FCI LEAVENWORTH

ADMISSION & ORIENTATION HANDBOOK

March 2026

Warden

TABLE OF CONTENTS

FOREWORD ……4
INTRODUCTION……4
INTAKE, CLASSIFICATION AND THE UNIT TEAMS……5
DAILY INMATE LIFE……7
UNIT/QUARTERS REGULATIONS……8
INMATE FINANCIAL RESPONSIBILITY PROGRAM……9
SECURITY PROCEDURES……9
CLOTHING EXCHANGE & LAUNDRY……11
COMMISSARY……11
TRULINCS……14
FOOD SERVICE……16
EDUCATIONAL PROGRAMS……17
RECREATION PROGRAMS……22
RELIGIOUS PROGRAMS……25
PSYCHOLOGY SERVICES……26
SEXUAL ABUSE/ASSAULT PREVENTION AND INTERVENTION (PREA)……28
CONTACT WITH THE COMMUNITY AND PUBLIC……31
CORRECTIONAL SYSTEMS DEPARTMENT……31
RELEASE INFORMATION……34
ACCESS TO LEGAL SERVICES……35
PROBLEM RESOLUTION……36
VISITING REGULATIONS……37
HEALTH SERVICES ……41
PROHIBITED ACTS AND DISCIPLINARY SCALE §541.13……46
CONCLUSION……57
FIRST STEP ACT ADDENDUM……58
THIRD PARTY REPORTING APPENDIX……66
SEXUALLY ABUSIVE BEHAVIOR PREVENTION & INFORMATION APPENDIX…..67

FOREWORD

The purpose of our Admissions and Orientation booklet is to acquaint you with the rules, expectations, and opportunities in place at the Federal Correctional Institution, Leavenworth, Kansas. It is very important for you to quickly merge with your new environment, making a smooth transition by thoroughly reading this booklet, fully participating in the A&O lectures, and keeping well informed of all operational changes and new bulletin announcements.

Incarceration can be stressful. In response, you are encouraged to take advantage of the positive self-improvement program opportunities available. While serving your sentence, it is important for you to develop a personal re-entry plan that ensures a successful return to the community. Keep in mind that although your family, your friends, and Bureau of Prisons' staff can be of great assistance, no one can do for you what you fail to do for yourself. The old motto, "If it is to be, it's up to me," sums up the challenge you face.

At FCI Leavenworth, it is expected and necessary for all inmates to demonstrate a high degree of personal responsibility and self-discipline. Behavior that threatens the safety of staff or inmates is a display of disrespect for others and an irresponsible desire for self-gratification. Misconduct of high severity will receive appropriately harsh sanctions. Criminal behavior will be prosecuted with the objective of ensuring guilty perpetrators are sentenced to serve more time.

While at FCI Leavenworth, I believe you will find you can serve your sentence in an environment that provides a safe, humane, and appropriately secure setting, with the goal of assisting you in the development of a program plan that helps you to successfully navigate through your period of incarceration and provides the foundation for maintaining a pro social, law-abiding lifestyle after release. Please let us know if you have any questions, concerns, or comments about the A&O process. We are committed to ensuring you have the information and assistance necessary to make a successful transition to this facility.

INTRODUCTION

The purpose of this handbook is to provide incoming inmates with general Information regarding FCI/FPC Leavenworth, its programs, institution rules and regulations they will encounter during confinement. It is not a specific guide to the detailed policies of the Bureau (which are subject to change) or all other 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

All new commitments and those who return to the institution after an absence of more than ninety (90) days, are obligated to complete the A&O Program. This normally occurs within 30 days of an inmate's arrival at FCI/FPC Leavenworth.

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 before 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 for the A&O Program, you will receive a folder containing the forms that you must fill out and sign with an ink pen. 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 with help from 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 by FCI 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 forms included forms for evaluating inmates' 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 and 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).

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. At the time of the 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. Or any cell assignment changes due to the answers from the intake questions.

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 if 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 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.

GENERAL FUNCTIONS OF UNIT STAFF

UNIT MANAGER: The unit manager is the administrative head of the unit and oversees all unit programs and activities. They are a department head at the institution and have a close working relationship with other departments and personnel. The unit manager is the "Chairperson" of your initial team, reviews all team decisions, and ordinarily chairs the Unit Discipline Committee. Unit Manager resolves inmate issues and supervises Unit Team staff.

CASE MANAGER: The case manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence and other materials relating to the inmate's commitment. The case manager serves as a liaison between the inmate, the administration, and the community. 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. He/she plays a role in all segments of unit programs and is a member of the unit team. Inmates will contact the counselor for issues relating to visiting lists, cell assignments, inmate telephone lists, job assignments, Inmate Financial Responsibility Program, unit sanitation, and Inmate Performance Pay. 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.

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.

INITIAL CLASSIFICATION / 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 Residential Reentry 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, 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 members are available to address inmate questions and concerns. Inmates are not authorized to enter units they do not reside in. It is expected that inmates will adhere to the posted Open House hours and make every effort to address your issue with your Unit Team

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 PREPATATION 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.

DAILY INMATE LIFE

INMATE DRESS: 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. The pants should be around the waist and not "sagging". In addition, inmates are to wear their shoes appropriately and tied for safety reasons. Inmates should ensure their clothing is always clean and presentable.

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 their 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 their 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 numbers 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 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, watches, sneakers and Commissary items.

STORAGE SPACE: Space consists of an individual locker which can be secured with a lock 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, sweatpants and thermal underwear is permitted. Individual washcloths and towels are issued to inmates. Alteration of any item is prohibited and may be grounds for disciplinary action.

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

LEGAL MATERIALS: All legal materials and supplies must be stored in your locker or arrangements made by your Correctional Counselor for additional unit storage space.

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 always sealed. 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 newspapers. 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 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. Only Walkman-type radios are permitted, and headphones are always required.

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 4……12 cents per hour

Grade 3……17 cents per hour

Grade 2……29 cents per hour

Grade 1……40 cents 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 details and submitting 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.

If you possess specific skills related to Facilities type of work (i.e. electrician, plumbing, general maintenance) please reach out to the general foreman in the facilities department for a job interview.

UNIT/QUARTERS REGULATIONS

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 may occur. 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.

ORDERLIES are responsible for unit sanitation. However, everyone is responsible for cleaning up after themselves. Trash and waste baskets 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 4:00 p.m. count clears until lockdown. 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, if 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.

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: *FCI* 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 always have their ID card in their possession. If you need a replacement ID card, contact your R&D via electronic cop-outs.

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 may be subject to disciplinary action.

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, and other judgments).

Institution staff assist in planning, but the inmate is responsible for making all payments required, either from earnings within the institution, or from outside resources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet his 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.

SECURITY PROCEDURES

Safety and security should be a primary concern to everyone in a correctional setting. Safety and security during an institutional emergency becomes a critical requirement that needs everyone's participation in order to resume normal operations in a timely manner.

When an institutional emergency is announced or observed, inmates in the immediate area will be required to:

- Cease all activity, prohibited or otherwise
- Clear a path for staff
- Drop to a knee with your open hands displayed
- Follow all staff orders without hesitancy

Failure to follow staff directives or return to your cells may result in loss of privileges and further restrictions.

It is the policy of this institution to return to normal operations as quickly as possible after an emergency event, but this can only be accomplished with your participation. If you have any questions, contact the Captain.

NOTE: IN THE EVENT OF AN EMERGENCY ON THE IMATE RECREATION YARD, THE TOWER OFFICER WILL GIVE A VERBAL ORDER FOR ALL INMATES TO GET DOWN ON THE GROUND.

THIS ORDER WILL BE PROVIDED IN BOTH ENGLISH AND SPANISH. AT THAT TIME, ALL INMATES ARE TO GET DOWN ON THE GROUND IMMEDIATELY AND STAY DOWN UNTIL FURTHER DIRECTIONS ARE RECEIVED FROM THE TOWER OFFICER.

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, 10:00 p.m. and 10:00 a.m. counts on weekends and holidays.

When count is announced, each inmate must return to his assigned living quarter 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., (stand-up). An additional count will be conducted at 10:00 a.m. on weekends and holidays 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 be seen at all counts, even if the inmate must be awakened to do so.

CALL-OUTS: Is 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 appointments daily; all scheduled appointments are to be kept. It is the inmate's responsibility to report promptly to all scheduled callouts. Failure to report for a call-out may result in disciplinary action. (Callouts are also available on TRULINKS)

CONTROLLED MOVEMENT: FCI 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 (One-Way Movement). 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 loudspeakers. (Each controlled move will be announced as a five minute inbound and a five-minute outbound move). During the movement period, inmates may move from one area of the institution to another without pass or staff escort. Any time an inmate leaves a secure area other than during a controlled movement, he must be in possession of a pass, and 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 try 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 may be levied against the violator.

SEARCHES Any staff member may search for 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 may 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 may result in an incident report. Refusal to submit to the test may 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 conducted by qualified professionals. Do not hang items from sprinkler heads in the cells.

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 tags 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. Institutional/Personal clothing must be placed on their assigned laundry loop and turned into Laundry Monday through Thursday, 6:20 a.m. to 7:15 a.m. Laundry will be available to pick up the next day at 6:20 a.m.

To 12:30 p.m. Linen is exchanged every Wednesday, 6:20 a.m. to 7:30 a.m.; blankets are exchanged the first Tuesday of each month 6:20 a.m. to 7:30 a.m. Inmates are issued one blanket with the Housing Units having temperature-controlled environments. All Institutional clothing and linen issued will be fair and equitable.

WORK BOOTS: May be exchanged on a one for one basis for unserviceable boots only.

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.

COMMISSARY

Accumulated institutional earnings and authorized monies sent from outside are given to the inmate upon release or may be mailed home. FCI 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 Monday through Wednesday during the day. CMS 6:15 a.m. – 7:10 a.m. or last call. General population 10:45 a.m. – 3:00 p.m. or last call. 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. Your shopping day will be determined by your last two numbers of your register number.

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 the rear corridor during daily meals. 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 4500.12. The spending limit is currently $460.00 per month (Revalidation chart above). Only one book of stamps may be purchased per visit. Stamps do not affect 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 or exchanges. Items are to be inspected at the time of purchase at the sales window.

INMATE CONDUCT DURING SALE 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 may 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, the inmate ensures he has funding and spending limit to cover the price of the Special Order.

DEPOSITS TO ACCOUNTS: Inmates may check the balance of their accounts either by the inmate telephones in their assigned housing unit or Trulincs workstation. Funds must be sent to an authorized outside source through the following two methods: Western Union/Lockbox.18

NATIONAL LOCKBOX

Funds for inmates at FCI Leavenworth 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 people who may send you funds to send 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. Enclosed 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 ensure their funds can be returned in the event the funds cannot be posted to the inmates account.

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 in 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 1-800-325-6000 or visit: ***www.westernunion.com***.

By using a credit/debit card. The sender may call 1-800-325-6000, 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 name 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!

*P*lease 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 is 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 U.S. processed at the Western Union agent locations. Transfers via the telephone or internet charge fees. Non-U.S. fund transfers result in high fees.

Questions and concerns regarding Western Union fund transfers should be directed to Western Union by the sender by calling 1-800-634-3422.

COMMISSARY FUND WITHRDAWLS: Standard Form BP-199 (Request for Withdrawal of Inmates Personal Funds) can be done from the inmates TRULINCS account for the withdrawal of inmate funds from Commissary accounts. You will need to follow the instructions to ensure 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 $500.00. Any request for withdrawal exceeding $500.00 shall be approved by the Associate Warden. Withdrawals for education and leisure time items must be approved by the Supervisor of Education.

TRULINCS

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

Telephones are to be used for lawful purposes only. Threats, extortion, or any criminal conduct 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.

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. 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 telephones 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 may result in disciplinary action.

With *ITS ,* 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 further 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 and a copy of the phone bill reflecting the contact's name and phone number 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 loss of phone privileges. To obtain a new 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 the staff, on telephone restriction for more than sixty (60) 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 may be subject to disciplinary action. Inmates are only authorized to make up to 510 minutes of calls per month.

The telephones will normally be operated during the following hours:

Monday through Friday

6:30 am to 10:30 am……Limited Use

10:30 am to 12:30 pm……..Full Use

12:30 pm to 4:00 pm.....Limited Use

4:00 pm to 10:00 pm .....Full Use

Saturday, Sunday & Holidays

6:30am to 10:00 pm

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

TRULINCS (Trust Fund Limited Inmate Communication System) & TRUFONE (Inmate Telephone System):

Inmates may create up to 100 contacts in the TRULINCS system. 30 numbers may be on their phone list, 30 on their e-mail list, and 40 may consist of other entities. i.e. book companies, etc. The current rate for using the public messaging feature (e-mail) is 5 cents per minute.

All outgoing mail from inmates housed in the general population must have a TRULINCS mailing label attached. This includes legal mail. Inmate may print up to 10 labels per day, free of charge.

TRULINCS Printing: Print stations are located in Education & the rear corridor. The printer in the rear corridor is available from 10:30 a.m to 12:30 p.m. Mon. - Fri. The Education printer is available every day and evening and on weekends. Inmates, who experience problems printing chargeable documents sent to the queue, should NOT try to reprint as they will be charged twice. They should note the date, time and number of documents and see the Trust Fund Supervisor or submit a message using the Staff Messaging function in TRULINCS.

Blocked Phone Numbers and/or Email Accounts: Contacts who either intentionally or accidentally block phone or e-mail accounts must submit a written notice to the Trust Fund Supervisor to unblock the phone/email utilizing the Staff Messaging function in TRULINCS. This notice must include a copy of the phone bill reflecting the contact's name and phone number and/or e-mail address along with the inmate's name and register number.

Inmate to Inmate Correspondence via Email: The procedures for inmates who wish to correspond via e-mail with another inmate mirror those of written postal correspondence. Inmates should make this request via cop-out or utilizing the Staff Messaging function in TRULINCS, to their Unit Team. Locked TRULINCS Accounts: Inmates have 30 seconds to enter their Register Number, PAC number and PIN number. Three unsuccessful attempts will lock the account. Inmates may report their locked account utilizing the Staff Messaging function in TRULINCS. Note: Normally these accounts are unlocked daily, excluding weekends and holidays.

Inmates are limited to 510 minutes per month of TRUFONE phone usage. These minutes can be used as either debit calls or collect calls, or any combination of the two. The 510 minutes will automatically be reset based on the inmate's revalidation date. See your Unit Team if you need an emergency phone call. Calls are limited to 15 minutes in duration. Inmates may use the telephones at the specific times stated, as long as it does not interfere with their work assignments and other institution programs. If an official count or census is conducted, inmates will immediately terminate their calls.

TRUFONE credits can be transferred from your commissary account any time unit phones are available. Inmates on commissary restriction will still be permitted to place money on their TRUFONE and/or TRULINCS accounts. After a TRUFONE or TRULINCS credit has been established, funds sent to those accounts will remain there & will not be transferred back to the inmate's commissary account with the exception of the following circumstances:

a. Inmate is released.

b. UDC/DHO restricts telephone or e-mail usage for more than 60 days and inmate requests in writing the funds be restored.

c. In rare or unusual circumstances approved in writing by the Warden.

Each time a call is placed by an inmate, the amount of the call will be deducted from his telephone account. As long as there are sufficient funds in the inmate's TRUFONE account for a minimum three-minute call, the call can be placed. An inmate may check his balance before or after making a call by dialing 118 and entering his Phone Access Code, (PAC number) or using the TRULINCS terminal in his housing unit.

An inmate's TRUFONE account may contain a maximum of 30 phone numbers he wishes to call. He may add telephone numbers/e-mail addresses for any person he chooses. Attorney phone numbers and e-mails addresses may be included on an inmate's contact list with the understanding these calls/e-mails are subject to monitoring. Arrangements for unmonitored attorney calls must be made with the Unit Team. The Associate Warden of Programs may authorize the placement of additional numbers on an inmate's telephone list based on the individual situation.

After arriving at FPC or FCI Leavenworth, the inmate will be required to register their voice using the voice recognition (V-Pin) software installed on all TRUFONE telephones. Their account must be enabled to accomplish this. The inmate may request the enabling of their account by utilizing the Staff Messaging function in TRULINCS, or contacting the Trust Fund Staff. No telephone calls can be made until this is accomplished.

The Phone Access Code (PAC) shall be delivered to the inmate in a manner that ensures confidentiality of the PAC numbers. Note: Unit team have access to PIN numbers and PAC numbers. There is a $5.00 fee for replacement of PAC numbers.

Special Housing Unit (SHU) inmates with no telephone restrictions are allowed one fifteen-minute call every 30 days.

Restrictions on telephone privileges may be imposed for violation of any rule.

The use of TRUFONE & TRULINCS are privileges granted to each inmate. Inmates who are disciplined and sanctioned with loss of commissary privileges cannot be denied access to TRUFONE or TRULINCS unless the disciplinary action imposed by the DHO or UDC specifically states that these privileges are restricted.

Collect calls are permitted via TRUFONE. Third party billing and electronic transfer of a call to a third party are not permitted. Any inmate performing three-way calls may be subject to disciplinary action. Phone rates will be posted in the inmate law library.

Inmates may contact the Trust Fund department by utilizing the Staff Messaging function in TRULINCS for questions regarding the Commissary, TRUFONE, TRULINCS, and Laundry.

FOOD SERVICE

The Food Service Department consists of an Administrator, Assistant Administrator and Cook Supervisors. They are responsible for the entire Food Service Program, which includes meal planning, budgeting, procurement, preparation, serving, and sanitation. Inmate work assignments are available in a variety of areas of food service to include cooking, meat cutting, dishwashing, and general cleaning. FCI Leavenworth currently follows the standardized High-Rise National Menu. This menu is offered at various institutions and includes approved menu items based on standard recipes and product specifications. The High-Rise National Menu offers regular, heart-healthy, and no-flesh dietary options.

Food Service also provides Religious Diet meals for approved inmates. For information and placement on the Religious Diet, consult the Chaplain. Any violations of the Religious Diet may result in removal from the list.

Meals are served in the Dining Hall at the following times:

- Monday - Friday: Breakfast is served from 6:00 a.m. to 7:00 a.m., Lunch is served from 10:45 a.m. to 12:00 p.m. and Dinner is served after the completion of the 4 p.m. Count.
- Weekends & Federal Holidays: Breakfast is served from 6:00 a.m. to 7:00 a.m., Lunch is served after the completion of the 10:00 a.m. count and Dinner is served from after the completion of the 4 p.m. Count.

Dining Hall Rules and Regulations:

There are certain rules and regulations you should become familiar with:

- No food shall be taken from Dining Hall
- No beverage containers are permitted in the Dining Hall
- Dishes, eating utensils and drinking cups are not to be taken from Dining Hall
- Do not trade or pass items on the serving line.
- Do not waste food; take only what you will eat
- You must be appropriately dressed to include the khaki uniform during programming hours. Sweatshirts and sweatpants may be worn in the dining hall during non-programming hours, i.e., evenings, weekends, and holidays.
- Shorts, shower shoes, and sandals are NOT permitted in the Dining Hall. Hats must be removed. No Coats/jackets are authorized.
- You must ensure you have all the items that are being served on your tray before you leave the serving line. If you are missing any items, you must show your tray to the Cook Supervisor on duty for corrections to be made to your tray before you exit the serving line.
- No commissary items are to be brought into Food Service with the exception of one condiment i.e. hot sauce, cheese sauce or spice for meal service. The condiment must be in its originally labeled container.
- After eating, carry your tray to the dishwashing area of the Dining Hall. Dispose of remaining food items properly and pass the tray to the worker or leave it on the counter.
- Due to space limitations, you are expected to vacate your table as promptly as possible.
- No laundry items, gym bags or tablets are to be in the dining room.

Any questions or concerns you may have are to be directed to one of the Cook Supervisors or the Food Service Administrator, not the inmate workers.

EDUCATION DEPARTMENT HANDBOOK

Education: The FCI Leavenworth Education Department offers a variety of academic, vocational, recreational, and social programs. These services are provided through Literacy (GED and ESL), Vocational Training (VT), Adult Continuing Education (ACE), Postsecondary Education (PSE), Parenting (English and Spanish), Wellness, Leisure, and Reentry Preparation courses. The Education Department also operates an extensive Leisure Library, Law Library, and Career Resource Center (CRC). These programs and resources allow for various forms of personal and professional enhancement.

To keep inmates up to date on Education programming, the Education Department posts a monthly programming schedule on TRULINCS and in the Leisure Library.

If you have any requests, questions, or concerns, please submit an "inmate request to staff" to the Education Department via TRULINCS.

Education Department Rules

During normal business hours (Monday – Friday: 7:30 – 3:30), inmates may only wear institution issued clothing: Khaki pants secured around the waist with belt, brown t-shirt, or khaki button-down shirt (tucked-in), and approved footwear.

Inmates may not wear hats or sunglasses inside the Education Department.

No food or drinks (including commissary) are permitted in the Education Department.

Inmates may not wear headphones in the Education Department unless they are being used for approved programming.

Inmates may not use Educational spaces for games (board, card, etc.). Recreation is the approved area for gameplay.

Inmates may not practice religion in the Education Department (praying, religious study groups, etc.). Religious Services is the approved area for religious activity.

To provide an optimal learning environment, inmates must maintain a low noise volume while in the Education Department.

Leisure and Law Libraries

The Leisure Library provides a variety of English and Spanish books, magazines, newspapers, and educational videos. The Leisure Library also offers an interlibrary loan program. The interlibrary loan program allows participants to check out books from a local library. Interlibrary loan

books are restricted to the Leisure Library. No interlibrary loan books may leave the Education Department at any time. Specific requests for materials such as books, magazines, newspapers, and educational videos, may be made by submitting an "inmate request to staff" to the Education Department via TRULINCS or through the "Annual Survey" which is available in the Education Department. An auxiliary leisure library is available in the Recreation Department. The auxiliary library is accessible on Sundays and holidays when the primary library is closed.

The Law Library offers a variety of resources to assist with inmates' legal needs. The Law Library is supported by LexisNexis. LexisNexis is the world's largest electronic database for legal records. The Law Library also has clerical supplies, typewriters, and a copying machine, for the preparation of legal work. The Inmate Copier is provided by Trust-fund. If you have any complaints or require any assistance with the copier, contact Trust-fund. Indigent inmates unable to pay for legal copies should request assistance from their Unit Team.

LIBRARY HOURS OF OPERATION	LEISURE & LAW
Monday through Thursday	7:30a.m. – 10:30a.m. 1230p.m. – 3:30p.m. 5:30p.m. – 8:00p.m.*
Friday	7:30a.m. – 10:30a.m. 1230p.m. – 3:30p.m.
Saturday	7:30a.m. – 3:30p.m. (out-count) **
Sundays & Federal Holidays	Closed***

*5:30p.m. is an approximate opening time. The Education Department evening hours run from the opening of Main-line until 8:00p.m.

** Inmates may sign up for Saturday out-count. Out-count signup occurs in the Education Department's Main Office

at 2:00p.m. on Friday afternoons. Out-count allows inmates to remain in the Leisure Library through the 10:00a.m. count on Saturdays.

*** The Recreation Department provides an auxiliary leisure library which is open for inmate use on Sundays.

The auxiliary leisure library has books, magazines, and newspapers.

Education Programming

Literacy Programming:

Literacy Participation: Literacy programming includes General Educational Development (GED) and English as a Second Language (ESL) programming. With a few exceptions, inmates sentenced under VCCLEA/PLRA who do not have a verified GED, or a high school diploma (HSD) are required to complete 240 instructional hours of Literacy Programming. Inmates with limited English proficiency skills will be afforded the opportunity to enhance their communication skills, and some of those inmates will be required to participate in ESL programming.

Literacy programming generally begins within 120 days of arrival at the institution (waitlist notwithstanding). Inmates within 5 years of release generally get priority enrollment.

VCCLEA / PLRA:

VCCLEA: VCCLEA requires inmates who do not have a GED or HSD to participate and make satisfactory progress in the literacy program to vest earned Good Conduct Time (GCT) if they committed their offenses on or after September 13, 1994, but before April 26, 1996.

PLRA: PLRA requires the Bureau to consider whether inmates earned or are making satisfactory progress towards earning a GED before awarding GCT.

PLRA is applicable to those who committed their offenses on or after April 26, 1996.

District of Columbia Education Good Time Credit (DCEGT): If you are a D.C. inmate who is serving a term of imprisonment for a D.C. criminal code violation committed before August 5, 2000, you may be eligible for DCEGT for participating in or completing the GED, ESL, or certain Occupational programs. Not all programs are eligible for DCEGT. Per Program Statement 5884.02, if you believe that you meet the eligibility requirements for DCEGT, you may inform the Supervisor of Education and request DCEGT by submitting an "Inmate Request to Staff Member" form.

Deportable Aliens: While exempt from mandatory enrollment, to vest their earned GCT or to be eligible for the maximum amount of GCT, deportable

aliens who do not have a GED or HSD and are sentenced under the VCCLEA/PLRA must follow the satisfactory progress provision of said laws.

Good Conduct Time (GCT): To earn GCT, inmates without a GED or HSD:

Must not refuse enrollment in literacy programming,

Voluntarily withdrawal from literacy programming, or

Have been found to have committed a prohibited act that occurred in a literacy program during the last 240 instructional hours of the inmate's most recent enrollment in literacy programming.

Pay Grade Restrictions: Inmates who do not have a GED or HSD cannot be paid higher than pay grade 4 unless the SOE recommends an exemption for an inmate who completes 480 hours of GED programming and remains enrolled in GED programming with a high level of effort.

IF YOU ARE SENTENCED UNDER VCCLEA OR PLRA:
You must have a high school diploma or be enrolled and making satisfactory progress in the GED program to vest good conduct time.
Inmates who have completed the mandatory period of GED enrollment (240 hours) must remain enrolled or re-enroll to vest their good conduct time.
Inmates found guilty of an incident report related to their literacy program enrollment, will be changed to GED UNSATISFACTORY PROGRESS, and will not vest their good conduct time.
Following assignment of a GED UNSATISFACTORY PROGRESS code, inmates will be required to complete 240 hours of program enrollment before they can be changed back to a SATISFACTORY code. Good conduct time will not vest while the UNSATISFACTORY assignment exists.
Inmates who are exempt from attending GED class based on a deportation detainer must enroll in GED programming to receive good conduct time.
Inmates under a final Bureau of Immigration and Customs Enforcement (BICE) order of deportation, exclusion, or removal are exempt.

High school diploma or equivalency verification: An inmate's high school diploma or a GED credential is verified when:

The SOE receives documentation directly from the appropriate school or agency. The Bureau of Prisons determines that an appropriate school or agency is a traditional 3- or 4-year high school or a General Educational Development (GED) credential issued by the American Council on Education. A diploma from a correspondence school, regardless of the accreditation status, does not meet either of these two criteria, and it will not be accepted. Documentation to verify a HSD or GED will not be accepted from an inmate, from his family or from any source other than the awarding school or agency.

Government personnel officially verify the high school diploma or a GED credential in the pre-sentence investigation report (PSI).

A valid post-secondary credential, (e.g., associate of arts degree, baccalaureate degree, master's degree, or higher) is an acceptable form of verification for a high school diploma or a GED credential. The SOE must receive documentation directly from the appropriate school or agency to verify said degree.

When there is no adequate information to verify an inmate's high school diploma or GED credential, the inmate must try to get verification information. To do this, an inmate may complete a Request for Education Records form (BP-S812.053) and give it to the SOE, who will forward it to the appropriate school or agency. An inmate may request the form from an education staff member.

Literacy Program - General Educational Development:

The General Educational Development (GED) literacy program is designed to meet the academic needs of inmates who have not already earned their high school diploma or GED. The GED program is offered in English and Spanish.

Who needs to participate in GED programming: Program Statement 5350.28, section 1, states "an inmate confined in a federal institution who does not have a verified General Educational Development (GED) credential or high school diploma is required to attend an adult literacy program for a minimum of 240 instructional hours or until a GED is achieved, whichever occurs first."

What is GED programming: A student enters the program following participation in the Admission and Orientation (A&O) process. Individual placement is determined by TABE (English) and SABE (Spanish) testing held following the A&O period. The Literacy Coordinator then places the student into the appropriate literacy class according to the student's educational needs. Students begin the course at various levels with emphasis placed on individualized and self-paced instruction. This allows for the special needs of students to be adequately addressed as they progress at their own pace. Emphasis is placed on attendance, participation, cooperation, and a willingness to learn.

The GED program strengthens students' math, reading and writing skills, social studies, and science, in preparation for the GED test. Students who pass the GED receive a GED Diploma that is recognized in all 50 states. To pass the GED, students must score a 145 or higher on each of the four GED exams: Math, Language Arts, Social Studies and Science.

As with other mandatory programs, staff may take disciplinary action against an inmate when that inmate refuses to enroll and participate in, or meet the minimum requirements of, the mandatory GED program.

Literacy Program - English as a Second Language:

The English as a Second Language (ESL) program is designed to meet the academic needs of inmates who do not function at the equivalence of the eighth-grade level in English competency skills (reading and listening). Non-English-speaking inmates may enroll in an ESL program instead of the GED program. In this instance, the ESL program is an extension of the GED program.

Who needs to participate in ESL programming: In accordance with Program Statement 5350.24, section 1, "Limited English Proficient inmates confined in Federal Bureau of Prisons Institutions are required to attend the ESL program until they function at the equivalence of the eighth-grade level in competency skills." Bilingual inmates who speak the English language, but are illiterate in their native and in the English language, shall be placed in the mandatory ESL program. Waivers to this requirement may be granted by the Warden in accordance with Program Statement 5350.24.

During the initial education interview or initial unit team classification, appropriate staff shall determine whether to recommend an inmate for an English as a Second Language assessment. The Comprehensive Adult Student Assessment System (CASAS) placement tests are used to assess an inmate's English language proficiency. Based upon assessment results, students may be assigned to the ESL program.

What is ESL programming: The ESL program is designed to measure and enhance students' English reading and listening skills. To complete the ESL program, students must achieve an eighth-grade equivalency in English reading and listening skills. An eighth-grade equivalency in reading skills is measured by a score of 225 on the CASAS Certification test and a 215 on the Listening Comprehension test.

As with other mandatory programs, staff may take disciplinary action against an inmate when that inmate refuses to enroll and participate in, or to meet the minimum requirements of, the mandatory ESL program.

LITERACY (GED/ESL) SCHEDULE	
Monday through Friday	7:30a.m. – 9:00a.m. 9:00a.m. – 11:00a.m. 12:30p.m. – 2:00p.m. 2:00p.m. – 3:30p.m.

Students assigned to Literacy programming are required to attend all classes unless they are on call-out or excused by an Education Department staff member. Disciplinary action may be taken for missing assigned programming.

LITERACY PROGRAM ACHIEVEMENT INCENTIVES
Students earning a Student-of-the-Month award will receive a certificate of achievement and an award to be determined by their teacher Students who successfully complete the GED or ESL programs receive a $25 commissary award Students who successfully complete the GED or ESL program may participate in the annual Education Graduation ceremony and reception

Vocational Training:

Vocational Training (VT) programs are provided to enhance inmates' employment opportunities upon their release to the community. VT Course offerings include Culinary Arts (ServSafe: Food Manager and Food Manager), Hospitality (HEART) and Custodial Maintenance. Various apprenticeship programs are also available through the U.S. Department of Labor. Speak with the Apprenticeship Coordinator for details.

Adult Continuing Education (ACE):

Adult Continuing Education (ACE) classes are offered to enhance inmates' personal and professional skills. ACE classes are offered on weekday evenings (Monday through Thursday: 6:00p.m. – 8:00p.m.). To best meet students' needs, ACE classes are offered in two- and twelve-week sessions. The two-week courses have classes four days per week. The twelve-week courses have classes once per week. Inmate instructors who have shown proficiency in their respective disciplines teach ACE courses. ACE class offerings include Commercial Driver's License, Small Business Management, Bath and Kitchen Design, Nutrition, Portuguese, Self-Development, and Public Speaking. A full list of ACE course offerings is located on the "Education Programs" bulletin board in the Education Department's main hallway. Students successfully completing ACE courses receive programming hours and a certificate for the class taken.

Post-secondary Education (PSE):

The Post-secondary Education (PSE) program is a self-funded and self-paced college program facilitated by the Education Department. There are numerous accredited college correspondence programs available to inmates seeking to earn associates, bachelors, or masters degrees. Additionally, inmates may take College Level Examination Program (CLEP) tests to earn college credits without having to enroll in correspondence courses. To gain more information about the PSE program, contact the PSE Coordinator. Students successfully completing PSE courses receive programming hours and a certificate.

Parenting Class:

The Parenting Class focuses on personal growth for fathers. The Parenting class helps students learn how to build and maintain relationships with their children while incarcerated and after release to the community. The Parenting class is two phases:

Phase I: National Parenting Program Workshop: The Parenting Workshop is a dynamic, psychoeducational course focused on parenting basics. The Workshop is four sessions. This program covers topics such as appropriate discipline and developmental milestones supplemented with discussion and practical exercises.

Phase II: InsideOut Dad: The InsideOut Dad Program focuses on common topics associated with being an incarcerated father. The InsideOut Dad program is twelve sessions. The topics covered include Parenting Ground Rules, Self-Awareness, "Being a Man," Spirituality, Handling Emotions, Relationship Development, Discipline, amongst others. Students successfully completing the Parenting Class receive programming time and a certificate.

Reentry Programs:

Reentry programs prepare inmates to successfully seek employment opportunities upon their release. Reentry programs help inmates optimize their job search efforts and maximize their results. Reentry programs include Typing, Microsoft, Money Smart, Resume Development, and Mock Job Fairs.

SHU Library & Programming

Law Library:

The SHU Law Library utilizes the Electronic Law Library (ELL) platform.

Specific instructions for inmates are as follows:

Access to the SHU Law Library is regulated and tracked by SHU staff.

Inmates requesting access to the Law Library will need their Registration Number, Phone Access Code (PAC), and Personal Identification Number (PIN). If the inmate does not have a PAC or PIN number, they must request those numbers through Trust Fund Staff. PAC and PIN numbers should follow the inmate in the event of institution transfers.

Education Staff will make weekly rounds for Law Library purposes. Inmates may submit requests during weekly rounds or via institution mail (Request to Staff). Reasonable requests will be fulfilled the following week. Material that is not stored in ELL will typically be provided in hard copy form and stored in a manner deemed secure by the SHU LT. While these materials are updated and monitored by Education staff, access to this material will be regulated by SHU staff.

Procedures for legal copies and notary are provided by Unit Team.

SHU Leisure Library:

The Education Department will renew SHU Leisure Library books on a monthly basis. Book Carts will be stocked with various types of books: fiction, nonfiction, reference and GED preparation materials. SHU Staff are responsible for the delivery of Leisure Library material to each SHU range on a weekly basis.

SHU: General Education Programs:

Requests related to education programs and materials beyond the Law and Leisure Libraries will be addressed on an individual basis during SHU rounds and/or via institution mail (Request to Staff).

RECREATION DEPARTMENT

It is our mission to encourage all inmates to make constructive use of their leisure time by offering a variety of wellness, sports, games, social activities, arts, hobby craft, and other group/individual activities. Furthermore, these diverse programs are provided and adapted to meet the needs of our ever-changing population of this institution and Federal Bureau of Prisons

RECREATION DEPARTMENT

It is our mission to encourage all inmates to make constructive use of their leisure time by offering a variety of wellness, sports, games, social activities, arts, hobby craft, and other group/individual activities. Furthermore, these diverse programs are provided and adapted to meet the needs of our ever-changing population of this institution and Federal Bureau of Prisons

RECREATION PROGRAMS AND LEISURE ACTIVITIES

The goal of the Recreation Department is to provide and promote the constructive use of leisure time and to offer group and individual activities which will lead to positive lifestyle changes through participation in physical fitness, productive leisure time

and health education programs. Recreation programs provide a diverse combination of competitive, recreational, and fitness activities designed to reach as many inmates as possible, regardless of age, cultural, racial, or health differences.
Activity sites are made available for both indoor and outdoor programs. Area for field games, court games, table games, team sports, individual competitions and events, wellness, hobby craft, as well as music practice and performances, health fairs, community involvement, unit activities, leisure tournaments, and holiday tournaments that are available to the general population at posted times. Schedules, flyers, memos, and holiday tournaments are also posted on TRUlincs (Inmate email notifications).
Various structured and unstructured recreation/leisure programs are offered by the Recreation Department daily during morning, afternoon, and evening hours on weekdays, weekends and holidays. Programs may be seasonal and available according to the availability of space and equipment. There are a series of progressive incentive awards for program completion.

· **Structured recreation/leisure programs:**

Hobby craft programs: art, beginner and advanced beading, cartoon drawing, ceramics, charcoal drawing, beginner and advanced crochet, beginner and advanced leather, and painting.

Wellness programs: aerobics, arthritis foundation walk with ease (FSA), brain health as you age (FSA), core fit, cross fit, healthy minds and body (FSA), H.I.I.T. managing your diabetes, plyometric and agility, beginner and advanced yoga.

· **Unstructured programs/equipment**: jogging/running, basketball, checkers, chess, handball, pickleball, football, music, daily movies, soccer, table games, bocce ball, horseshoes, board and card games.

Recreational Areas and Times	
Recreation Yard	
Saturday, Sunday, & Holidays	7:30am – 9:45am, 11:00am - 3:45pm, 5:00pm – 8:30pm
Monday – Friday	7:30am – 10:30am, 12:30pm – 3:00pm, 5:00pm – 8:30pm
2nd & 3rd Floor Recreation	
Saturday, Sunday, & Holidays	6:00am – 9:45am 11:00am- 3:45pm, 5:00pm – 8:30pm
Monday – Friday	7:30am – 10:30am, 10:45pm – 3:00pm, 5:00pm – 8:30pm
Gymnasium	
Saturday, Sunday, & Holidays	6:00am – 9:45am, 11:00am- 3:45pm, 5:00pm-8:30pm
Monday – Friday	7:30am – 10:30am, 12:30pm- 3:00pm, 5:00pm- 8:30pm

HOBBY CRAFT RULES AND REGULATIONS

All inmates that participate in any recreational organized leisure activities and hobby craft program will be aware of the following rules:

1. Participation in the Hobbycraft Program is through enrollment only. Only those who have completed the class in the area of interest are permitted in any of the Hobbycraft rooms.
2. Lockers will be assigned by Recreation staff only. Lockers should be kept neat and in an orderly manner at all times. Only hobby craft materials are to be kept in the lockers. The participant is responsible for providing his own lock for the locker. The Recreation Department will not be responsible for any lost or stolen items.
3. All hobby craft materials are limited to non-toxic, non-flammable materials stored in their original container.
4. All orders must be completed on Special Purchase Order (SPO) form. The form must be filled out completely, including the date and total amounts, and submitted to the Recreation Staff before the first of every month. Orders usually go to the Business Office the following Monday. All hobby craft venders must be approved by the SOR and Trust Fund Supervisor. Inmate contact with venders is prohibited. Inmates can only order items that can be stored in their hobby craft locker. The Recreation Department will not store any inmate materials!
5. Only six (6) pieces are allowed at one time and in one's possession. Recreation staff will issue project numbers for all projects before they are started. Every project must have the participant's name, number, and a project number that is clearly visible. Any project without these items will be confiscated and considered contraband.

6. All finished projects are to be mailed out during the designated mail-out time and day.
7. No projects will be sold or bartered to/with other inmates.
8. Inmates are allowed to work on their projects and their projects only.
9. Help keep the hobby craft rooms clean by cleaning your own work area after each use.
10. Participants must use the hobby-craft room at least twice a week to stay enrolled in the program. Failure to do so may result in removal from the program.
11. Failure to order material or mail out at least every two months will result in removal from the hobby craft program.
12. No hobby craft materials are allowed outside of any of the hobby craft rooms. Any hobby-craft materials found on your person or in your cell, or anywhere else outside the hobby-craft rooms that have not been approved for unit hobby-craft will result in termination of hobby-craft privileges and may result in disciplinary action.
13. You must have a detailed, up-to-date, inventory list posted in your locker at all times.
14. You may only have $300.00 worth of hobby-craft materials in your possession/locker at any time.
15. You must sign in the hobby craft log when utilizing any of the hobby-craft rooms.
16. Lockers must be organized and clean at all times.
17. You may only participate in one hobby craft program at a time. For example, you may not be in Art and Stick Art at the same time.
18. The Recreation Department is not responsible for any lost, damaged or misplaced items.
19. Each participant will maintain their position in the hobby craft program for a period of 9 months. When your 9 months expire, you must leave the program. If there are no individuals on the waiting list, you may retain your position in the program until another individual applies for the program. AT THE END OF YOUR SESSION, YOU MUST MAIL ALL SUPPLIES AND PROJECTS OUT AT YOUR OWN EXPENSE. THE INSTITUTION WILL NOT AT ANY TIME STORE MATERIALS OR PROJECTS.
20. Being placed in the Special Housing Unit, for any reason, is not a cause for your time to be extended in the hobby craft program.
21. You will not be permitted to place an SPO order after you have reached seven (7) months of enrollment.
22. Inmates are not permitted to share or give any hobby-craft supplies to other inmates.
23. Inmates have 15 days after they complete the beginning hobby-craft class to submit an SPO for hobby-craft materials. Inmates who fail to submit an SPO will be removed from the hobby craft program.
24. All materials must be stored in their properly labeled, factory issued, container.
25. Tools are issued from the tool board only. Any tools found in your possession will result in immediate removal from the program and disciplinary action.
26. Violation of rules may result in disciplinary action and removal from program.

Special purpose Orders:
The Recreation Department sponsors the **Special Purpose Order (SPO)** program by allowing inmates to submit requests in the Passive/Leisure Center before the 10th of each month. SPOs are reviewed for mistakes by a Recreation Specialist and forwarded to the Supervisor of Recreation for approval. SPOs are then forwarded to Financial Management for ordering. Inmates will sign for their orders in Commissary. After the order has been processed by Commissary, Recreation will pick up SPOs on a weekly basis.
Inmates submitting SPOs must ensure appropriate funds are available in their accounts. Inmates having insufficient funds will lose ordering privileges for ninety days. If a trend of insufficient funds continues, the privilege may be revoked for the duration of incarceration at FCI Leavenworth.

RECREATION RULES OF CONDUCT

All inmates that participate in any recreational organized activities, sports, and wellness-based program will be aware of the following rules:

1. Each player, coach, and official must sign a conduct contract prior to participating in any league activities.
2. Any player or coach ejected from a game can be suspended from intramural competition for a minimum of one (1) additional game. A participant suspended from one league cannot play in another league (basketball, soccer, flag football, softball, etc.) while under suspension. A violation of this rule will result in suspension from the intramural program for a minimum period of one (1) month.
3. Participants will treat staff and officials with respect at all times. Abusive language and threatening gestures or behavior will not be tolerated. Violations will result in immediate expulsion from the game and a minimum one (1) game suspension. Such incidents may involve additional disciplinary action. An incident report will be written by Recreation Staff. Correctional Services, Unit Team, and DHO will determine if additional disciplinary action should be taken.
4. Any player or coach placed on suspension a second time from any intramural sport will be suspended for the rest of that season. This will also include practice games, special tournaments, or anything related to that intramural sport.
5. All players and coaches under suspension must remain outside the playing area while any league game is in progress, during warm-ups and while teams are practicing. A violation will result in suspension from the intramural program for an additional minimum period of one (1) month.
6. If any recreation property (jerseys, whistles, gloves, balls, etc.) is confiscated from any inmate's person or property, that inmate will be suspended from all intramural sports for a minimum of two (2) games and will be subject to disciplinary action.

7. Any coercive action (threats, bribes, etc.) made from one participant to another can result in suspension from all intramural sports for a minimum period of one (1) month.
8. Officials who threaten players or coaches are subject to the same disciplinary actions as players.
9. A staff member will be present on the sidelines during all games. Staff will resolve all conflicts and their decisions are final.
10. Only inmates on the team roster may sit on the team bench during games. Violations may result in forfeiture of the games, as determined by Recreation staff.
11. Team names are limited to the name of an official professional or collegiate sports team.
12. Participants who throw or kick equipment will result in an immediate expulsion from the game and can be suspended from intramural competition for a minimum of one (1) game. Depending on the severity of the incident the participant may also be subject to disciplinary action.
13. Any coach, official, or scorekeeper with a problem or complaint should report the problem or complaint to a staff member as soon as possible. Recreation staff will not place priority status on any complaint that is not reported as soon as possible.

Unsportsmanlike conduct: Unsportsmanlike conduct will not be tolerated or permitted while participating in recreation programs. This applies to all recreational activities and/or areas. Recreation staff has sole discretion and authority to interpret unsportsmanlike and/or inappropriate behavior. Misuse or destruction of recreational equipment is prohibited. Unsafe practices during any recreational activity are prohibited. Insolence toward staff will not be tolerated and can result in immediate removal from the program. Participants that are in violation of the intramural rules, in many cases, are in violation of Bureau of Prisons (BOP) policy and such action may result in disciplinary action. The Recreation Department will not compromise the integrity of its rules or regulations for inmates that cannot conform to general rules of sportsmanship.

Explanation of Consequences:
Any violation to these Rules of Conduct will result in the following:
1st violation of the rules of conduct; Verbal warning up to removal from the program and/or area.
2nd violation of the rules of conduct; Two-week suspension up to removal from the program and/or area.
An incident report may be written for any Rules of Conduct violation.
All violations will be reviewed by the Supervisor of Recreation.
The Supervisor of Recreation will have the final decision in disciplinary action based on the specific violation.

Violation of Recreation Rules & Procedures: If an inmate violates or does not adhere to the rules and/or procedures for the recreation department or a specific program area it may lead to a suspension from the specific program area in which the violation occurred. Unruly and/or disruptive inmates will be asked to return to their respective housing units for that specific recreation movement for the day or evening. If the inmate continues to present a problem, an incident report may be written. In addition, incident reports that are written on inmates while in recreation or participating in a recreation sanctioned event may be reviewed by either the Unit Disciplinary Committee (UDC) or the Disciplinary Hearing Officer (DHO) depending on the severity of the offense. The UDC or DHO may impose sanctions that include the loss of recreation privileges for a specified time. Recreation Staff have the authority to refuse inmates access to recreation, if they believe it is not conducive and/or in the best interest of safety and security to allow inmates in recreation areas.

Explanation of Consequences:
Any violation of these Rules of Conduct will result in the following:
1st violation of the rules of conduct; Verbal warning up to removal from the program and/or area.
2nd violation of the rules of conduct; Two-week suspension up to removal from the program and/or area.
An incident report may be written for any Rules of Conduct violation.
All violations will be reviewed by the Supervisor of Recreation.
The Supervisor of Recreation will have the final decision in disciplinary action based on the specific violation.

RELIGIOUS PROGRAMS

A wide range of religious programs is provided for inmates. Faiths that meet in the Chapel are posted on the Chapel Schedule. If your faith tradition isn't represented see a Chaplain. Staff chaplains, as well as contract and volunteer representatives of other faiths are available to assist inmates. Special religious diets, holiday observances, crisis intervention and other worship activities are coordinated through the Chaplain's office. Information about these programs is available in the orientation program, TruLincs, on the bulletin board in front of the chaplain's offices, and from the Chaplains.

FSA Opportunities: Threshold, a faith-based re-entry program is offered regularly throughout the calendar year. You can sign up for this program in the Religious Library. Alcoholics Anonymous is offered twice a week in the chapel.

Clergy Visits: If you wish to schedule a clergy visit, you must indicate that you wish to receive a visit from a particular clergy person. The clergy person must contact the chaplain and provide copies of credentials and other necessary information in order for this to be accommodated.

Religious Property: An inmate must contact the chaplain if there are other items he wishes to possess that are not sold in Commissary. These items are procured through the SPO process and SPO forms can be obtained in the Religious Library.

Life Connections Program: The Life Connections Program is offered at FCI Greenville. If you wish to learn more about this program or apply for entry, see Chaplain Son in person (an email isn't necessary).

PSYCHOLOGY SERVICES

The Psychology Services department at this institution is staffed by a Chief Psychologist, Advanced Care Level Psychologist, two Staff Psychologist, two Drug Abuse Program Coordinators, eight Residential Drug Treatment Specialists, and one Non-residential Drug Treatment Specialist. The department's office is located on the West yard, upstairs above the laundry building. 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 an electronic cop-out to Psychology Services. 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 in the evenings or weekends.

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

Various services provided include individual counseling, crises intervention, drug and alcohol treatment and special group programs. Among the group programs offered is Anger and Stress, 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 Health Services staff 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 the pressure they are under. Staff at FCI Leavenworth are trained to monitor inmates 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.

If your friend, cellmate, co-worker, or associate is exhibiting these signs, start by telling the person you are concerned with and give him/her examples of what you see that worry you. Listen and encourage the person to seek help. If they are hesitant, offer to go with them to speak to a staff member. If you are not confident, they will seek help, notify a staff member yourself. Seeking help for a person in distress isn't "snitching"; it is showing concern for the welfare of a fellow human being. If you report your concerns to staff, you can rest easily knowing you did everything within your power to assist the individual. Psychology Services staff, along with other programming staff in the institution, collaborate with your Unit Team to develop a comprehensive assessment of our strengths and weaknesses. Based on this assessment, Psychology Services will offer programming recommendations specific to your psychological needs. These recommendations

are designed to ensure your successful adjustment to incarceration and prepare you for your eventual release. We encourage you to participate actively in the assessment process. If mental health or drug abuse programming is recommended for you, Psychology Services staff will provide ongoing feedback to you and your unit team regarding your progress toward these programming goals.

If you are interested in assisting Psychology Services with suicide prevention efforts, you may choose to participate in this institution's inmate companion program. Inmates who are interested in serving as suicide watch inmate companions must meet the following criteria: (1) be a sentenced BOP inmate; (2) no 100 series incident reports in the past three years; (3) may not be in FRP, DRG ED, or GED refusal status; (4) incarcerated at his facility for a minimum of 12 months. If you would like more information about this program, please speak with a member of the department.

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

DRUG ABUSE PROGRAMS: Inmates who were sentenced or had their 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 Residential Reentry Center placement. Other interested inmates may contact the Drug Abuse Program Coordinator by cop-out to express their desire to participate in the Program.

Inmates who are diagnosed with a drug use disorder are qualified for the RDAP and are admitted to the program based on their nearness to release, as mandated by federal statute. You must have enough time left to serve on your sentence to complete the unit-based component and the community transition component of the program. Follow-up Treatment, as described earlier, is provided to inmates after they complete the unit-based component and before they transfer to a residential reentry center.

The RDAP is operated as a modified therapeutic community where inmates are expected to model the pro-social behaviors expected in a community. This means RDAP participants are role models to other inmates. Therefore, they are to demonstrate honesty, relate positively with their peers, and to fully participate in all treatment activities in the unit. The RDAP is a half-day program, with the rest of the day devoted to work, school, and other self-improvement activities.

If you are interested in volunteering for the RDAP and would like to know if you are eligible for the program, contact the institution's drug abuse program coordinator. You may apply for the program at any time during your incarceration, but your interview, like program admittance, will be based on your proximity to release. For AICs to be transferred/interviewed for RDAP programming purposes, they must meet the following release criteria: have a PRD that is 22 months or more away but no more than 48 months on their earliest release method (FCPD, FCRD, or PRD).

Early Release for Participation in RDAP: The Violent Crime control and Law Enforcement Act of 1994 allow the BOP to grant a non-violent inmate up to 1 year off his or her term of imprisonment for successful completion of the residential drug abuse treatment program (Title 18 U.S.C. 3621 (e) (2)). For more information, talk to an institution drug abuse treatment specialist or drug abuse program coordinator.

Community Transition Drug Abuse Treatment: To successfully complete the RDAP, inmates are required to participate in the Community Transition Drug Abuse Treatment component of the program. The bureau ensures that inmates receive continued treatment when transferred to a residential reentry center (RRC) or to home confinement. The RRC, is structured to help you adjust to life in the community and find suitable post-release employment. RRCs provide a structured, supervised environment and support job placement, counseling, and participants continue their drug abuse treatment, with a community-based treatment provider. The Bureau contracts with this provider to deliver treatment services in the community. Inmates must continue to participate in transition drug abuse treatment to earn any benefit associated with successful completion of the RDAP, e.g., early release.

SEXUAL ABUSE/ASSAULT PREVENTION AND INTERVENTION

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

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

You do not have to tolerate sexually abusive/ harassing behavior or pressure to engage in unwanted sexual behavior from another inmate or a staff member. Regardless of your age, size, race, ethnicity, sex or sexual orientation, you have the right to be safe from sexually abusive behavior.

What Can You Do to Prevent Sexually Abusive Behavior?

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

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

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

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

What Can You Do if You Are Sexually Assaulted?

If you become a victim of sexually abusive behavior, you should report it immediately to staff who will offer you protection from the assailant. You do not have to name the inmate(s) or staff assailant(s) to receive assistance, but specific information may make it easier for staff to know how best to respond. You will continue to receive protection from the assailant, whether you have identified him or her (or agree to testify against him/her). After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you many want to clean up after the assault, it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom. Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported. Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.

How Do You Report an Incident of Sexually Abusive Behavior?

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

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

The address is:

Office of the Inspector General

U.S. Department of Justice

Investigations Division

950 Pennsylvania Avenue, N.W.

Room 4706

Washington, D.C. 20530

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

Note: These e-mails:

▪ are untraceable at the local institution,

▪ are forwarded directly to OIG

▪ will not be saved in your e-mail 'Sent' list

▪ do not allow for a reply from OIG,

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

Understanding the Investigative Process

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

Supportive and Treatment Service

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

a victim advocate if requested. Additionally, if you prefer to contact an outside sexual abuse emotional support service, you can request a phone call from Psychology staff, who will assist in calling a national hotline, 800-656-4673. This call will be placed on an unmonitored phone to ensure confidentiality.

A third party advocate has been established as an additional resource for support services for victims of sexual abuse. Contact information for the Alliance Against Family violence can be found below.

The Alliance Against Family Violence

522 Kickapoo Street

Leavenworth, Kansas 66048

913-675-7217

Management Program for Inmate Assailants

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

Policy Definitions

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

Code 114/ (A): Sexual Assault by Force

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

Code 206/ (A): Making a Sexual Proposal

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

Code 229/ (A): Sexual Assault Without Force

Code 300/ (A): Indecent Exposure

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

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

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

Rape: the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person FORCIBLY or against that person's will.

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

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

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

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

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

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

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

Sexual Misconduct (staff only): the use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification. An incident is considered Inmate-on-Inmate Abuse/Assault when any sexually abusive behavior occurs between two or more inmates. An incident is considered Staff-on-Inmate Abuse/Assault when any sexually abusive behavior is initiated by a staff member toward one or more inmates. It is also considered Staff-on-Inmate Abuse/Assault if a staff member willingly engages in sexual acts or contacts that are initiated by an inmate.

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

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

PREA Inmate Education

Written PREA information may be provided to inmates who are limited in their English Proficiency through the use of Google Translator. Intake staff can translate the inmate handbook into multiple languages for a basic presentation to inmates in their native language. Google Translator can be located at http://translate.google.com/

Deaf, visually impaired, otherwise disabled, or inmates limited in their reading skills will be provided information related to the agency's sexual abuse prevention program in a manner suited for their specific disability. For example, deaf inmates can benefit from reading documents. or receive interpretive services with the use of Registry of Interpreters for the Deaf, Inc.(rid.org). Those with limited reading proficiency will receive individualized assistance to ensure they understand the information.

CONTACT WITH THE COMMUNITY AND PUBLIC

C***ORRESPONDENCE***: 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 "Federal Correctional Institution" as opposed to "FCI". 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.

CORRECTIONAL SYSTEMS DEPARTMENT

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 full name and register number 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

P.O. Box 1000

Leavenworth, KS 66048

***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 bookstore. Accumulation of publications will be limited to six (6) magazines and five (5) 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 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: sad-masochistic material, if bestiality, or if it involves children; or encourages or instructs in the commission of criminal activity.
- Incoming Correspondence without a return address is deemed voluntarily abandoned and will be destroyed.
- Greeting cards are not authorized to be received.
- Mail created from or included therein determined to be consisting of heavy bond paper, cardstock, parchment paper, wax paper, grid paper, carbon paper, transfer paper, any paper that is not white in color, or envelopes that are not white or manila in color.
- Mail having been identified as containing or having affixed to either the envelope or material therein; glitter, stickers (other than postage affixed to the outer envelope), lipstick, strong odors, stains, paper that appears to be damp, or paper that appears to have been soaked in any substance.
- Any type of correspondence containing negotiable instruments or money.
- Any type of material that is considered contraband or unauthorized material. Contraband is any outstanding material that may arrive at the institution which the sender intended for delivery to an inmate, but the inmate's possession could constitute contraband in a correctional setting.
- Any letters, parcels, packages, or items therein that cannot be searched or examined without destruction or alterations.

***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, 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 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.

Representative 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 in 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 in non-mail able under law or postal regulations;
- Information of escape plots, plans to commit illegal activities, or to violate institution, to the protection rules; and
- Direction of an inmate's business (prohibited act 334; 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 was 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.
- Incoming Correspondence without a return address is deemed voluntarily abandoned and will be destroyed.
- Greeting cards are not authorized to be received.
- Mail created from or included therein determined to be consisting of heavy bond paper, cardstock, parchment paper, wax paper, grid paper, carbon paper, transfer paper, any paper that is not white in color, or envelopes that are not white or manila in color.
- Mail having been identified as containing or having affixed to either the envelope or material therein; glitter, stickers (other than postage affixed to the outer envelope), lipstick, strong odors, stains, paper that appears to be damp, or paper that appears to have been soaked in any substance.
- Any type of correspondence containing negotiable instruments or money.
- Any type of material that is considered contraband or unauthorized material. Contraband is any outstanding material that may arrive at the institution which the sender intended for delivery to an inmate, but the inmate's possession could constitute contraband in a correctional setting.
- Any letters, parcels, packages, or items therein that cannot be searched or examined without destruction or alterations.

NOTIFICATION OF REJECTION: The Associate Warden (Programs) will give written notice to the sender concerning the rejection of mail and the reasons for rejection if the letter or package is opened. The sender of the rejected correspondence may appeal the rejection. The

inmate will also be notified of the rejection of correspondence and the reasons if the letter or package is opened. The inmate also has the right to appeal the rejection. The Associate Warden (Programs) shall refer to the appeal to a designated officer other than the one who originally disapproved of 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 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 for 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 can be mailed out at the Mail Room Window, Monday thru Friday, 6:30 a.m. to 7:30 am.

OPEN HOUSE for R&D and Package mail outs, Tuesday and Thursday 12:30 pm to 1:30 pm.

OPEN HOUSE for Records, Tuesday and Thursday from 12:30 pm to 1:30 pm.

RELEASES INFORMATION

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 the Correctional Systems Department, 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 conditions of imprisonment based upon payment of fines or costs. Payment for non-committed fines or costs 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 effect 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" of a state, other than Louisiana or Mississippi. For an inmate to use this procedure, the certified 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.

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 served. This may not be awarded until the end of the year and may be awarded in part or as a 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 to be sentenced for crimes committed on or after November 1, 1987.

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 17-19 months from release.

The Bureau's Community Corrections and Detention Division supervise services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Residential Reentry Manager (RRM) 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 RRM is responsible for developing and maintaining a variety of contract facilities and programs, working under the supervision of the appropriate regional Administrator.

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 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.

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 MATTERS: 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. 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 are available on the electronic law library system, and 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. The electronic law library is available to inmates in detention or segregation status.

Inmates found abusing the Law Library equipment or materials may 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 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 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.

PROBLEM RESOLUTION

INMATE REQUESTS TO STAFF MEMBER: An inmate may send an Inmate Request to Staff electronically through the TRULINCS. Those that do not have access to TRULINCS may use the BP-Admin-70 form, Inmate Request to Staff Member, commonly called a "cop-out." Any type of request can be made with this form which may be obtained in the living units. Staff members who receive an electronic or hand written 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. The applicable department will be contacted, and a response be provided. 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 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.

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 from and response attached. The Regional Appeal must be answered 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 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) from 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.

When writing a BP-229, BP-230, or BP-321, the form should contain the following information:

- Statement of Facts
- Grounds for relief
- Relief requested

***SENSITIVE COMPLAINTS**:* If an inmate believes a complaint is of 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 Regional Director. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees that the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director 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.

VISITING REGULATIONS

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 regular mail.

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.

CRITERIA FOR APPROVED VISITING LISTS:

1. MEMBERS OF IMMEDIATE FAMILY

These people 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 people 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 and if there is 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 visits could reasonably create a threat to the security and good order of the institution.

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 who are verified in the inmate’s PSI and have been approved to visit the inmate. Additional family members and friends may be added following the completion of an appropriate background investigation.

Staff may request background information from potential visitors 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.

Ordinarily, when an inmate transfers from one institution to another, staff should review the visiting list to ensure the approved visitors are still appropriate.

INSTITUTION 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.

FCI and FPC Leavenworth’s address:

1300 Metropolitan Avenue

Leavenworth, Kansas 66048

The mailing address for FCI and FPC Leavenworth:

P.O. Box 1000, Leavenworth, Kansas 66048

Both FCI 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 follows 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. FCI 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. Any special visits including family emergencies will be considered upon a request of the unit team, and will be approved by the AWP.

1. VISITING HOURS

Visiting hours at the FCI are from 8:00 a.m. to 3:00 p.m., Friday, Saturday, Sunday, Monday, and all Federal Holidays. Visiting hours at the FPC are from 8:00 a.m. to 3:00 p.m., Saturday, Sunday, Monday and all Federal Holidays. Processing hours are 7:30 a.m. to 1:30 p.m.

- One hour of visiting equals one point.
- One hour of visiting equals two points for the weekends.
- Points do not carry over from one month to another.
- If a visit does not last an hour, the inmate will be charged a full hour of visiting time.

During the weekend, visitors are allowed to visit three consecutive days. Friday, Saturday and Sunday, if space allows.

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 children; but never one (1) adults and (4) children.

Visitors may not ordinarily 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 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.

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 of 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 via the closed circuit TV.

The visiting will not exceed two hours in duration and is restricted to one approved adult. Attorney visits will be approved and arranged by the Unit Team. SHU visits will be Saturday, Sunday and Monday. There will be no visits with inmates in SHU on Friday.

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.

F. *VISITOR'S DRESS CODE*

FEMALE DRESS: No sleeveless shirts or sleeveless dresses, see-through garments, clothing items containing rips, tears, cuts, or holes to include factory made, spandex attire, sweat clothes (i.e. loose fitting sweatpants or sweatshirts), white undershirts worn alone, shirts 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/open-toed shoes.

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

Children under the age of ten (10) may wear shorts but cannot exceed two (2) inches above the knee.

Outer coats are not permitted in the Visiting Room. Visitor lockers are provided during the visit.

Inmates May not *wear recreation type shoes (Jogging, Track, Running, Basketball, ect.) during a visit. White t-shirt required, unless you have a medical slip.*

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 is 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 (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. Children under (16) are not allowed to handle restroom or locker keys.

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, are 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.

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. If you have no transportation, lockers are provided in the processing center for these items.

2. *APPROVED ITEMS:* A visitor may take a wallet or one clear plastic container/bag no larger than 8x11 inches, with no more than $20 in change, and locker key into the Visitors 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, no glass. Other infant care items will be limited to three (3) clear nursing bottles, three (3) diapers, wet wipes, a plastic baby spoon, a clear diaper bag, no larger than 8x11 inches, and one small blanket, if needed for nursing.

J. *ION SCAN*

FCI Leavenworth uses the ION SCAN to check inmates' 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 inmates' 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 Suspension as follows:

First Occurrence……..48 Hours

Second Occurrence……30 Days

Third Occurrence……90 Days

Fourth Occurrence……120 Days

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 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 Visitations Form (BP-S732). Inmates may appeal the decision using the Administrative Remedy Process.

HEALTH SERVICES

Health Services are provided by Bureau of Prisons staff and consultants from the surrounding communities. You will be provided with necessary medical, dental, and mental health care services by professional staff, consistent with Bureau of Prisons policy. Your medical providers may include a physician, nurse practitioners (NP), or physician assistant (PA). A co-pay of $2.00 per visit will be charged to your Commissary Account for any requested service including but not limited to: Sick Call, after hours care, and care requested through a Staff Member.

HEALTH SERVICES UNIT: The FCI Hospital, or Health Services Unit, is located to the East of the Rear Corridor, on the way to East Yard. Psychology Services are located upstairs in Building 62, to the West of Rear Corridor in the West Yard. The FPC Health Services Unit is located near the Dining Hall. You must have your identification card and be dressed in khaki uniforms at all times when in the Health Services Unit.

MENTAL HEALTH: Health Services and Psychology Services work together to provide mental health care. To request Psychology Services, submit an Inmate Request to Staff to your Unit Staff, who will forward the request to Psychology. Request immediate attention if you are in psychological distress or are having thoughts of suicide.

SPECIAL HOUSING UNIT INMATES*:* A Health Services staff member will make daily rounds of all Special Housing Units. Requests for consultations with the Clinical Director, or the Dental officer, will be processed in the same manner as those of general population.

Controlled medications for the Special Housing Unit 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 at the Special Housing Unit.

Routine Dental Care will not be provided to inmate's house in the Special Housing Unit until they return to general population. However, urgent dental care is provided in cases of pain, infection or bleeding.

INTAKE SCREENING: All new arrivals will have an initial medical screening performed by medical staff. While in A&O status, you may also be given necessary medical examinations and immunizations. A complete physical upon arrival may or may not be necessary. If necessary, you will be placed on call-out for A&O physicals within 14 days of your arrival. When properly cleared by appropriate medical and dental staff, you will be assigned a medical duty status (MDS, see below). This will indicate any restrictions on your work assignments based on your health.

TUBERCULOSIS SCREENING: Diagnostic studies for this infectious disease are mandatory and should you refuse, an incident report will be written. You may be assigned to quarantine in the Special Housing Unit until released by the Clinical Director.

All inmates must have a TB skin test (PPD) during Intake and on a yearly basis. This test is performed during the inmate's birth month. All inmates must have a current PPD and/or chest x-ray information prior to transfer to any Bureau of Prison's facility.

DNA SAMPLING: You will have a DNA sample collected after arrival, unless a sample has been collected previously and verified to be on record. This is a mandatory program and refusal to provide a sample will result in an incident report and possible assignment to the Special Housing Unit.

IMMUNIZATIONS: Immunizations are available to inmates in accordance with BOP Clinical Practice Guidelines. You must be screened by medical staff and meet those guidelines set forth by the BOP. You can make this request through the electronic cop-out.

SICK CALL (MEDICAL TRIAGE): Sick Call is held at an open Sick Call Clinic in the morning during normal working days. You must report to the Health Services Unit to sign up for sick call. You can only request 1 sick call per day for medical or dental; you cannot request to see both services. At the **FCI**, it is on Monday, Tuesday, Wednesday, and Thursday at 07:30 AM. **FPC**, it is on Tuesday, Wednesday, Thursday, and Friday at 06:30 AM. Sick Call Clinic is NOT held on weekends, or holidays at either facility. Date and times are subject to change.

You must have your identification card and be dressed in khaki's when you present to Sick Call Clinic. You will be seen and either treated immediately, asked to return to be seen later that same day, or scheduled for a future appointment via call-out. You will be charged $2.00 co-pay for this. The medical provider on duty will then provide you with appropriate medical treatment and instructions. If you become ill or injured at any other time, you must have a Staff Member contact the Health Services Unit.

URGENT MEDICAL CARE: Emergencies and Urgent Care will be evaluated and treated at any time. A staff member must make the call to schedule this visit for you – no walk-ins are accepted. You will be charged $2.00 co-pay for this service.

INJURIES: Use caution and care to avoid injuries on the job. If you are injured while performing an assigned duty, you must immediately report this injury to your work supervisor. The work supervisor will contact the Health Services Unit to perform an evaluation. An injury report will be completed, and a copy will be forwarded to the Safety Manager. If the medical provider determines you will be impaired to some degree, you may file a claim with the Safety Manager for compensation. You may not receive compensation without a medical evaluation of your injuries.

CHRONIC CARE CLINIC: If you have a long-term medical condition, your medical provider will consider you for placement into a Chronic Care Clinic (CCC) for ongoing monitoring of your medical problem(s). You will be routinely evaluated by medical staff through the call-out process. No co-pay is required for CCC call-outs scheduled by the provider or laboratory call-outs scheduled by staff at appropriate intervals (usually every 6 or 12 months). If you request services related to a CCC issue that is not the routine scheduled CCC appointment, you will be charged a co-pay.

CALL-OUTS: All call outs for medical and dental appointments will be posted via TRULICS. It is YOUR responsibility to check it EVERY DAY and to keep your appointment with Health Services Staff. Failure to report for a call out at the correct time may result in an incident report and the loss of your appointment. Missed appointments may take several weeks to be rescheduled. If you miss a requested sick call visit, the visit will be cancelled, and you must return back through Sick Call Clinic to start the process over.

If you fail to show up for the scheduled callouts two times in a row, the appointment will be canceled as a presumed refusal for services. Should extenuating circumstances prevent you from making your call out, it will be your responsibility to convey this information to your medical provider or Health Services Administration.

HIV/AIDS EDUCATION*:* HIV/AIDS information is available from Health Services department. HIV testing is offered during intake and at the inmate's request by electronic cop-out, once every 12 months. Testing is also done if exposure is suspected. HIV testing has limitations. Should an inmate have further questions, they should consult with their health care professional during their scheduled appointment.

SPECIALIST REFERRAL: The Clinical Director is the designated authority to make referrals to outside medical specialists in the community. This process begins at Sick Call with an evaluation by a provider. Additional information about the process will be provided for you at that time.

PHYSICALS/HEALTH SCREENING: Periodic, age-specific health screenings and tests used to detect disease are NOT required but may be requested by Inmate Request to Staff (cop-out). Health Services staff may request records from previous institutions or outside clinics prior to performing screenings, which may take time.

A physical release can be requested within one year of release by submitting a copout.

MEDICAL DUTY STATUS (MDS): The MDS form allows an inmate to possess certain medically necessary items or permissions. It is updated and reevaluated as needed. It may be necessary to restrict an inmate's activity for medical reasons. The three medical assignment statuses are: 1) *Medical Idle*, usually for three (3) days or less as determined by Health Services Staff. Inmate must remain in assigned cell except for meals, medical care, or religious services. 2) *Medical Convalescence*, up to 30 days. Inmate must remain in assigned cell except for meals, medical care, or religious services. 3) *Medical Unassigned*, a no-work status. You may not participate in any Recreational Activities when on this medical status, unless specifically authorized by Physician.

EYEGLASSES: Eyeglasses must be issued by the Bureau of Prisons. Request for eye exams will be conducted through the Sick Call process. You will be evaluated to determine if you meet the guidelines to be referred to the Optometrist. Personal eyeglasses will not be repaired or replaced by staff.

RELEASE OF INFORMATION/ PRIVACY: Your medical care is considered confidential and treated as such. You must sign a release for medical staff to provide any person or organization requesting information other than for routine medical use necessary for your care. To receive a copy of your medical information, you must also sign a release taking responsibility for the protection of the information.

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

INMATE GRIEVANCES: You can address any medical or dental concerns with the Health Services Administrator at mainline or via inmate cop-out. You have a right to file a grievance for medical reasons or for co-pay reasons. You may obtain the proper grievance form from your unit counselor.

DENTAL:

The Dental department is located in the Health Services Unit. They provide cleanings, exams, extractions, and other dental services as needed. Requests for routine 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 in the chronological order the requests were received by the Dental department. The list is monitored by the dentists to ensure equitable treatment of each inmate.

DENTAL SICK CALL: Urgent dental care is provided for pain that interferes with daily activities or eating and for dental infections. At Dental Sick Call, you will be seen immediately or given a time to return to the Health Services Unit for your concern to be evaluated by a dentist. You may be asked to request a future appointment via Inmate Request to Staff (cop-out) as above. At the FCI, Dental Sick Call is conducted at same time and days with Medical Sick Call. At the FPC, Dental Sick Call request must be submitted via electronic cop-out.

PILL LINE: Medications that must be taken under the direct observation of a staff member are placed on Pill Line. Certain controlled medications will be crushed prior to administration per policy. Non-compliance with prescribed medications may result in their being discontinued. If you miss more than 20% of a pill line medication within 1 month, it will automatically be discontinued for non-compliance. Medications for SHU and lockdown units will be dispensed prior to or immediately after the times listed.

Approximate Pill Line times:

FCI Monday to Friday: AM- 7:30 and PM- 3:00

FPC Monday to Friday: AM-6:00 and PM- 3:00

PHARMACY:

Self-carry prescription medications are dispensed by the Pharmacy department during the afternoon pill line Monday through Friday, excluding Federal holidays. Medications are dispensed up to a maximum of a three-month supply at the discretion of Health Services. Medication must always be kept properly labeled in original containers, or it may be confiscated. Patients found hoarding multiple bottles of the same medication, indicating nonadherence to treatment, may have their prescriptions stopped. You may not possess medication belonging to another inmate.

Refill requests must be submitted on the computer (TruLincs) by selecting the "Prescription Refill" button, clicking the checkboxes of the desired medications/prescriptions, and clicking "Refill Prescription(s)." This option will not be available unless you have current, active medication orders. Medications do not appear for selection until it is time for them to be refilled. This is usually when you have 4-5 days' worth of medication remaining. If you do not see the medication available for refill when due, check your last refill label for the number of refills remaining. If you have zero refills remaining, you may submit an electronic cop-out to your primary medical provider to inquire about renewal. Medication refill requests must be submitted on paper in the Special Housing Unit.

The Pharmacy processes medication orders as they are received but may require up to 3 working days for processing, approval, and stocking of new and refilled medications.

Written medication information and verbal counseling with a pharmacist are available when picking up new prescriptions. Additional counseling about your medications is available upon request via an Inmate Request to Staff (cop-out) to Pharmacy.

INHALERS: All used inhalers (canisters and inhalation devices) must be returned to Health Services when picking up a refill – do not throw them away or remove labels.

OVER-THE-COUNTER (OTC) MEDICATIONS: If medications to treat your symptoms are available Over-The-Counter, without a prescription, you will be instructed by the medical provider or pharmacist to purchase these items from the Commissary. If you are financially indigent (a designation determined by Central Office meaning less than $6.00 in your account for at least 30 days), certain medically necessary OTC medications may be provided to you after you complete an Indigent Medication Request Form.

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 and Inmate Request to Staff Member (COP-OUT).

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 treatment plans that has 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 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 diseases.

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

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 food.

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 two years; over the age of 50, once a year.

12A. You have the responsibility to inform medical staff of 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 cleaning 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 forms.

Forensic Medical Examination (PREA):

In the event the PREA Program Coordinator determines a full protocol response is warranted, staff will escort the inmate to the outside contract hospital for forensic evidence collection. The outside contract hospital employs SAFE and SANE staff who conduct forensic evidence collection at no cost to the victim. Victim advocacy staff are made available to inmates by an outside contract with Alliance Against Family Violence in Leavenworth. If requested by the inmate victim, FCI Leavenworth staff will notify these individuals when the inmate is transferred from USP Leavenworth for completion of a forensic evidence kit.

Alliance staff will also perform advocacy services during the investigative phase of the PREA Response Protocol and follow-up crisis advocating sessions if requested. Identified services are also offered to the inmate and will be provided by institution Psychology Services staff unless otherwise determined to be inappropriate for services. In the event an inmate is transported by institution staff to the outside hospital for completion of a forensic evidence kit, escorting staff can expect to make contact with a representative from Alliance Against Family Violence. When requested by the alleged victim, a representative from Alliance Against Family Violence will be authorized to

accompany and support the victim through the forensic medical examination process. The victim advocate is further authorized to provide escorting staff with written materials for the victims which are to be given to Psychology Services staff upon return to the institution.

PROHIBITED ACTS AND DISCIPLINARY SCALE §541.13

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, are provided with copies of the Bureau's Prohibited Acts, as well as local regulations.

INMATE DICIPLINE INFORMATION: If a staff member observes or believes he/she 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 became 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 five (5) 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 to the inmate by the close of business the next work day. The UDC may extend the time 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 to 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 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 criminal act; pending transfer; or for protection.

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)

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 SHU 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.

INMATE RIGHTS AND RESPONSIBILITIES

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

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

PROHIBITED ACTS AND AVAILABLE SANCTIONS

GREATEST SEVERITY LEVEL PROHIBITED ACTS

100 Killing.

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

102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.

103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, *e.g.,* in furtherance of a riot or escape; otherwise, the charge is properly classified Code 218, or 329).

104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.

105 Rioting.

106 Encouraging others to riot.

107 Taking hostage(s).

108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; *e.g.,* hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).

110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.

111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

114 Sexual assaults of any person, involving non-consensual touching by force or threat of force.

115 Destroying and/or disposing of any item during a search or attempt to search.

196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.

197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.

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

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

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

A. Recommend parole date rescission or retardation.

B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).

B.1.Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a Good Conduct Time sanction may not be suspended).

C. Disciplinary segregation (up to 12 months).

D. Make monetary restitution.

E. Monetary fine.

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

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmate's personal property.

K. Confiscate contraband.

L. Restrict to quarters.

M. Extra duty.

HIGH SEVERITY LEVEL PROHIBITED ACTS

200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.

201 Fighting with another person.

203 Threatening another with bodily harm or any other offense.

204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.

205 Engaging in sexual acts.

206 Making sexual proposals or threats to another.

207 Wearing a disguise or a mask.

208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.

209 Adulteration of any food or drink.

211 Possessing any officer=s or staff clothing.

212 Engaging in or encouraging a group demonstration.

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

216 Giving or offering an official or staff member a bribe, or anything of value.

217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.

218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of $100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.

219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).

220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).

221 Being in an unauthorized area with a person of the opposite sex without staff permission.

224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).

225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.

226 Possession of stolen property.

227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).

228 Tattooing or self-mutilation.

229 Sexual assault of any person, involving non-consensual touching without force or threat of force.

231 Requesting, demanding, pressuring, or otherwise intentionally creating a situation, which causes an inmate to produce or display his/her own court documents for any unauthorized purpose to another inmate.

296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).

297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.

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

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

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

A. Recommend parole date rescission or retardation.

B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).

B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).

C. Disciplinary segregation (up to 6 months).

D. Make monetary restitution.

E. Monetary fine.

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

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmate's personal property.

K. Confiscate contraband.

L. Restrict to quarters.

M. Extra duty.

MODERATE SEVERITY LEVEL PROHIBITED ACTS

300 Indecent Exposure.

302 Misuse of authorized medication.

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

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

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

306 Refusing to work or to accept a program assignment.

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

308 violating a condition of a furlough.

309 Violating a condition of a community program.

310 Unexcused absence from work or any program assignment.

311 Failing to perform work as instructed by the supervisor.

312 Insolence towards a staff member.

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

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

315 Participating in an unauthorized meeting or gathering.

316 Being in an unauthorized area without staff authorization.

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

318 Using any equipment or machinery without staff authorization.

319 Using any equipment or machinery contrary to instructions or posted safety standards.

320 Failing to stand count.

321 Interfering with the taking of count.

324 Gambling.

325 Preparing or conducting a gambling pool.

326 Possession of gambling paraphernalia.

327 Unauthorized contacts with the public.

328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.

329 Destroying, altering, or damaging government property, or the property of another person, having a value of $100.00 or less.

330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.

331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).

332 Smoking where prohibited.

333 Fraudulent or deceptive completion of a skills test (*e.g.,* cheating on a GED, or other educational or vocational skills test).

334 Conducting a business; conducting or directing an investment transaction without staff authorization.

335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.

336 Circulating a petition.

396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.

397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.

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

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

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

A. Recommend parole date rescission or retardation.

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

B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).

C. Disciplinary segregation (up to 3 months).

D. Make monetary restitution.

E. Monetary fine.

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

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmate's personal property.

K. Confiscate contraband.

L. Restrict to quarters.

M. Extra duty.

LOW SEVERITY LEVEL PROHIBITED ACTS

402 Malingering, feigning illness.

404 Using abusive or obscene language.

407 Conduct with a visitor in violation of Bureau regulations.

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

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

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

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

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

D. Make monetary restitution.

E. Monetary fine.

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

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmate's personal property.

K. Confiscate contraband

L. Restrict to quarters.

M. Extra duty.

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

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

Greatest Severity (100 level)	24 months	2nd or more offense	Any available Greatest severity level sanction (100 series). Disciplinary Segregation (up to 18 months).

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

The use of the telephones is a privilege and must not interfere with institution schedules, programs, work assignments, or counts. Limitations and conditions may be imposed upon your telephone privileges to ensure that your use of the telephone is consistent with policy.

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

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

The following are examples of "a three-way call" provided for clarification, including but not limited to:

When you are connected to a three, or more, party call

When you call a phone service that hooks you up to a third number to receive reduced rates;

When the party called is passing on information over a separate phone line he has available during the call.

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

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

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

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

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

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

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

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

COURT SECURITY IMPROVEMENT ACT, UNIFORM COMMERCIAL CODE (UCC)

LIEN DOCUMENTS AND PERSONAL INFORMATION OF LAW ENFORCEMENT OFFICERS

AND COVERED PERSONS NOTICE

This Act created new federal criminal statutes that prohibit filing or attempting to file false liens against federal law enforcement officers and publicly disclosing federal law enforcement officers' private information for purposes of harassment and other unlawful purposes. This includes being in possession of these types of documents. Inmates found to be in possession of these items will be subject to inmate discipline and may be referred for possible federal prosecution.

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.

PREA Inmate Education

Written PREA information may be provided to inmates who are limited in their English Proficiency through the use of Google Translator. Intake staff can translate the inmate handbook into multiple languages for a basic presentation to inmates in their native

language. Google Translator can be located at http://translate.google.com/. Also BOP Staff are used to complete translations of A&O material.

Deaf, visually impaired, otherwise disabled, or inmates limited in their reading skills will be provided information related to the agency's sexual abuse prevention program in a manner suited for their specific disability. For example, deaf inmates can benefit from reading the documents. or receive interpretive services with the use of Registry of Interpreters for the Deaf, Inc.(rid.org). Those with limited reading proficiency will receive individualized assistance to ensure they understand the information.

First Step Act Admission and Orientation (A&O) Addendum

The First Step Act (FSA) allows eligible inmates to receive Federal Time Credits (FTCs) for successfully participating in approved Evidence-Based Recidivism Reduction (EBRR) Programs and/or Productive Activities (PAs). These credits can be used toward pre-release, community-based placement and/or toward early release to a Supervised Release Term.

What is the PATTERN Risk Assessment?

All sentenced inmates, regardless of eligibility status, will be assessed for risk of recidivism and for their needs. The Prisoner Assessment Tool Targeting Estimated Risk and Needs (PATTERN) is the automated recidivism risk assessment tool and part of the Bureau's FSA-approved Risk and Needs Assessment System. The PATTERN tool is completed during the Initial Classification and is used to assign each incoming inmate an initial recidivism risk level of Minimum, Low, Medium, or High. You will receive a General and Violent Risk Level and the higher of the two is your overall Recidivism Risk Level. The resulting recidivism risk level is not to be confused with security or custody level. Risk level is re assessed at every regularly scheduled program review (commonly called a team meeting) throughout your incarceration with the BOP.

Your case manager will discuss your PATTERN results during your Initial Classification and at each team meeting throughout your incarceration. Your case manager will also provide you a copy of your PATTERN risk assessment worksheet at each team. The worksheet will show your current PATTERN risk scores and level for General and Violent Recidivism Risk as well as your overall Risk Level. The worksheet will also list all your program completions for which you are receiving credit.

In addition to the PATTERN risk assessment being reviewed during regularly scheduled team meetings, it will also be automatically reviewed during the monthly auto-calculation of Federal Time Credits to capture changes in risk level elements since the last team. For example, program completions, clear conduct or sanctioned incident reports, and birthdays (age). While this new automation will allow for changes to

be credited closer to their occurrence, it will also ensure that changes are credited for the FSA Assessment. This automation applies to all inmates whether in the institution, pre-release placement, on writ, in-transit, etc.

What is the SPARC-13 Needs Assessment?

The Standardized Prisoner Assessment for Reduction in Criminality (SPARC-13) is the Bureau's needs assessment system. It is used to assess inmates in 13 need areas to focus recommended programming to reduce the risk of recidivating. Portions of the SPARC-13 assessment require the inmate's active participation. Failure on the inmate's part to complete the self-assessment surveys timely will delay completion and negatively impact the inmate's ability to begin earning FTCs as the inmate will be considered to have "opted out," and therefore will be in non-earning status regardless of eligibility to earn FTCs.

What does this mean? If you do not complete the surveys, which are found on the Trust Fund Limited Inmate Communication System (TRULINCS), you will NOT earn FTCs. Do not wait until your Initial Classification to complete the surveys. The sooner they are completed, the better. If you are having difficulty finding the surveys, opening them, or understanding the questions, please talk to your unit team.

Based on the results of your initial Needs Assessment, staff from the different departments will make program recommendations to assist you in reducing your risk of recidivism. Your needs are re-assessed at every regularly scheduled program review meeting throughout your sentence and program recommendations will be adjusted based on changes in your need areas.

Your case manager will discuss your SPARC-13 results as well as the program recommendations during your Initial Classification and at each team meeting throughout your incarceration. Your case manager will also provide you a copy of your Needs Assessment worksheet at each team. The worksheet will show your current PATTERN risk scores and level for General and Violent Recidivism Risk as well as your overall Risk Level. The worksheet will also list all your program completions for which you are receiving credit.

Similar to the monthly automated review of the PATTERN risk assessment, the SPARC-13 Needs Assessment will be automatically reviewed during the monthly auto-calculation of Federal Time Credits to captures changes in your Needs Assessment.

What if I'm back in prison (violator or new criminal conviction), do I have to redo the self- assessment surveys that I completed last time?

YES. When you release from BOP custody, everything related to FSA is closed out. If you return to custody, everything starts over.

What are the 13 areas the SPARC-13 Needs Assessment looks at?

Anger/Hostility*	Family/Parenting*	Rec/Leisure/Fitness
Anti-Social Peers*	Finance/Poverty	Substance Use
Cognition*	Medical	Trauma
Dyslexia	Mental Health	Work
Education		

*Self-Assessment Surveys completed on TRULINCS. While the completed assessment information is uploaded monthly, you are given credit based on the day you completed the surveys – not the date it was uploaded.

What is an Evidence-Based Recidivism Reduction (EBRR) Program?

An EBRR Program is a group or individual activity found in the FSA Approved Programs Guide were research has shown that participation reduces, or is likely to reduce, recidivism. Some examples of EBRR Programs are:

- GED
- Residential Drug Abuse Program (RDAP)
- Anger Management
- Life Connections
- UNICOR Employment

What is a Productive Activity (PA)?

A PA is a group or individual activity found in the FSA Approved Programs Guide that enhances skills to address identified needs and allows an inmate to remain productive and thereby maintain, or work toward achieving, a minimum or low risk of recidivating. Some examples of PAs include:

- Alcoholics Anonymous (AA) Support Group
- Bereavement Support Group
- Circle of Strength
- Franklin Covey 7 Habits on the Inside

What is a non-FSA Program?

These are the other programs and activities offered which are for the purposes of reducing idleness and contribute to an inmate's overall positive institutional adjustment and help maintain clear institution conduct. Some examples include:

- Productive, free-time activities (e.g., recreation, hobby crafts, or religious services)
- Family interaction activities (e.g., social visiting)
- Personal growth and development classes (e.g., adult continuing education classes)
- Institution work program
- Community service projects

What is an FSA Assessment and when does it occur?

The FSA Assessment brings everything together: PATTERN, SPARC-13, and EBRR/PA program participation. The FSA Assessments are independent, automated, and coincide with the Initial Classification and Program Review timeline. This means the initial FSA Assessment occurs 28 days after your arrival at your designated facility. Subsequent FSA Re-Assessments occur every 180 days, if you are more than 12 months from your projected release date, and every 90 days, if you are under 12 months from release.

Because FSA Assessments are automated, this means if your team meeting is late because your case manager is out sick or you miss it because you're out on writ or in-transit to another facility, your FSA Assessment will occur based on the most recent information in your record. And, with the enhanced automation in the PATTERN and SPARC-13 tools, those will also be updated even if you're not in your institution, or if your case manager is out sick.

Who is NOT eligible to earn FTCs?

- U. S. Code Inmates convicted of offenses excluded by the FSA
- U. S. Code Inmates with prior state or federal convictions excluded by the FSA
- U. S. Code, Old Law Inmates
- U. S. Code Inmates in state custody
- State boarders
- Treaty Transfers Inmates
- Military Inmates

Your case manager will discuss your eligibility status during your Initial Classification. If you believe you are eligible, ask your case manager which offense and/or sentence makes you ineligible to earn time credits. Remember your ineligibility is based on either your conviction and/or your court of jurisdiction.

What if I have consecutive charges and one of them is on the disqualifying list, but the other isn't; will I earn credits?

The short answer is no. Whether you have multiple counts, multiple J & Cs, and/or multiple jurisdictions, you are serving a single, aggregated term of incarceration. The review for eligibility is based on your term of incarceration. You are either eligible or you are not. This means if one count, one J & C, or one jurisdiction is ineligible to earn time credits, then your term of incarceration is ineligible.

Also, if you are convicted for new criminal conduct while serving your sentence, whether your sentence is run concurrently or consecutively, and if the new conviction is for an ineligible offense, the whole term of incarceration becomes ineligible for earning FTCs. For example, USC 18 § 1791, Providing or Possessing Contraband in Prison (weapon, cell phone, tobacco, alcohol, etc.) is a disqualifying offense. Even if you only received a short sentence of a few months, it will disqualify you from being able to earn credit or apply any credit you may have already earned.

When do I start earning FTCs?

You will earn your first FTCs once you complete 30 programming days. You can start earning programming days AFTER you arrive at your designated institution, your PATTERN Risk Assessment and SPARC-13 Needs Assessment are completed, and you agree to participate in recommended programming. This means you cannot begin earning programming days and time credits while in pretrial or holdover status, even if you are being held in one of the Bureau's Detention Centers or Jail Units. The reason is simple; the FSA Assessment process begins after you arrive at your designated facility and begin the intake and Initial Classification process.

The only thing which will delay you accumulating programming days is not completing the self- assessment surveys on TRULINCS or refusing to complete the Trauma or Dyslexia Need Assessments. Those elements of the FSA Assessment which are completed by staff have no impact on your ability to accumulate programming days. This means whether your Initial Classification is completed days after your arrival or not until day 27, you will still begin accumulating programming days as soon as you complete the four self-assessment surveys.

What if I'm back in prison and have FTCs I didn't get to use before I released last time?

Credits can only be earned and used during your current term of incarceration. Once you are released from your current term, time credits cease to exist. If you return to custody, you start over.

If I'm eligible to earn FTCs, do I earn FTCs the whole time I'm in prison?

Not necessarily. There are situations where an inmate is unable or unwilling to participate in programming, and therefore, will not earn FTCs. Those situations include:

- Disciplinary Segregation
- Designation outside the Institution (outside hospital, furlough, etc.) *
- Temporary Transfer to another Federal or a non-Federal agency (Fed Writ, State Writ, IAD, etc.) *
- Placement on a Mental Health/Psychiatric Hold
- Detention as a material witness or for civil contempt
- Placement in civil commitment
- Opting Out (see definition below)
- Refusal to participate in required programs (e.g. Inmate Financial Responsibility (FRP), Drug Education, Second Chance RRC placement, etc.)

*Any part of a day, is considered a day. Therefore, if you are at your designated facility for some portion of the day, you will still be given credit for that day. Remember, you have to accumulate 30 programming days to earn FTCs. This means, for example, if you are admitted to an outside hospital on a Friday and return to the institution on Monday. You are losing two programming days (Saturday and Sunday) – not Time Credits.

How many FTC days can I earn?

The number of FTCs earned is based on the length of your incarceration and your total number of programming days. The statute limits the number of earned time credits to "an amount that is equal to the remainder of the prisoner's-imposed term of imprisonment." What does this mean? You can only apply time credit to the amount of time remaining to serve. If for example, you have earned 310 days of time credits toward early release and then receive a sentence reduction which creates a new statutory release date which is only 9 months away (approximately 270 days), your FTCs will be applied to the new date; you will be an immediate release, and the 40 days left over will just disappear with your release.

What is "Opting Out?"

You are opting out if you refuse to participate in or complete any EBRR programs or structured, curriculum-based PAs recommended based on an identified need. You are also considered to be opting out if you refuse to participate in or fail to complete any portion of the Standardized Prisoner Assessment for Reduction in Criminality (SPARC-13), the Bureau's Needs Assessment system.

Based on the results of your Needs Assessment, staff will recommend you participate in EBRR programs and/or PAs to address your needs. If you decline to participate in an EBRR program or PA which has been recommended based on a specific identified needs area, you will be considered opted out, and therefore, in non-earning status regardless of eligibility to earn FTCs.

Can I earn FTCs while waiting for a program?

Yes. You will remain in FTC earning status while on a waitlist for EBRR programs or PAs recommended based on your needs assessment if you have not refused to participate. However, if you later refuse to participate in the recommended EBRR program or PA for which you were on a waitlist, you will be considered declined, or opted out, for the entire waitlist period.

The waitlist period is defined in terms of the corresponding need area(s). When an inmate declines participation after being on a waitlist, the auto-calculation application will first identify any need areas associated with the declined program and then identify the oldest waitlist associated with the need area(s).

Any credits earned since the oldest waitlist associated with the need area, without intervening participation, will be rescinded to reflect the inmate's refusal.

This means that any credits earned during the waitlist period will be removed to reflect your refusal/opting out.

How do I earn my credit?

FTCs are awarded based your eligibility to earn credit, completion of the PATTERN and SPARC-13 assessments, and ongoing participation in programs designed to reduce the risk of recidivating. Once you are in earning status, you will remain in earning status unless or until your status changes as previously described.

FTCs are auto-calculated based on 30-day periods in earning status – meaning for every 30 days you are in earning status, you will earn either 10 or 15 days based on your PATTERN risk level at the time of your FSA Assessment. FTCs will be posted on a monthly basis, agency-wide, based on a complete 30- day period. There is no partial or prorated credit for either programming days or FTCs. No FTCs will post if you have not accumulated 30 days in earning status. Rather, those days in FTC earning status will carry over to the next monthly cycle, and you will receive your FTCs at the end of the next cycle.

For example: If the first monthly posting of FTCs occurs only five days after you go into earning status, no FTCs will post to your record as you have not yet accumulated 30 days in earning status. However, those five days will carry over to the next monthly cycle, and you will receive the FTCs at the end of the second month. If later, you go into FRP Refuse or decline a recommended needs-related program and go into opt out status, you will no longer be in earning status, and therefore, you will stop accruing days toward FTCs and no FTCs will post to your record. Once you return to earning status, you will resume accruing days toward the earning of FTCs.

Along with other enhancements to the FSA Assessment process, beginning later in 2024, your Time Credit status will also be reviewed during regularly scheduled Program Review meetings which will allow you additional opportunities to catch up the "carried over" programming days and post Time Credits to your record sooner.

How will I know how much credit I've earned?

At each team, you will receive a copy of the Federal Time Credits Worksheet. This worksheet will include, among other things:

- FTC days earned toward early release and toward RRC/HC placement
- Number of accrued and disallowed programming days
- Whether you are eligible to apply credits toward release, and if not eligible, the reason
- Accruing and disallowing time frames, total number of days, and reasons for disallowances
- FSA Assessment and the Recidivism Risk Level at the time of the Assessment
- FTC Earning Rate

In 2024, the FSA Time Credit Worksheet will be enhanced to provide additional information as well as improving the clarity of the information provided.

How do I earn 15 days of credit instead of 10 days?

Whether you earn 10 or 15 days of FTCs depends on your PATTERN Recidivism Risk level at the time of the FSA Assessment. All eligible inmates will earn 10 FTC for every 30 days in earning status. Once an inmate has maintained Low or Minimum risk for two consecutive FSA Assessments, the inmate can begin earning 15 FTCs for every 30 days in earning status.

Can I lose FTCs?

Yes. You can be sanctioned to Loss of FTCs by the Disciplinary Hearing Officer (DHO) for an incident report. However, you can appeal the loss through the Administrative Remedy Process. More importantly, you can request to have those lost FTC days be restored or given back AFTER you have maintained clear conduct for two consecutive FSA Assessments.

If I lost FTCs because I refused to take a recommended program, can I get those days restored?

You didn't lose FTCs because you refused a recommended program, you lost programming days which resulted in you not earning FTCs. Because you never earned the FTC days to start with, there is nothing to restore. Remember, if you decline a recommended program, you are "opting out" and therefore are in a non-earning status.

Once I earn FTCs, how do I get to use them?

FTCs are used two ways – early transfer to prelease custody (halfway house or home confinement) or early release to your Supervised Release term. If eligible, the first 365 days of FTCs will be applied to your early transfer to your Supervised Release term resulting in an early release from prison. Any remaining FTCs are applied to pre-release custody resulting in your ability to transfer to halfway house or home confinement sooner than you would have without the credit.

Does everyone get to use their FTCs or are there restrictions?

No – not everyone will get to use the FTC days earned. There are limitations. For an inmate to have up to 365 days of earned FTCs automatically applied to early release, an inmate must meet the following criteria:

- Have a term of Supervised Release to follow the term of incarceration
- Have a low or minimum PATTERN risk level
- Have not opted out or refused to participate in any required program, and therefore, be in earning status

Credit earned in excess of 365 days is applied toward increased pre-release placement in halfway house or home confinement.

If I don't have Supervised Release to follow, do I still get to use my FTCs?

Yes, but they can only be applied to pre-release custody.

What if I am High or Medium Risk? Can I apply the time credits I've earned?

Maybe. If you are High or Medium Risk but have maintained clear conduct and participated in all the recommended programming, you may be able to apply the credits you've earned by petitioning the Warden. In determining whether to approve your petition, the Warden will consider the following:

- Whether you would not be a danger to society if transferred to prerelease custody or supervised release.
- Whether you have made a good faith effort to lower your recidivism risk through participation in recidivism reduction programs or productive activities, and
- Whether you are unlikely to recidivate.

How will you demonstrate this to the Warden? By maintaining clear conduct and by participating in the EBRRs and PAs recommended to address your specific Needs. Will maintaining clear conduct and participating in programming automatically mean you will be approved? No. Each case is reviewed individually considering both your history and your time in prison. But, if you haven't maintained clear conduct for an extended period time and/or haven't completed programming, you shouldn't be surprised if your petition is denied.

How do I petition the Warden to apply my Time Credits if I am High or Medium Risk?

Submit an Inmate Request to Staff Member (copout) to your unit team during your regularly schedule Program Review team meeting. The unit team will review your record and make a recommendation to the Warden. The Warden, after reviewing your record and consulting with the Regional Director, will either approve or deny your petition. You will receive a written response from the Warden to your request. During all aspects of this program, you may file an Administrative Remedy if you choose.

Are FTCs applied to my percentage of time served?

No. FTCs applied toward your release date do NOT impact your percentage of time served because FTCs do not change your Statutory Release Date – they only change your Satisfaction Date.

What is an FSA Conditional Release Date?

For eligible inmates who are Low or Minimum Risk, this is a presumed earliest release date you could earn with Federal Time Credits. This calculation makes the presumption that once you are Low or Minimum risk AND in earning status, you will continue to remain in earning status. As a reminder, the FSA Conditional Date is NOT your release date as the credit is only applied as it is earned. Changes in your status (e.g., FRP Refuse, program declines, Disciplinary Segregation, etc.) will result in changes in your conditional date. The FSA Conditional Release Date is for planning purposes only.

Additionally, a second application will project the maximum number of FTCs which can be earned during your term of incarceration. This will assist in determining the earliest eligible pre-release placement date. This means your Unit Team will be able to monitor your projected number of FTCs and submit your RRC referral timely. Remember this is still just a planning tool, if your status changes, the possible maximum number of FTC days will change as well.

What is the maximum number of FTCs that I can earn?

The maximum number of credits an individual can earn varies from person to person, but it is being driven by the number of programming days and if/when you drop to low or minimum risk level. But, in all cases, the number of FTCs applied cannot be greater than the numbers of days remaining to serve at any point in your incarceration.

Do I earn FTCs while in Halfway and/or Home Confinement?

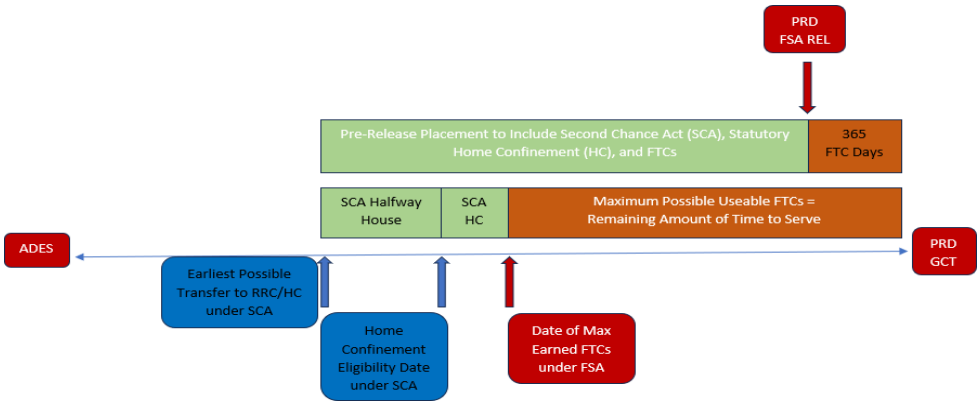
Yes. If you continue to successfully program. Remember incident reports can result in a change in your PATTERN Risk Level. If this happens while in Halfway House and/or Home Confinement, it can also impact both your earning status and your ability to apply FTCs toward your release. If your PATTERN Risk Level increases to Medium or High Risk for any reason, you will no longer be eligible to apply your FTCs and may be removed from pre-release placement and returned to the institution.

How do FTCs work with Pre-Release Placement?

Your halfway house and/or home confinement recommendation will include the total number of days recommended under the Second Chance Act, plus the remaining number of FTC days not applied to Supervised Release at the time of the referral.

Do FTCs change my Home Confinement Eligibility Date (HCED)?

Yes and no. Your Home Confinement Eligibility Date is calculated based on your statutory term. FTCs do not impact the number of days making up the eligibility date – that block of days is the same regardless of FTCs earned. What changes is the date itself. This is because the eligibility date is based on the number of days prior to Projected Release Date, and as your release date changes (due to earned FTCs), the Home Confinement Eligibility Date also changes, but the block of days making up the statutory Home Confinement does not. Plus, once you earn FTCs toward early pre-release placement, the Home Confinement Eligibility Date is based on that same block of days, but in advance of the maximum number of FTCs earned.



For example, if you had 60 months followed by a term of supervised release. You would be eligible for about six months of Home Confinement under the Second Chance Act. After you've earned the 365 FTC days toward early transfer to Supervised Release (i.e., early release from custody), you will have enough time remaining to serve to accumulate FTCs toward pre-release placement. If your Unit Team were to also recommend and approved you for a Second Chance Act placement of nine months in addition to your pre-release FTCs, you will have to stay in the halfway house for the first three months as the six-month home confinement eligibility requirement still applies regardless of the number of additional FTCs.

How do unresolving pending charges and/or detainers impact me getting Time Credit?

If you are eligible to earn time credits, an unresolved pending charge and/or detainer has no impact. With the exception of inmates with final orders of deportation or removal – determinations made based on documentation provided by Immigration and Custom Enforcement (ICE), unresolved pending charges and/or detainers will not impact your ability to apply credit toward early release or pre-release placement.

However, it is important to understand that while you are eligible for halfway house and/or home confinement, placement in the community does NOT eliminate the outstanding detainers and/or pending charges. Meaning - if you are halfway house and/or home confinement and have detainers and/or pending charges, you are at significantly higher risk to be arrested due to active warrants, and an arrest will result in a technical escape for you and an interruption in your federal sentence as the Bureau will have lost primary jurisdiction.

Because you are not eligible for a needs-based recommendation under the Second Chance Act, your FSA placement in halfway or home confinement is VOLUNTARY. You can decline the voluntary FSA placement without any negative impact. This means you can still apply your FTCs, up to 365 days, toward early release. Please let your case manager know if you are declining the voluntary FSA placement due to unresolved pending charges or detainers in pre-release custody.

Can I still earn FTCs if I'm eligible to receive the Residential Drug Abuse Program Early Release Benefit?

Yes, but the Residential Drug Abuse Program (RDAP) Early Release Benefit is applied first to your release date, then any FTC days are applied afterwards. This means you must complete all components of RDAP, to include the community-based portion – a minimum of 120-days in the community-based treatment program.

To receive the full benefit of both programs, you must have enough time remaining to complete all required components of RDAP. In the event you do not have enough time remaining after completing the RDAP program to receive both, the number of FTC days applied will be reduced to allow for, at a minimum, the 120-day community-based placement as required under 3621(e).

What about if I have an unresolved pending charge and/or detainer and am eligible for the RDAP early release benefit? How will that impact my time credits?

Because of the unresolved pending charges and/or detainer, your RRC/HC placement will be strictly based on your FTCs. Accordingly, you must have <u>at least</u> 120 FTC days for placement in the RRC/HC. The auto-calculation application is designed to limit the number of FTC days applied toward early release to ensure the 120-day RRC/HC requirement and then will make all the remaining FTC days available toward RRC/HC placement. This limitation will be based on your expected institution RDAP completion date. Once you have an RRC/HC placement

date, your Unit Team will submit updated documentation to DSCC so that your sentence comp can be updated. Remember - the amount of time remaining to serve once you complete RDAP will determine how many of your FTC days you will be able to apply. This information can be found on your FTC Worksheet.

Questions?

If you have questions about any aspect of the First Step Act or the associated Federal Time Credits, including eligibility, requirements, or limitations, and/or programs, please talk to your unit team. They will either be able to answer your question or direct you to staff in the department that can assist you.

SUMMARY:

The Education & Recreation Department staff are here to assist in developing ways to use your time in a positive manner to develop mentally and physically. However, you make the choice about what comes next in your life. You write the next piece of you and your family's story with each choice and action made. It does not matter what you have already done; it matters what you do now. So, what will YOU do now? That choice and your outcome is up to YOU.

Third-party reporting (outside of institution):

http://www.bop.gov/inmate_programs/sa_prevention_reporting.j

U.S. Department of Justice Office of the Inspector General Investigations Division 950 Pennsylvania Avenue, NW Suite 4706 Washington, D.C. 20530	Federal Bureau of Prisons South Central Regional Office Regional PREA Coordinator U.S. Armed Forces Reserve Complex 344 Marine Forces Drive

	Grand Prairie, Texas 75051
Federal Bureau of Prisons Central Office National PREA Coordinator 320 First Street, NW, Room 554 Washington, D.C. 20534	Federal Bureau of Prisons Southeast Regional Office Regional PREA Coordinator 3800 North Camp Creek Parkway, SW Building 2000 Atlanta, GA 30331-5099
Federal Bureau of Prisons Mid-Atlantic Regional Office Regional PREA Coordinator 302 Sentinel Drive, Suite 200 Annapolis Junction, Maryland 20701	Federal Bureau of Prisons Western Regional Office Regional PREA Coordinator 7338 Shoreline Drive Stockton, CA 95219
Federal Bureau of Prisons North Central Regional Office Regional PREA Coordinator Gateway Complex Tower II, 8th Floor 400 State Avenue Kansas City, KS 66101-2492	Federal Bureau of Prisons Northeast Regional Office Regional PREA Coordinator U.S. Customs House, 7th Floor 2nd and Chestnut Streets Philadelphia, Pennsylvania 19106

Sexually Abusive Behavior Prevention and Intervention: Information and How to Report

An Overview for Individuals in BOP Custody

FCI LEAVENWORTH

Leavenworth, KS

February 2026

PREA AT A GLANCE

Everyone in BOP custody has the right to be safe from sexual abuse and harassment.

Anyone who reports sexual abuse and harassment (staff or those in BOP care and custody) has the right to be free from retaliation for reporting.

There are multiple ways to report sexual abuse or harassment:

- Email Office of Inspector General (OIG) directly. When you email OIG from TruLincs, this is not traceable at your institution. Staff and other individuals in BOP custody will not know you made this report. You can request for your report to remain confidential. OIG is completely separate from the BOP. OIG staff do not work for the BOP.
- Tell any staff member about the sexual abuse or harassment.
- Write a "cop-out" to any staff member you are comfortable with.
- Write directly to the Regional or Central Office PREA Coordinator.
- Write directly to OIG (information is included later in this handbook).
- File an administrative remedy.
- Have someone you trust report the allegations online (the web address is included later in this handbook).

ALL allegations of sexual abuse or harassment are taken seriously and investigated accordingly.

You can always ask a staff member if you have questions about the information provided in this handbook.

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

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

You do not have to tolerate sexually abusive/ harassing behavior or pressure to engage in unwanted sexual behavior from another person in BOP custody or a staff member. Regardless of your age, sex, size, race, or ethnicity you have the right to be safe from sexually abusive behavior.

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

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

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

What Can You Do if You Are Sexually Assaulted?

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

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you many want to clean up after the assault**, we recommend that you see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom because evidence can be lost.** Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. Those who sexually abuse or assault individuals in BOP custody can only be disciplined and/or prosecuted if the abuse is reported. **Regardless of whether your assailant is another individual in BOP custody or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.**

It is helpful for the investigation if you include as many details as possible about the allegation(s). This can include the date, time, location, any witnesses, any evidence you may have, if you have heard of other potential victims, any previous incidents, etc.

After you make your report, you will be asked to make a statement to an investigator about the allegation. While it is helpful for the investigation to cooperate with this interview, it is always your choice how much information to share and with whom. You will also have an opportunity to speak with a Psychologist and a medical provider.

How Do You Report an Incident of Sexually Abusive Behavior?

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

■ **Write directly to the Warden, Regional Director or Director.** You can send the Warden an *Inmate Request to Staff Member* (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.

■ **File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.

■ **Write the Office of the Inspector General (OIG)** which investigates certain allegations of staff misconduct by employees of the U.S. Department of Justice; all other sexual abuse/harassment allegations will be forwarded by the OIG to the BOP. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. You may request to remain anonymous to the BOP. The address is:

Office of the Inspector General

U.S. Department of Justice Investigations Division

950 Pennsylvania Avenue, N.W. Room 4706

Washington, D.C. 20530

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

These e-mails:

■ are untraceable at the local institution,

■ are forwarded directly to OIG

■ will not be saved in your e-mail 'Sent' list

■ do not allow for a reply from OIG,

■ If you want to remain anonymous to the BOP, you must request it in the e-mail to OIG.

Third-party Reporting. Anyone can report such abuse on your behalf by accessing the BOP's public website, specifically https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp

Confidential Reporting

As noted above, you can send reports of sexual abuse to a dedicated email address managed by OIG, and you can request the report remain confidential. OIG is completely independent of the BOP. OIG protects the identity of victims and other individuals who report allegations to the greatest extent possible, while still thoroughly vetting and investigating the allegations. As an incarcerated person, you can make third-party reports to OIG regarding about other individuals in BOP custody and you are encouraged to do so.

Understanding the Investigative Process

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

Counseling Programs for Victims of Sexually Abusive Behavior

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

You may also contact your local Rape Crisis Center (RCC). Rape Crisis Centers are community-based organizations that help victims of sexual violence. Your institution may have a Memo of Understanding (MOU) with a local RCC. If so, Psychology Services can provide you with the contact information. If no MOU exists, you may seek services through Psychology Services.

Management Program for Inmate Assailants

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

Prohibited Acts: Individuals in BOP custody who engage in inappropriate sexual behavior can be charged with the following Prohibited Acts under the *Inmate Discipline Program* policy:

Code 114/(A): Sexual Assault by Force
Code 205/(A): Engaging in a Sex Act
Code 206/(A): Making a Sexual Proposal
Code 221/(A): Being in an Unauthorized Area with a Member of the Opposite Sex
Code 225/(A): Stalking Another Person
Code 229/(A): Sexual Assault Without Force
Code 300/(A): Indecent Exposure
Code 404/(A): Using Abusive or Obscene Language
Code 409/(A): Unauthorized Physical Contact

Policy Definitions *per 28 CFR 115.6*

Sexual abuse includes—

(1) Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident; and

(2) Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer.

Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

(1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;

(2) Contact between the mouth and the penis, vulva, or anus;

(3) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and

(4) Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation

Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer includes any of the following acts, with or without consent of the inmate, detainee, or resident:

(1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;

(2) Contact between the mouth and the penis, vulva, or anus;

(3) Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;

(4) Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;

(5) Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;

(6) Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs (1) through (5) of this definition;

(7) Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident, and

(8) Voyeurism by a staff member, contractor, or volunteer.

Sexual harassment includes—

(1) **Repeated** and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate, detainee, or resident directed toward another; and

(2) **Repeated** verbal comments or gestures of a sexual nature to an inmate, detainee, or resident by a staff member, contractor, or volunteer, including demeaning references to sex, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

Voyeurism by a staff member, contractor, or volunteer means an invasion of privacy of an inmate, detainee, or resident by staff for reasons unrelated to official duties, such as peering at an inmate who is using a toilet in his or her cell to perform bodily functions; requiring an inmate to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions.

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

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

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

Third-party reporting (outside of institution):

http://www.bop.gov/inmate_programs/sa_prevention_reporting.j

U.S. Department of Justice Office of the Inspector General Investigations Division 950 Pennsylvania Avenue, NW Suite 4706	Federal Bureau of Prisons South Central Regional Office Regional PREA Coordinator U.S. Armed Forces Reserve Complex

Washington, D.C. 20530	344 Marine Forces Drive Grand Prairie, Texas 75051
Federal Bureau of Prisons Central Office National PREA Coordinator 320 First Street, NW, Room 554 Washington, D.C. 20534	Federal Bureau of Prisons Southeast Regional Office Regional PREA Coordinator 3800 North Camp Creek Parkway, SW Building 2000 Atlanta, GA 30331-5099
Federal Bureau of Prisons Mid-Atlantic Regional Office Regional PREA Coordinator 302 Sentinel Drive, Suite 200 Annapolis Junction, Maryland 20701	Federal Bureau of Prisons Western Regional Office Regional PREA Coordinator 7338 Shoreline Drive Stockton, CA 95219
Federal Bureau of Prisons North Central Regional Office Regional PREA Coordinator Gateway Complex Tower II, 8th Floor 400 State Avenue Kansas City, KS 66101-2492	Federal Bureau of Prisons Northeast Regional Office Regional PREA Coordinator U.S. Customs House, 7th Floor 2nd and Chestnut Streets Philadelphia, Pennsylvania 19106