's license are considered valid proof of identification.) The Visiting Room Officer in charge of processing visitors into the Visiting room will ensure that a picture is taken of each visitor. These pictures will be kept on file and compared with the visitor's picture identification when they visit again.

H. VISITOR CONDUCT

Children under the age of sixteen (16) may not visit unless accompanied by a responsible adult. Children shall be kept under supervision, at all times, by the responsible adult who brought the children into the institution.

Visitors are subject to search of their person and/or personal property as a condition of allowing or continuing a visit.

An embrace and/or kissing within the bounds of good taste is permitted only at the beginning and the end of the visit. Any other physical contact will not be allowed.

According to 18 U.S.C. 1791, provides a penalty of imprisonment for not more than twenty (20) years, a fine or both for providing or attempting to provide to an inmate anything whatsoever without knowledge and consent of the Warden.

visits could reasonably create a threat to the security and good order of the institution. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown that the proposed visitor is reliable and poses no threat to the security or good order of the institution.

Regardless of institution's security level, the inmate must have known the proposed visitor(s) prior to incarceration. The Warden must approve any exception to this requirement. Ordinarily, an inmate's visiting list should not list more than ten (10) friends and associates. The Warden may make exception to this provision when warranted.

4. PERSONS WITH PRIOR CRIMINAL CONVICTIONS

The existence of a criminal conviction alone does not preclude visits. Staff shall give consideration to the nature, extent and recentness of convictions, as weighed against the security considerations of the institution. Specific approval of the Warden may be required before such visits take place.

Generally, staff should obtain written authorization from the appropriate federal or state probation/parole official prior to approving visitation privileges for an individual on probation, parole or supervised release.

Usually, an initial visiting list is prepared and distributed within seven working days of receiving the required information to process the visiting list. This list identifies immediate family members approved to visit the inmate. Additionally family members and friends may be added following the completion of an appropriate investigation.

Staff may request background information from potential visitors who are not members of the inmate's immediate family, before placing them on the inmate's approved visiting list. When little or no information is available on the inmate's potential visitor, visiting may be denied, pending receipt and review of necessary information, including information which is available about the inmate and/or the inmate's offense, including alleged offenses.

Ordinarily, when an inmate transfers from one institution to another, staff need not reapprove the visitors already contained on the inmate's visiting list. However, staff should review the visiting list to ensure the approved visitors are still appropriate. When possible, the unit team should be consulted prior to approval of a visitor not on the inmate's approved visiting list.

INSTITUTIONAL VISITING GUIDELINES

A. VISITING IDENTIFIER: A 75 mile radius of the City of Leavenworth is used to determine whether a visitor is considered a local visitor.

USP and FPC Leavenworth's address is:

**1300 Metropolitan Avenue,
Leavenworth, Kansas 66048.**

The institution can be phoned at **(913) 682-8700**.

Both USP, Leavenworth and FPC, Leavenworth are easily accessible from the metropolitan Kansas City area. Visitors may wish to take I-29 north to the Platte City exit. After taking the exit, turn left and follow the road all the way through Platte City. After crossing the Platte River Bridge, a sign will direct the visitor to the Leavenworth turn-off, which is HWY 92. USP, Leavenworth and FPC, Leavenworth are approximately 12 miles West of Platte City on HWY 92. There is no metropolitan mass transit available; however, taxis and rental cars are available throughout the metropolitan area.

B. VISITING LIMITATIONS: The following limitations on visiting are necessary to maintain a balance between institution security and the purpose of visits. Visits must be supervised to prevent the introduction or passage of contraband, to prevent the planning or continuation of criminal activities and to maintain the security of the institution.

1. VISITING HOURS:

Visiting hours are from 8:00 a.m. to 3:00 p.m., Friday - Tuesday, five days a week.

If a holiday falls on a Wednesday or Thursday, visitation will not occur.

2. VISITING POINT SYSTEM: The visiting point system permits 24 hours of visiting time per month. Each inmate will be allotted 24 points per month which may be used as follows:

- a. One hour of visiting equals one point.
- b. One hour of visiting time equals two points for the weekends.
- c. Points do not carry over from one month to another.
- d. If a visit does not last an hour, the inmate will be charged a full hour of visiting time.
- e. During the weekend, visitors will not be allowed to visit two consecutive days.

3. NUMBER OF VISITORS An inmate may have a maximum of five (5) visitors with a limit of three (3) adults/children at any time. An example: two (2) adults and three

(3) children, three (3) adults and two (2) children; but never four (4) adults or four (4) children.

The maximum number of individuals allowed on a visiting list is twenty (20), ten (10) of which may be friends. Friends must have had an established relationship with the inmate prior to incarceration. The inmate must request, in writing, to the unit team for consideration for an exception to the prior relationship. The unit team will forward a recommendation to the Warden for a decision. The unit team will notify the inmate of the final decision.

Visitors may not visit more than one inmate at any one time, regardless of the relationship to the inmate. However, when extenuating circumstances develop, they are reviewed on a case by case basis by the Associate Warden (P) for approval.

4. OVERCROWDING Visiting may be terminated because of an emergency, improper conduct on the part of the inmate or his visitor(s) or when the visiting areas become overcrowded. Should it become necessary to terminate visiting because of overcrowding, the Operations Lieutenant and Duty Officer will be notified. The Duty Officer will make the final decision. At that time, a two (2) hour maximum visiting time will go into effect. The officer will determine who the local visitors are and terminate visitation beginning with the first visitors.

C. HOLDOVERS

If an inmate is housed in a holdover status, his assigned unit team will review/approve his visiting list within seven (7) working days on arrival. As holdovers are not housed in general population, the visitation will occur in the Special Housing Unit.

D. SPECIAL HOUSING UNIT

All inmates housed in Special Housing Unit will receive their visitation in the non-contact visiting booth in the Unit. The visiting will be one hour in duration and no children or anyone under the age of eighteen (18) is allowed for visitation. Attorney visits will be approved and arranged by the Unit Team.

E. HOSPITAL PATIENTS

If an inmate is housed in the institution health services department, the Captain, HSA and Unit Manager will discuss the need for approved visitation.

If an inmate is housed at an outside hospital, the Chief Medical Officer or HSA, will notify the Captain if the inmate is critically or seriously ill, regarding the need for visitation.