

INMATE
ADMISSION & ORIENTATION
HANDBOOK



**FEDERAL CORRECTIONAL INSTITUTION/
FEDERAL PRISON CAMP - MANCHESTER**

INMATE MAIL ADDRESS

Inmate Name and Register Number

MANCHESTER FCI/FPC

P.O. BOX 4000

MANCHESTER, KY 40962

Updated:

9/29/15

INTRODUCTION

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

It contains the rules and regulations you are required to follow while at Federal Correctional Institution (FCI)/Federal Prison Camp (FPC) Manchester. Additionally, it provides information on programming opportunities and routine schedules of important inmate services, such as commissary, barber shop hours, and open house hours for various departments. Please read this handbook to ensure you understand the requirements of you and all institution rules. I encourage you to take advantage of the positive programming opportunities offered here and to make effective use of your time while at this facility. If you have any questions concerning the handbook, I suggest you communicate with the appropriate staff and follow the chain of command. I am available to speak with you when making rounds throughout the institution or in Food Service during the lunch meal, if you have any questions or concerns.



S. Butler, Warden

Executive Staff

Associate Warden (Programs) W. HUTCHINGS	Associate Warden (Operations) R.S. SALINAS B. ENGLISH (Effective 11/29/2015)	Associate Warden (Industries & Education) VACANT	Executive Assistant/ Camp Administrator M. STARR
CASE MANAGEMENT COORDINATOR	HUMAN RESOURCES	EDUCATION VOCATIONAL TRAINING RECREATION	FPC PROGRAMMING
CORRECTIONAL SERVICES	FACILITIES	UNICOR	LEGAL SERVICES
CORRECTIONAL SYSTEMS	FINANCIAL MANAGEMENT		COMPUTER SERVICES
PSYCHOLOGY SERVICES	FOOD SERVICE		
RELIGIOUS SERVICES	HEALTH SERVICES		
REENTRY AFFAIRS	INMATE SERVICES/TRUST FUND		
UNIT MANAGEMENT	SAFETY		

INTAKE, CLASSIFICATION, AND THE UNIT TEAM

Orientation

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

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

Classification Teams (Unit Teams)

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

Inmates are assigned to a specific Unit Team. Generally, the resolution of issues or matters of interest while at the institution are most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling and assistance in setting and attaining goals while in prison. Ordinarily, a member of the unit staff will be at the institution from 7:30 a.m. to 9:00 p.m., during week days, and during the day on weekend and holidays.

UNITS

FCI- The housing units are Clay, Knox, Laurel and Whitley.

FPC- The housing units are Manchester and Oneida.

Each of these housing units consists of two individual units (A and B).

Visiting in a unit, other than the one to which an inmate is assigned is prohibited.

Executive Assistant/Camp Administrator: The Executive Assistant/Camp Administrator is the administrative head of the Federal Prison Camp (FPC) and oversees all unit programs and activities. The Executive Assistant/Camp Administrator is the Chairperson of the team which comprises the Unit Manager, Case Manager, Correctional Counselor, with input from Education and Psychology staff. The Executive Assistant/Camp Administrator reviews team decisions and may chair the Unit Discipline Committee (UDC), which is a body who hears disciplinary infractions.

GENERAL FUNCTIONS OF UNIT STAFF

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

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

Correctional Counselor: The Correctional Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties, and plans for the future. The Correctional Counselor plays a leading role in segments of unit programs relating to inmate activities. The Correctional Counselor may conduct counseling groups for inmates in his/her unit and/or groups open to the general population. Counselors address the day-to-day concerns of the inmates and maintain information regarding progress on program goals including the Inmate Financial Responsibility Program (IFRP).

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

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

Communications

Normally, a Unit Team Staff Member is available each day of the week and most evenings until 9:00 p.m. The unit bulletin boards and the TRULINCS system contain written communication of interest to inmates. Unit Managers may utilize monthly Town Hall meetings to dispense information and foster improved communications. Unit Team staff will utilize either open house hours or an open door policy to address inmate concerns. Inmates are also encouraged to use Inmate Requests to Staff to make requests in writing.

Town Hall Meetings

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

Initial Classification/Program Reviews

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

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

Reentry Pre-Release Programming

Release preparation begins on the first day of incarceration. The BOP's reentry strategy provides inmates with the opportunity to gain the necessary skills and resources to succeed upon

release. Through coordinated efforts among the departments in the institution and collaboration with other agencies, a wide array of programs and activities are offered to better inmates' chances of a successful reentry upon release.

It is imperative at initial classification/program review that inmates are open and honest when answering questions to allow the team to accurately identify needs and make appropriate program recommendations to improve inmates' chances of a successful reentry. Each time an inmate goes to team, he or she will receive a progress update and new recommendations as warranted. Contributors and programming recommendations include Education, Health Services, Psychology, Unit Team, Recreation, Religious Services, the inmate's Work Detail Supervisor, and the inmate. Inmates are strongly encouraged to take advantage of the program recommendations.

Additionally, to make the transition back to the community go as smoothly as possible, inmates should obtain at least two forms of identification to include a social security card. Inmates may also be eligible for some benefits upon release (e.g., social security disability, veteran's, Medicare etc.) to make the transition easier. Staff may be able to provide you with information concerning benefits so that you may determine your eligibility and begin the application process, if applicable prior to release. Lastly, the Career Resource Center, located in the Education Department, can also provide you with pre and post release programming and education ideas, potential employment and housing information, as well as potential benefits information.

Team Participation in Parole Hearings

The Case Manager prepares Progress Reports with input from Unit Team and compiles other information in the inmate's central file for presentation to the United States Parole Commission or other appropriate agencies. The inmate's Case Manager will ordinarily be present at the inmate's Parole Hearing. The Case Manager's function at the hearing is to assist the Parole examiners, not as a staff representative for the inmate.

Treaty Transfer for Non-U.S. Inmates

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

information regarding an inmate's eligibility for participation in the program.

Foreign Consular

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

DAILY INMATE LIFE

Sanitation

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

Each inmate is responsible for making his bed in accordance with posted regulations before work call (including weekends and holidays when he leaves the area). Each inmate is also responsible for sweeping and mopping his cell floor, cleaning walls, removing trash, and ensuring it is clean and sanitary. Plastic bag liners are not permitted in trash containers. Cardboard boxes and other paper containers are not permitted for storage due to their combustible nature. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. No pictures, calendars or paper will be affixed to any wall or bed in the room. Nothing will be affixed to the light fixture, door, or outside of locker. Jackets and laundry bags will be hung on the pegs provided or stored in the locker. No items are to be kept on top of the locker. No items will be kept on the ends of the beds or chairs. Chairs are assigned to each cell, and will not be defaced or marked in any manner by the inmate.

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

Personal Property Limits

Items which may be retained by an inmate are limited for sanitation and security reasons, and to ensure excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the cell. For further information, please see the Institution Supplement regarding Inmate Personal Property, specifically identifying personal property which the inmate may retain. No art or craft supplies will be authorized in the housing unit without permission of the Unit Manager and

Supervisor of Recreation. These items must be used and stored in the hobby craft area.

Unauthorized Property

Inmates have no right to possess documents or material which further criminal or fraudulent activity. Title 28 C.F.R. § 500.1 (h) defines contraband as "material prohibited by law, or by regulation, or material which can reasonably be expected to cause physical injury or adversely affect the security, safety, or good order of the institution." Program Statement 5580.07, Personal Property, Inmate, and 28 C.F.R. § 553.12 (b) (1) define "hard contraband" as "any item which poses a serious threat to the security of an institution..." P.S. 5580.07 and 28 C.F.R. 553.12 (b) (2) define nuisance contraband as "any item other than hard contraband, which has never been authorized, or which may be, or which previously has been authorized for possession by an inmate, but whose possession is prohibited when it presents a threat to the security..."

***Under the Court Security Improvement Act of 2007, two new provisions were added to the Federal Criminal Code. Title 18 U.S.C. Section 1521 established a criminal offense for filing, attempting to file, or conspiring to file, a false lien or encumbrance against the real or personal property of a Federal Judge or Federal law enforcement officer. Title 18 U.S.C. Section 119 established a criminal offense for making "restricted personal information" publicly available about a "covered person" with the intent to threaten, intimidate, or incite a crime of violence against such person. Covered individuals include court officers, jurors, witnesses, informants, and Federal law enforcement officers. For purposes of each of these provisions, Bureau of Prisons staff are Federal law enforcement officers and covered by the Act. Therefore, inmates are prohibited from obtaining or possessing Uniform Commercial Code (UCC) Lien Documents and Personal Information of Law Enforcement Officers and Covered Persons, UCC financing statements and similar forms. Inmates are also prohibited from obtaining or possessing any documents which contain unauthorized personal information, including, but not limited to, home address, home telephone numbers, social security number, personal email, or home fax number of any jurors, witnesses, informants, or of any federal official, including, but not limited to, Bureau of Prisons staff, United States Attorneys, Assistant United States Attorneys, Judges, and other Federal agents. Possession of personal information about immediate family members of a covered person is also prohibited. If an inmate is found to be in possession of these types of documents

or information, the items will be confiscated. The inmate will be subject to inmate discipline, and your case may be referred for possible prosecution. Inmates may use the Administrative Remedy process to challenge the confiscation or rejection of such materials.

Storage Space

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

Clothing / Laundry Operations

All government clothing, except undergarments will be tagged with a label indicating the inmate's name and register number. These items are to be neatly stored in the identified storage space provided. Individual washcloths and towels are issued to inmates. Government-issued clothing will not be altered or disfigured in any manner. Examples include, but not limited to, the following: converting pants to shorts, pleats, cutting off shirt sleeves, defacing clothing, etc. An inmate found to have destroyed government property may receive an Incident Report and appropriate disciplinary action will be taken.

Personal clothing may not be altered. Examples include, but not limited to, the following: adding pockets, graffiti, symbols, cutting off shirt sleeves, converting pants to shorts, pleats, etc. Altered personal clothing will be confiscated and disposed of according to Program Statement 5580.08 Inmate Personal Property. Any frayed or tattered clothing is considered contraband and must be disposed of.

Civilian clothing (i.e. clothing not issued to the inmate by the Bureau or purchased by the inmate through the Commissary) ordinarily is not authorized for retention by the inmate. Pre-release civilian clothing for an inmate may be retained by staff in the Receiving and Discharge area during the last 30 days of an inmate's confinement. All inmates are prohibited from wearing any clothing not government-issued or purchased in the Commissary. No inmates may be issued, permitted to purchase, or

have in their possession any blue, black, red, or camouflage clothing or cloth items. The only exception is for religious headgear.

Representative authorized footwear/shoes may include: work (1 pr.), shower (1 pr.), athletic/specialty (1 pr. - black, white, grey, or a combination thereof with a maximum value of \$100.00), slippers (1 pr.), and casual (1 pr.). Footwear will be placed neatly under the bed.

At the FCI/FPC, all issued clothing, linen, towels, are exchanged on a one-for-one basis at Laundry. The schedules for exchange are posted on unit bulletin boards.

Laundry Loops: All institutional clothing, sweat clothing, t-shirts, boxers, and shorts must be placed in the laundry loops. Sweat clothing must be in one loop, t-shirts, shorts and boxers in one loop and institutional clothing on the other loop. No more than 8-10 items should be in each loop. Each inmate will have two to three loops. The instruction on how to properly use the laundry loops will be given to each inmate during the issuing of the laundry loops. Clothing will be delivered to the laundry one day and delivered back the same day to the housing unit by the assigned inmate laundry workers. Soiled linen will be exchanged for clean linen on Fridays. Inmates are not permitted to exchange clothing/linen items assigned to another inmate.

Laundry schedule for FCI units will be as follows between 6:30 a.m. and 7:30 a.m.:

TURN IN DIRTY LAUNDRY

Clay	- Monday
Knox	- Tuesday
Laurel	- Wednesday
Whitley	- Thursday

Inmates may visit Laundry for clothing issue/exchange Monday and Wednesday. Bed linen (2 sheets & 1 pillow case) will be exchanged on the day your unit washes clothing. Exchanges will be conducted one for one.

The following schedule will be followed for hygiene issue and blanket exchange:

<u>Unit</u>	<u>Hygiene issue/Blanket Exchange</u>
Clay	1 st Friday of the Month
Knox	2 nd Friday of the Month
Laurel	3 rd Friday of the Month
Whitley	4 th Friday of the Month

Hours of operation for Laundry are between 6:30 a.m. - 7:30 a.m., (during the breakfast meal). Inmates must utilize the institution central laundry system by dropping off dirty laundry bags on their unit's assigned day between the hours of 6:30 a.m. - 7:30 a.m. Inmates who maliciously or otherwise alter their clothing, bedding, mattresses or any other issued items are subject to disciplinary action.

At the FCI, inmates will be issued the following laundry items upon arrival:

- 6 sets of underclothing
- 6 sets of khakis
- 2 sheets, 1 blanket
- 1 jacket, 1 hat
- 4 towels, 4 face cloths
- 1 pair of boots
- 2 laundry bags
- 1 webbed belt
- 2-3 laundry loops

Two days prior to releasing or transferring, inmates are responsible for returning all of the above items to Laundry with the exception of the following:

- 1 set of khakis
- 2 sets of underclothes
- 1 pair of boots
- 1 towel, 1 face cloth
- 2 sheets, 1 blanket

On the day of your release or transfer, the remaining items will be carried to Receiving and Discharge (R&D). Funds will be frozen for inmates that do not comply.

At the FPC, all issued clothing, linen, towels, are exchanged on a one-for-one basis in Laundry. It can be dropped off on Monday through Thursday between 6:15 a.m. - 7:30 a.m. and picked up during lunch main line. All white tee shirts are exchanged every

6 months. The schedules for exchange are posted on unit bulletin boards. Washers and dryers are provided at no cost for inmates to do their own laundry in the housing unit. The unit laundry room will open daily from 6:00 a.m. until unit lockdown, with the exception of an allotted time for cleaning. Damage to these machines will lead to removal of the machine and/or disciplinary action.

Commissary/Special Purchase Order (SPO) Items

These items are authorized to the point they can be contained in the storage area provided for personal property. The total value of an inmate's accumulated Commissary items will be limited to the monthly dollar amount as outlined by policy. In addition, an inmate will be authorized to have no more than sixty (60) first class stamps in their possession.

Food Storage

Food items that are left open create a health hazard. These items must be properly sealed at all times. Items not stored in original containers are considered contraband. Empty jars may not be used as drinking containers and are to be thrown away.

Letters, Books, Photographs, Newspapers, and Magazines

An inmate will be limited in the number of letters, books, photographs, magazines, and newspapers that can be stored in their designated storage space. Nothing is to be tacked, stapled or scotch taped to any surface except to bulletin boards. Ordinarily, photographs, particularly those of family and friends, are approved, since they represent meaningful ties to the community. A personal photograph is defined as a photograph intended for individual viewing, as opposed to a photograph published for commercial use. Personal photographs may be stored or displayed in the housing units according to local sanitation and housekeeping guidelines. Inmates may not retain Polaroid photos. Nude or sexually suggestive photos (individual prints or copies as opposed to those from publications) present special concerns about personal safety, security, and good order, particularly when the subject is an inmate's relative, friend, or acquaintance or could reasonably be perceived as such. For these reasons, an inmate may not be permitted to retain, receive, or possess a personal photograph in which the subject is partially nude or nude, or when the photograph depicts sexual acts such as intercourse, fellatio, or sodomy. These materials will be returned to the sender upon receipt at the institution.

Legal Materials

Staff may allow an inmate to possess legal materials in accordance with the provisions on inmate legal activities. Inmates are allowed to maintain legal materials and supplies which are necessary for their own legal actions. To ensure legal materials do not become a security or housekeeping hazard, legal material which does not fit within an inmate's locker may be stored in the unit's legal property storage area. Inmates are to make arrangements with their respective Correctional Counselors for storage of legal materials needed for their own ongoing litigation.

Art & Hobby Craft Materials

No art or hobby craft materials, other than those authorized by the Recreation Department for unit-based art or hobby craft activities, are authorized within the housing units. Staff shall limit an inmate's art or hobby crafts projects within the cell or living area to those projects which the inmate may store in designated personal property containers. Inmates are required to remove art or hobby craft items from their living area when completed.

Radios, MP3 Players, and Watches

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

Hair Care

The FCI Barber Shop is located next to the Commissary. Inmates may receive a haircut without any charges for the service. The hours of operations at the FCI are:

Monday - Friday, 8:00 a.m. - 3:00 p.m. Saturday and Sunday, 8:00 a.m. - 9:30 a.m., 10:30 a.m. - 3:00 p.m. No haircuts will be started after 2:30 p.m. The general population inmates will get a haircut based on a rotating schedule. Each separate

housing unit will be afforded the opportunity to get a haircut every eight (8) days.

Special Housing Unit- Saturday

The FPC Barber Shop is located between Food Service and the Commissary. Inmate may receive a haircut without any charges for the service. The hours of operations at the FPC are:

Sunday-Saturday, 8:00 a.m. - 2:00 p.m. and 5:00 p.m. - 8:00 p.m.

The Barber Shop will be closed on all Federal Holidays for the FCI and FPC.

At the FCI and FPC, haircuts and hair care services are authorized in the barber shop only.

Barbers are not permitted to provide custom haircuts to the inmate population. An example of this would be a haircut that would identify an inmate with a particular group or gang, e.g. symbols, lettering, numbers, etc.

Jewelry

At the FCI and FPC, inmates may have a plain wedding band without gems or stones and, with prior approval, a religious medal without gems or stones. The value of jewelry will not exceed \$100.00.

Smoking

Inmate smoking is prohibited in all BOP facilities.

Wake-up

A general wake-up on weekdays for all inmates is 5:45 a.m. and 6:45 a.m. on weekends and holidays. It is the inmate's responsibility to leave the unit for meals and work. Late sleepers who are unable to maintain rooms or arrive at work on time are subject to disciplinary action.

UNIT RULES

In order to minimize maintenance costs, permit consistent uniform inspection, search procedures, and maintain orderly congregate living, the institution has imposed reasonable regulations on inmate conduct and furnishings in housing units. Unit Officers and Unit Team staff inspect cells daily. Inmates shall be assigned to a living area based on security, availability, programming, sanitation, and employment. Cell changes will ordinarily be made by the assigned Correctional

Counselor. Upon being assigned to a living area within a housing unit, the inmate should inspect his assigned area. Any damages should be reported immediately to the Unit Officer. An inmate may be held financially liable for any of the damages to his personal living area. Inmates should refer to and familiarize themselves with Unit Rules posted on a bulletin board within each of housing units.

The rules include items such as:

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

Unit meal rotation is ordinarily based on weekly sanitation ratings of each unit. The unit with the highest sanitation is called first, and the unit with the lowest rating is called last.

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

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

Everyone is responsible for cleaning up after themselves.

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

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

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

Wooden shelves, cardboard boxes, and any other wood items are not permitted in the living quarters. Completed hobby craft items must be sent out (to a person on your approved visiting list). Completed items will not be permitted in the living quarters.

No more than four (4) inmates, including the room occupant(s), are allowed in a room.

Personal photos, greeting cards, and a single-page, flat calendar in good taste may be placed on the bulletin boards, nothing else. Nude or obscene photographs/drawings, magazine and newspaper pictures are unacceptable. Nothing will extend beyond the borders of the board.

FPC: All personal items, to include commissary, must be stored in your locker. You may have two photo frames, five books per inmate, your green uniforms (on hangers), your issued jacket and one laundry bag outside your locker. Shoes must be neatly arranged under the bed.

Quiet Hours/Lights Out:

Quiet hours begin at 9:00 p.m., Sunday through Thursday, and 10:00 p.m., Friday, Saturday, and holidays. Lights out at 10:00 p.m. (after the 10:00 p.m. standup count) every day).

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

FPC: Unit televisions may be viewed by inmates during their established off-duty hours. The televisions will be turned off at 11:00 p.m., Sunday - Thursday, and 11:30 p.m., on Friday and Saturday, or at the discretion of the Unit Officer. They will remain turned off until 6:00 a.m. Inmates will remain in their cubicles. The only exception is for the powerhouse and food service inmates going to and from work or to use the bathroom. Visiting other units, floors and/or cubes is prohibited. Inmates are not permitted to leave their respective housing unit after 9:00 p.m. thru 6:00 a.m. Lights will be turned off at 11:00 p.m.

SECURITY PROCEDURES

Attire

Inmates will be in proper attire any time when on the compound from Monday through Friday, 6:15 a.m. to 4:00 p.m.; full uniform, which ordinarily consists of: khaki shirt and khaki pants at the FCI/green shirt and green pants at the FPC; with belts, work boots with laces tied, and pants will be untucked from boots. All shirt tails must be tucked into the pants and all pants must be pulled up on the waistline. No doo-rags are allowed to be worn while on the compound at any time. With the exception of leisure time in the Recreation Department, inmates must remain neat in appearance and in full uniform while they are working or programming at their work or program sites.

Additionally, before and after hours, weekends and holidays, inmates may be in their personal clothing (sweats and t-shirts); however, inmates must be neat in appearance anytime they are on the compound. Shirt tails must still be tucked into the pants and all pants must be pulled up on the waistline. All shoe laces must be tied. Mixing of inmate uniform with personal clothing is not allowed at any time.

Inmates will be fully dressed within 30 minutes after leaving their beds in the morning. Uniform work shirts, pants, and jackets will display a visible and correct name tag. Belts are mandatory and must be buckled with plastic belt buckles when worn. Shoes should be kept clean. Inmates will not be allowed to lounge around the housing unit in their pajamas or bathrobe. Inmates must be in their pajamas, bathrobe, or t-shirt and underwear, when moving from their cell to the showers.

Tank tops are only authorized in Recreation areas and inside the housing units, during individual non-working hours. Inmates are not permitted to be shirtless while in their housing units, on the compound, or in recreational areas.

Controlled Movement

During non-working hours, FCI Manchester is regulated by controlled movement. The purpose of controlled movement is to ensure that the movement of inmates is orderly when an institution pass system is not in effect. Ordinarily these moves are a one way move; meaning, "in-bound" or "out-bound" move. During the movement period, normally ten minutes, inmates may move from an area of the institution to another without a pass or staff escort. The start and end of each movement period will be announced by staff.

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

On Saturdays, Sundays, and holidays, normally the first controlled movement will begin at the conclusion of the morning meal. The Compound will be secured at 9:30 am, in preparation of the 10:00 am count. Prior to feeding of the brunch meal,

inmates can normally move to the recreation yard, gymnasium, or chapel; however, you must remain secured inside those areas until the next controlled movement is announced. The movement periods will resume after the brunch meal.

The FPC is not regulated by controlled movement. All outside recreation areas at the FPC are closed during times of darkness. These areas will be open from daylight to dusk for general use. During any other prescribed time periods, all inmates are required inside of their assigned housing unit and no movement will occur outside the unit, unless directed by staff.

Call-Outs

Call-outs are a scheduling system for appointments (which include medical, dental, educational, team meetings and other activities). Call-outs are posted within each housing unit, on the day preceding the appointment. It is the inmate's responsibility to check for appointments on a daily basis.

Counts

Five official scheduled counts will be conducted on weekdays and six official scheduled counts on weekends and holidays during every 24-hour period. There will be no inmate movement or talking during an official count. The 4:00 p.m., 10:00 p.m., 10:00 a.m., weekend and holiday counts, will be standup counts, inmates are expected to be standing at bedside. In addition, there may be an emergency count, which is a standing count. This is an official count taken at times other than those specified for a regular official count, for example, heavy fog conditions.

OFFICIAL COUNT TIMES

12:00 a.m.

3:00 a.m.

5:00 a.m.

4:00 p.m. (Standing count in assigned cubicle or cell)

10:00 p.m. (Standing count in assigned cubicle or cell)

10:00 a.m. (Standing count weekend and Federal holidays)

Institutions with secure cell space are required to lock the inmates in their cells for all official counts, unless the inmates are on out-counts in areas such as Food Service, Health Services, Visiting, etc. Disciplinary action will also be taken against inmates for leaving an assigned area before the count is clear. The inmate must actually be seen at all counts, even if he must be awakened.

Bed Book Counts

In the event a bed book count is announced, inmates will be required to state their name, give their register number and show their inmate identification card to the counting staff member.

Lock-Down Census Counts

At any time a Lock-Down Census may occur and will be announced by staff on the institution PA system. In such instances, inmates will cease all movement and report to the nearest staff member. There will be no movement and all scheduled call-outs will be rescheduled. When the Lock-Down Census is cleared, normal operations will resume.

AM/PM Census

During the AM/PM census you are required to report to the nearest staff member for accountability purposes. If you are in the housing unit, you are expected to return to your cell so the AM/PM Census can be completed.

Contraband

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

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

Staff shall consider as nuisance contraband any item other than hard contraband, which has never been authorized, or which previously has been authorized for possession by an inmate, but whose possession is prohibited when it presents a threat to security or its condition or excessive quantities of it present a health, fire, or housekeeping hazard. Examples of nuisance contraband include: personal property no longer permitted for admission to the institution or permitted for sale in the commissary; altered personal property; excessive accumulation of commissary, newspapers, letters, or magazines which cannot be stored neatly and safely in the designated area; food items

which are spoiled or retained beyond the point of safe consumption; government-issued items which have been altered, or other items made from government property without staff authorization.

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

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

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

Drug Surveillance / Alcohol Detection

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

Fire Prevention and Control

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

TRUST FUND

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

Trust Fund accounts will be consolidated and placed on an Inmate Release Debit Card.

Commissary and validation schedules are posted on the inmate bulletin boards. Funds are withdrawn after positive identification by commissary card or fingerprint identification. It is the inmate's responsibility to know the amount of money available in his account. Inmates may verify their account balances by utilizing the TRULINCS or the inmate telephone (118+PAC). Inmates must have their commissary card in their possession at all times for identification purposes.

Spending Limitations

The National Spending Limit is \$360.00 but may be further restricted at the local level. Each inmate account is revalidated on a monthly, bi-weekly, or weekly cycle. FCI Manchester has a current spending limit of \$320 per month.

Deposits to Accounts

U.S. Postal Service

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

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

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

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

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

Western Union Quick Collect Program

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

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

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

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

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

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

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

MoneyGram Express Payment Program

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

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

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

- Valid Inmate Eight-Digit Register Number (entered with no spaces or dashes), followed immediately by Inmate's Last Name
- Company Name: Federal Bureau of Prisons
- City & State: Washington, DC
- Receive Code: Must always be 7932
- Committed Inmate Full Name entered on Beneficiary Line

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

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

2) ONLINE using a credit, debit or prepaid card (Visa or MasterCard only): The inmate's family and friends can click on

www.moneygram.com/paybills. Enter the Receive Code (7932) and the amount you are sending (up to \$300). If you are a first time user you also must set up a profile and account.

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

Commissary Fund Withdrawal

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

TRULINCS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

TRUFONE (Inmate Telephone System)

Inmate will be provided a nine-digit Phone Access Code (PAC) for accessing TRUFONE; including instructions for use of this system. The PAC is confidential and should not be shared with other inmates. A replacement fee will be charged if a PAC is misplaced or compromised. In addition, each inmate will need to perform voice verification registration. Management of inmates' telephone numbers is performed via the TRULINCS. The hours of telephone operation begin at 6:00 a.m. and end no later than 11:30 p.m.

Inmate access to telephones will normally be limited during the following times, Monday through Friday, not including holidays:

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

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

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

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

PROGRAMS AND SERVICES

Job Assignments

All inmates, who have been medically cleared, will maintain a regular work detail assignment. Many work detail assignments are controlled through an Inmate Performance Pay (IPP) system,

which provides monetary payment for work. Unit staff assigns work, approve all job changes, and ensure the changes are posted on the Daily Change Sheet.

Inmate Financial Responsibility Program

Working closely with the Administrative Office of the Courts and the Department of Justice, the BOP administers a systematic payment program for court-imposed fines, fees, costs, and restitution. In accordance with policy requirements, all designated inmates with lawful financial obligations are required to make payments toward satisfaction of these obligations. These obligations may include: special assessments imposed under 18 USC 3013, court ordered restitution, fines and court costs, judgments in favor of the US, other debts owed the Federal government, and other court-ordered obligations such as child support, alimony, other judgments.

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

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

FACILITIES

The Facilities Department is responsible for all construction, repairs, improvements, and maintenance to the physical plant, as well as to UNICOR buildings. This includes all equipment, utilities, energy conservation, and major operating units.

DO NOT attempt any repairs without the assistance of the Facilities Department. If repairs are needed in your room, see the Unit Officer, who will generate a work request, have it approved by the Unit Manager, and then forward it to the Facilities Department.

The Facilities shops consist of:

1. General Maintenance Shops- GM1, GM2, GM3 and GM4
2. Electric Shop
3. HVAC Shop
4. Plumbing Shop
5. Facilities Clerk/Orderly

COP-OUTS:

If you are interested in working in Facilities, send cop-outs to the individual shop foreman, ie., Plumbing Foreman, General Foreman, etc. If the shop has a position available and you meet the criteria, you may be assigned to that shop.

PROCEDURES:

Inmates working in Facilities are expected to arrive promptly after work call each morning and to do the work assigned to you by the foreman. The hours of work are: Monday through Friday; Work call until 3:30 p.m.; and Holidays are off. Commissary shopping will be done during the noon meal break. Inmates will not shop during working hours if assigned to Facility detail.

You are expected to report to work when work call is announced. Proceed directly to your foreman and ensure you are accounted for. If you have to be located by your foreman or by your unit officer, you will be subject to disciplinary action. If you are assigned any PPE (Personal Protective Equipment) (ex. safety glasses, hearing protection, etc.), use it! It is assigned for your protection. If you are injured during the performance of your job, it is your responsibility to notify your supervisor.

PAY GRADES:

Grade 1 - .40
Grade 2 - .29
Grade 3 - .17
Grade 4 - .12
Maintenance Pay - \$5.25

APPRENTICESHIP/RPP/REENTRY PROGRAM:

We offer apprenticeship programs in HVAC, Plumbing, Electrical, Landscape and Drafting. In this program, you will spend half of your day on the job, and the other half in Education/Vocational Training. If you are interested, contact the Education/Vocational Training Department.

FOOD SERVICE

The BOP offers a standardized National Menu. This menu is offered at all institutions and includes approved menu items based on standard recipes and product specifications. The National Menu offers regular, heart healthy, and no-flesh dietary options. At the Warden's discretion, items may be added to the National Menu by adding to a salad bar, hot bar, beverage bar (if these are part of the Food Service program) or by adding condiments such as sugar.

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

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

WEEKDAY SERVING HOURS:

Breakfast 6:15 a.m. - 10 minutes after last call
Lunch 10:30 a.m. - 10 minutes after last call
Dinner is served after the 4:00 p.m. count clears.

WEEKEND AND HOLIDAY SERVING HOURS:

Coffee Hour 7:15 a.m. - 8:15 a.m.
Brunch is served after the 10:00 a.m. count clears.
Dinner is served after the 4:00 p.m. count clears.

DINING ROOM DRESS:

Inmates will be in work uniform for the breakfast and noon meals through the work week, Monday through Friday. No radios, drink containers, cooler jugs, or personal property of any type will be allowed in the Dining Room. Only inmates with prescription sunglasses will be allowed to wear them in the Dining Room, and they must have written approval on their person. Sleeveless shirts are not allowed in the Dining Room. Religious headgear must be approved by Religious Services.

ID CARDS:

Inmates who cannot clear the turnstiles in Food Service due to not possessing an ID card or possessing an ID card which will not scan, will eat with the "Last Call" to mainline. If you do not have an ID card or your ID card will not scan, staff will assist you with correcting this.

EDUCATION

The mission of Education/Recreation Services is to provide mandatory literacy and English-as-a-Second Language programs as required by law, as well as other education/recreation and related programs that meet the needs and interests of the inmate population, provide options for the positive use of inmate time, and enhance successful reintegration into the community.

Education opportunities provided for Federal inmates include General Equivalency Diploma (GED) and ESL programs, as required by law. Various nationally recognized tests will be used to place inmates in appropriate education programs. Inmates must perform to the best of their abilities on exams for appropriate placement in class.

Literacy/GED

The Violent Crime Control and Law Enforcement Act (VCCLEA) and the Prison Litigation Act (PLRA) require inmates who lack a high school diploma to participate in a GED credential program and make satisfactory progress in the program in order to be eligible to vest the maximum amount of earned good conduct time (VCCLEA sentenced inmates) or earn the maximum amount of good conduct time.

Unless exempt (pre-trial, holdover, etc.), inmates must participate in the literacy program for one mandatory period of at least 240 instructional hours, or until they achieve a GED credential. For all inmates to receive job pay promotions above the entry level, they must have a high school diploma, a GED credential, or pay exemption.

Inmates who are exempt from attending GED class based on a deportation detainer must enroll in GED or ESL in order to receive their good conduct time.

Inmates under a final Bureau of Immigration and Customs Enforcement (BICE) order of deportation, exclusion, or removal are exempt. Inmates who have completed the mandatory period of enrollment must remain enrolled, or re-enroll to vest/earn 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/earn their good conduct time.

Following an assignment of a GED UNSATISFACTORY PROGRESS code, inmates will be required to complete additional 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 eligible for District of Columbia Educational Good Time (DCEGT) can earn DCEGT for participating, but not completing GED, ESL, and marketable level occupational training programs. While enrolled in the qualifying education program, inmates will earn DCEGT credit. However, DCEGT credit will show up on their sentence computation when they complete or withdraw from the qualifying program.

Special note on GED scores: Currently, the new Computer GED test has not been issued by Central Office so inmates will continue to take the current GED test and the scores will continue to be combined until the new one is launched. English GED scores from the current GED test will no longer be valid once the new English GED test is implemented.

The new GED Test will be taken on the computer. Inmates are strongly encouraged to enroll in a keyboarding or typing course, when offered.

Inmates with a Verified High School Diploma

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

Inmates who have a high school diploma (not an AA or higher post-secondary degree) are encouraged to submit a cop-out to the Education Department to request to sign-up for the Tests of Adult Basic Education (TABE) to validate their reading, language, and math computation, as well as applied math. The purpose of the TABE is to ensure these inmates have sufficient language and math skills to pursue their post-secondary education study and/or obtain a job in the community. Mastery of the reading, language, and math skills from the TABE is part

of inmates' reentry plan documented in the Inmate Skills Development System (ISDS).

In the Academic section of the ISDS, the inmate will not be scored/rated green (indicating demonstration of literacy skills) and should be scored/rated yellow (indicating unknown) until he/she scores a 9.0 or higher on TABE A or D. If an inmate scores below 9.0, he/she should enroll in remedial classes offered by the Education Department to improve his/her literacy levels.

ESL

The Crime Control Act of 1990 mandates non-English speaking Federal prisoners participate in the ESL program. An inmates' communication skill level in English is evaluated at initial classification and interviews. Those found to have limited ability to communicate in English will be referred to the education department to determine proficiency at the 8th grade level or higher based on a nationally recognized achievement test. Inmates scoring less than the 8th grade level of proficiency will be enrolled in ESL until they function at the 8th grade level or above on a nationally recognized education achievement test. If indicated by test scores, participation in ESL will be required regardless of education degree status. Inmates with high school diplomas or college degrees may be required to participate in the ESL program.

Incentives

Incentive awards are provided to recognize inmates making satisfactory progress and successfully completing the literacy (i.e., GED and ESL) program. Inmates may also receive incentives for progressing to various levels in the GED or ESL Programs. Graduation ceremonies recognize GED, ESL, and Occupational Education completions.

Other Programs

The completion of the literacy program is often the first step towards adequate preparation for successful post-release reintegration into society. Additional educational programs such as advanced occupational training or college are needed in today's world. Vocational training and apprenticeship programs afford inmates an opportunity to obtain marketable job skills.

Occupational Education Programs

Occupational Education programs prepare inmates for a specific occupation or cluster of occupations. Inmates can earn a Certificate, Associate of Arts Degree, Associate of Science

Degree, or an industry accepted certificate upon the completion of occupational training programs. Occupational education programs vary institution-to-institution.

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

Apprenticeship/Vocational Training

Apprenticeship training provides inmates the opportunity to participate in training which prepares them for employment in various trades. Apprenticeship programs in the BOP are registered with the Bureau of Apprenticeship and Training, US Department of Labor. These programs are structured to offer on-the-job learning in industries. Vocational Training (VT) programs are designed to provide trainees with entry level job skills. All of our VT programs use a competency-based system of instruction. Successful completion of a program is directly tied to the mastering of certain competencies identified in course curricula. Upon completion of a registered trade, inmates can earn a Certificate of Completion from the Department of Labor. To enroll in an Apprenticeship training or VT program, an inmate must have a high school diploma or GED.

The following programs are offered; however, inmates should contact Education for availability at the noted institution:

- FCI - Building Trades VT program (to include Carpentry, Electrical, and Masonry); Apprenticeship VT program governed by the United States Department of Labor (to include Baker, Cabinet Maker, Carpentry, Cook, Drafting, Electrician, HVAC, Landscape Management Technician, Machine Operator I, Painter, and Plumber).
- FPC - VT programs (Horticulture and Hydroponics); Apprenticeship VT program governed by the United States Department of Labor (to include Baker, Boiler Operator, Carpentry, Cook, Dental, HVAC, Horticulture, Landscape Management Technician, and Welding).

Adult Continuing Education (ACE)

ACE classes enhance an inmate's general knowledge on various subjects and address the skill deficits identified in an inmate's individual reentry plan. ACE classes are organized

differently in different institutions. Typical ACE classes include: typing, computer literacy, foreign language, and business skills. These classes are usually offered during evening and weekend hours.

Post-Secondary Education (Inmate Correspondence Courses)

Inmates are encouraged to expand their knowledge through a variety of methods, including correspondence courses. In general, inmates are permitted to enroll in any correspondence course that involves only "paper and pencil." Courses requiring equipment are generally not authorized. The cost for correspondence courses must be paid by the inmate. If an inmate has sufficient funds available in his commissary account, a Form 24 may be used for payment. Inmates interested in enrolling in correspondence courses are required to contact the Staff Coordinator prior to enrollment. Catalogs are available from the Staff Coordinator. Diplomas or certificates from correspondence high school GED programs do not satisfy the criteria for an adult literacy program completion.

Parenting

The Parenting Program provides inmates information and counseling through directed classes on how to enhance their relationship with their children even while incarcerated. All Parenting Programs include a classroom and visitation component. In addition, social service outreach contacts are often established to facilitate the provision of services to the inmate parent, visiting custodial parent, and children.

Library Services

Leisure Libraries: Leisure libraries offer inmates a variety of reading materials, including but not limited to: periodicals, newspapers, fiction, non-fiction, and reference books. Institutions also participate in an interlibrary loan program with local, state, and college libraries and available bookmobile services.

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

A copying machine is available to reproduce materials needed for research. The price to reproduce materials is established by Trust Fund.

RECREATION, LEISURE, WELLNESS, AND SOCIAL PROGRAMS

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

Leisure Programs

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

Art and Hobby Craft Programs

Art work includes all paintings and sketches rendered in any of the usual media (e.g., oils, pastels, crayons, pencils, inks, and charcoal). Hobby craft activities include leatherwork, models, crochet, drawing, card making, etc. Art and hobby craft programs are not meant for the mass production of art and hobby craft items or to provide a means of supplementing an inmate's income. Use of hobby craft facilities is a privilege that the Warden or staff delegated that authority may grant or deny.

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

Wellness Programs

Wellness programs include screening, assessments, goal setting, fitness/nutrition prescriptions, and counseling. The Recreation department will coordinate these activities based on the needs of the inmate population at each respective institution.

Recreation and Zimmer Amendment

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

building or weightlifting equipment; and (3) electronic or electric instruments.

Consequences for Rules Violation in Recreation

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

RELIGIOUS SERVICES

The Religious Services Department provides pastoral care and religious accommodation to individual and group religious beliefs and practices in accordance with the law, Federal regulations and BOP policy. The Chaplains offer religious worship, education, counseling, spiritual direction, support and crisis intervention to meet the diverse religious needs of inmates. Chaplains also oversee the religious diet program, ceremonial religious meals and religious holiday observances. If an inmate wishes to be a part of a ceremonial meal or desires work proscriptioin, a written request must be made no later than 30 days in advance of the scheduled observance. All Chaplaincy Services' programming is directed to promote both an individual's spiritual growth, as well as, BOP reentry goals and initiatives.

Marriages

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

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

Marriage procedures are detailed in the Institution Supplement. All Marriages performed at the institution require a Marriage Certificate issued by the local county courthouse. At this time, inmates are not permitted to travel to the courthouse to obtain the license.

Religious Property

All personal religious property that an inmate is allowed to have will be kept in the inmate's housing unit locker. No

personal religious property will be maintained in the chapel. When the Chaplain approves personal religious property for ordering, it may be ordered through a Special Purpose Order (SPO) from an approved vendor. Personal religious property will NOT be authorized to come from home. Inmate personal religious property must be requested through, and approved by, the Chaplain.

The Religious Services Department will make purchases annually for each faith community as needed for the department. Items purchased with Bureau funds will be maintained in the faith community lockers.

Certified Religious Diet

Inmates whose religion requires that they eat certified foods may see the Chaplain for an interview to determine if they will be placed on the Certified Religious Diet. When the Chaplain is aware that an inmate's religion requires the Certified Religious Diet, the Chaplain will arrange to meet with the inmate for an interview.

The Bureau offers several options for inmates to maintain their faith's dietary laws, these include:

- Self-selecting from mainline
- "No flesh" option
- The Certified Religious Diet

If you are interviewed for the Certified Religious Diet, and are not approved to participate in the program, you may request to be interviewed again six (6) months subsequent to your previous interview. The Religious Diet is not for medical reasons nor is it for "weight loss" purposes and you may not participate in it for such reasons.

Religious Resources

The Religious Services Department will maintain, religious books, pamphlets, audio tapes, video tapes and DVDs for group or personal use. Audio and video viewing will only take place at times scheduled for such viewing.

Emergency Notification

In the event your family has an emergency (which includes someone going to the hospital or a death in the family), the person calling the institution to inform you of the emergency should have the following: your register number, the name of the individual involved, and the name of the hospital (or

funeral home), as well as the telephone number. A staff member will verify the information before passing the information on to you. When your family experiences an emergency and they want to inform you, they should call the institution, and let the operator know the nature of their call. The institution telephone number is as follows: FCI/FPC - (606)598-1900

PSYCHOLOGY SERVICES

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

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

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

The Psychology Services department at this institution is staffed by two psychologists (the Chief Psychologist and the DAP Coordinator), one Drug Treatment Specialist and one Psychology Technician.

There are a number of ways to contact Psychology Services at this institution. You may:

- submit an Inmate Request to a Staff Member (a "Cop-out") to Psychology Services.

- visit the department during "Open House" hours.
- speak with a Psychology Services staff member during mainline or as they make rounds in your unit.
- or in the case of a crisis situation, notify your Unit Officer, Unit Team, or any other BOP staff member of your urgent need to speak with Psychology Services.

Suicide Prevention

Incarceration can be a difficult experience. At times, you may feel discouraged, frustrated, and helpless. It is not uncommon for people to experience depression while in jail or prison, especially if they are newly incarcerated, serving a long sentence, experiencing family problems, struggling to get along with other inmates, or receiving bad news. Over time, most inmates successfully adapt to incarceration and find ways to use their time productively and meaningfully. However, some inmates continue to struggle with the pressures of incarceration and become overwhelmed by a sense of hopelessness. If you feel a sense of hopelessness or begin thinking about suicide, talk to a staff member. Help is available and actively seeking help is a sign of your strength and determination to prevail. If you feel you are in imminent danger of harming yourself or someone else, you should contact a staff member immediately.

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

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

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

If you are interested in assisting Psychology Services with suicide prevention efforts, you may 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:

- be a sentenced BOP inmate in the general population with at least 18 months until PRD
- no 100 series incident reports in the past 3 years, no 200 or 300 series incident reports within the past year.
- may not be in FRP, DRG ED, or GED refusal status
- may not have failed or been expelled from a DRG or PTP program
- must be psychologically stable.

If you would like more information about this program, please speak with a member of the department.

Confidentiality

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

In the community, certain situations require mental health providers to violate client confidentiality. For example, many states mandate reporting child or elder abuse. Providers also must notify authorities if a client threatens suicide or serious harm to others. Similarly, prison mental health providers violate confidentiality when an inmate is at risk of serious harm to themselves or others, such as when an inmate presents a

clear and present risk of escape or when an inmate is responsible for the creation of disorder within a facility. Confidentiality may also be limited when prison mental health providers share information on a need-to-know basis with prison officials or other federal law enforcement entities. For example, before you are transferred to a residential reentry center, mental health providers must communicate your mental health needs to your unit team.

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

Drug Abuse Programs

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

Drug Abuse Education Course

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

If your pre-sentence report documents a prolonged history of drug use, evidence that alcohol or drug use contributed to the commission of your offense, a judicial recommendation for treatment, or a violation of community supervision as a result of alcohol or drug use, you are required to take the Drug Abuse

Education Course. If you fail to take this required course you will be ineligible for performance pay above maintenance pay level, ineligible for bonus pay, and ineligible for vacation pay. You will also not be eligible for a Federal Prison Industries work program assignment. If you are not sure what this means, you may want to ask your Correctional Counselor.

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

Nonresidential Drug Abuse Treatment

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

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

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

Residential Drug Abuse Program

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

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

Inmates who are diagnosed with a drug use disorder 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, to relate positively with their peers, and to fully participate in all treatment activities in the unit. The RDAP is a half-day program, with the rest of the day devoted to work, school, and other self-improvement activities. The RDAP is available in 77 Bureau institutions. It is not available at this institution.

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

Early Release

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

Community Transition Drug Abuse Treatment

To successfully complete the RDAP, inmates are required to

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

Specialized Mental Health Programs

In addition to these drug abuse programs, drug abuse treatment services may also be provided within the context of other specialized treatment programs with the Bureau.

Non-Residential Mental Health Treatment

Every Psychology Services Department offers community mental health services. Many services are designed to help inmates manage depression, anxiety, and serious mental illness like schizophrenia or bipolar disorder. Inmates who already take medication often find that participating in a group helps with the symptoms that medication does not manage. This treatment is individualized, and often takes place in a group format. Groups typically focus on topics like learning to manage emotions, stopping depressive thoughts, learning new communication skills, and wellness. Inmates who are identified as having mental health needs will have an appointment with a psychologist to discuss their needs and identify what types of groups and services would be most helpful.

Psychology Services departments also offer groups for all inmates who want to learn skills that will help keep them out of prison and get along with others more effectively.

The Sex Offender Management Program

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

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

The Residential Sex Offender Treatment Program

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

The Non-residential Sex Offender Treatment Program

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

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

If you are interested in receiving sex offender treatment and would like to know if you are eligible for the program, contact Psychology Services. You may apply at any point in your sentence. However, inmates ordinarily enter treatment when they have between 24 to 42 months remaining on their sentence. If you are at the beginning of your sentence or have more than 48 months remaining on your sentence, you may want to wait before applying for the program.

Institution Specific Programs

AA/NA

Twelve-Step Programs such as Alcoholics/Narcotics Anonymous are spiritually-based programs of recovery for inmates addicted to drugs and/or alcohol. If you are interested in this program, please submit a "Cop-out" to the Psychology Department.

Self-Guided Programs

Psychology Services also offers self-help programs which can be completed at your own pace.

DVD Program

Inmates may complete a self-study course by viewing the video program and completing homework assignments associated with the course. A psychologist will monitor your progress and issue a completion certificate when the course is satisfactorily completed. Inmates will be scheduled individually as they request participation. If interested, please submit a "Cop-Out" to the Psychology Department. Numerous topics are available to include: Michael Johnson 12 Step Program, Addictive Relationships, Anger Management, Assertiveness Skills, Pathological Gambling, as well as many others.

Inmate On The Go Program

Inmates may complete this self-study program by completing 4 series of workbooks. Each series has 4 workbooks and inmates must complete each workbook to obtain a certificate and 4 hours of classroom credit. A group session will be held every 4 weeks to complete the workbooks and each inmate will be expected to have completed 4 workbooks within the month. If interested, please submit a "Cop-Out" to the Psychology Department.

HEALTH SERVICES

Mission Statement

It is the mission of the Health Services Department of FCI, Manchester, Kentucky, to provide medically necessary healthcare to inmates effectively in accordance with proven standards of care without compromising public safety concerns inherent to the Bureau of Prisons overall mission. Health care will be provided to inmates by way of Primary Care Provider Teams (PCPT), which are designed to improve the delivery of health care services by enhancing continuity of care and promoting preventive health care measures. The PCPT is designed to function in the same manner as a medical office in a community setting. Virtually all patient care provided to the inmates will be by appointment, scheduled several days to weeks in advance through written requests from the inmate, or follow-up appointments determined by the providers. Each Health Care Provider will be assigned a case load of inmates based on the inmate's register number. This care will include both acute and chronic conditions.

By using a multi-disciplinary approach, we will strive to provide high quality health care services in a cost effective manner that increases the probability of beneficial patient outcomes, while reducing the probability of adverse patient outcomes. Health care will be rendered within the constraints of custody.

Location

The Health Services Department is located next to R&D, and left of the administration building at the FPC.

Staffing

The Health Services staff consists of a physician, Health Services Administration staff, mid-level practitioner(s), health information staff, nursing staff, dentists, a phlebotomist, and a dental hygienist. We also have available as consultants, physicians of various specialties, and optometrists.

Accessibility to Health Services Administrative Staff

A member of the Health Services Administrative Staff will stand mainline, Monday through Friday, except for holidays, to address health care questions and concerns. You may also address any health care concerns you may have in writing by completing and submitting an "Inmate Request to Staff" (cop-out) form to the Health Services.

The fastest and easiest way of addressing your health care concerns is by going to Sick Call and getting an appointment to come back and see the clinician in person one-on-one for an evaluation and to discuss your concerns.

Health Services Unit Functions

The Health Services Unit is the organizational unit that provides emergency and routine ambulatory health care services.

The outpatient clinic is the service area within the Health Services Unit that provides the diagnostic and support services used by the health care providers in the provision of urgent and ambulatory care services. Included are the examination rooms, treatment rooms, medication room, dental clinic, radiology and laboratory areas, waiting areas, storage areas, and administrative offices.

At the FCI main facility there are two rooms used for suicide watch and custodial purposes.

Medical/Dental Sick Call Procedures

Sick Call sign-up at the FCI is held from 7:00 a.m. to 7:30 a.m., Monday, Tuesday, Thursday, and Friday.

Sick Call sign-up at the FPC is held from 7:00 a.m. to 7:15 a.m., Monday, Tuesday, Thursday, and Friday.

General population inmates who desire to be seen at Sick Call triage will be asked to fill out a brief questionnaire regarding their sick call complaint(s). Inmates will be triaged by a health care provider to assess whether an immediate or urgent need exists, or whether an appointment can be scheduled for that day or a subsequent day. Health Services staff shall exercise professional judgment to determine the day and time of a Sick Call appointment and use the **Sick Call Triage Guidelines** established by the Clinical Director. Inmates will be assigned to a Primary Care Provider Team (PCPT) according to their inmate number. During Sick Call appointments, inmates will be evaluated individually in a private examination area and the health care provider shall have the inmate's medical record during all patient examinations. Inmates must have their commissary identification card to be seen.

Inmate appointments will generally be made by placing the inmate on call-out. If the inmate is determined to be unable to report to work pending his appointment, he will be held over and evaluated by medical staff, and a determination will be made as to whether he can return to work. If the inmate cannot report to work, medical staff will inform the detail supervisor that the inmate will be given a medical idle status. An appointment pass will be given to the inmate, who will then give the pass to his Detail Supervisor or Unit Officer during an open move. The supervisor will ensure the inmate is allowed sufficient time to reach Health Services for the appointment. Upon completion of the Sick Call visit or patient encounter, the inmate is to return directly to his job assignment or housing unit, as appropriate.

If given an idle or convalescent status, Health Services staff will enter the duty status on SENTRY. The inmate will be responsible for taking one copy of the slip to the Unit Officer and Detail Supervisor.

Special Housing Unit (SHU) Procedures

For those inmates whose custody status precludes attendance at regular Sick Call, Health Services staff shall make daily rounds in the Special Housing Unit (SHU) to deliver medication and perform triage of medical complaints. Routine requests for health care, will be handled similarly to regular clinic operations. Assignment of Primary Care Provider Teams will remain the same regardless of whether the inmate is in general population or in the SHU.

Emergency Sick Call Requests

Individuals who become sick or injured after routine Sick Call, on weekends, holidays, or evenings, should request their Unit Officer or Detail Supervisor to call the Health Services Department to report the Sick Call emergency to the staff nurse. The staff nurse will screen the call for triage. It is the clinical staff's determination whether an inmate needs to be seen immediately or a follow up appointment may be made. This service is available every day of the week. After clinical staff leaves the institution, the provider on call will be notified by the on shift lieutenant, unless emergent transport to a medical facility is necessary.

Medication Pick-Up

Pill lines for the FCI

7:00 a.m. to 7:30 a.m. This pill line includes insulin dependent diabetic inmates, general population inmates, routine prescriptions, and refills.

The evening pill line will be after the p.m. count clears. This pill line will always be announced. This pill line includes insulin dependent Diabetic inmates, general population inmates, routine prescriptions, and refills.

Pill lines for the FPC

7:00 a.m. to 7:35 a.m. This pill line includes insulin dependent diabetic inmates, general population inmates, routine prescriptions, and refills.

The evening pill line will be after the p.m. count clears. This pill line will always be announced. This pill line includes insulin dependent diabetic inmates, general population inmates, routine prescriptions, and refills.

Medication refills can be requested by submitting a refill request form to the Medication Room nurse during pill lines, or by requesting refills, via TRULINCS.

Over the Counter Medication

Inmates who desire over-the-counter (OTC) medications may purchase these items from the Commissary. Inmates will be allowed to purchase recommended OTC's from Commissary on any day, regardless of their appointed commissary day. If you have sufficient funds in your account, you will be referred to Commissary to purchase most over-the-counter medications. Indigent inmates will be provided OTC medications from the Medication Room through the Indigent OTC procedures. All

prescription medication may be picked up at the morning and evening pill lines. Inmates being evaluated for a medical problem may be given necessary prescriptions at the time of his appointment or triage, if indicated. All inmates must show their Commissary ID card to pick up medication at the Pharmacy.

Initial Health Intake Screening

This will be conducted for each newly committed inmate, as well as any inmate in holdover status, upon arrival at FCI Manchester. Inmates are screened for conditions such as any urgent medical or mental health care needs, restrictions on temporary work assignments, infectious disease, and lice infestation. Lice-infested inmates shall undergo appropriate delousing procedures prior to transfer to regular housing.

Complete Physical Examination

Health Services staff shall conduct a complete health status examination on each individual in custody within 14 days of admission. This policy applies to any sentenced inmate at an institution to which he has been designated, unless Health Services staff has already completed a health status examination at a previous institution and it is documented as such.

Diagnostic procedures will only be performed as part of a physical examination, when clinically indicated. A PPD skin test is performed within two (2) working days after arrival. The PPD tests for detection of Tuberculosis and is mandatory procedure for the protection of the patient, as well as other inmates and staff.

Diagnostic procedures for other communicable diseases shall be performed at the discretion of the physician based upon clinical or historical presentation. Any inmate who refuses such diagnostic procedures shall be segregated from the general population for an appropriate clinical period of time to be determined by the Health Services staff.

For an inmate who has transferred from another Bureau of Prisons facility, Health Services staff does not need to conduct a second complete initial physical assessment, if the inmate does not present any medical problems and has already had a complete health assessment.

Health Promotion/Disease Prevention-Inmate Health Promotion

All inmates are screened for chronic illnesses and high risk factors upon their arrival to this facility. Those inmates identified as having a chronic illness or at high risk for

developing a serious illness will be placed on a Chronic Clinic. Their condition will be followed and monitored by Clinicians.

There are other various programs available to inmates through the Recreation Department, such as a "Walking Club," "Fit for Life Group," and several other organized recreational activities. Contact the Recreation staff for more information.

Also available through the Health Services Department are several patient education videos, HIV/AIDS counseling services, and informational counseling sessions on current selected health topics and nutritional counseling.

Preventive Health Visit

Risk factor based preventive health examinations (e.g. cancer screening) are available for the inmate population. This needs to be discussed with individual clinical provider. An initial preventative care visit will be offered within six months of intake. Periodic preventive care visits will be available every three years for sentenced inmates under age 50, and every year for age 50 and older after the initial visit upon request from the inmate. Preventive Health Care visits are generally performed by a Registered Nurse. An "Inmate Request to Staff" (cop-out) may be submitted to the Nurse to be scheduled for a Preventive Health Care Visit.

Immunizations/Vaccinations

The Bureau of Prisons follows the recommendations of the Infectious Disease Technical Reference Manual and the Centers for Disease Control (CDC) for immunization schedules and doses. Various vaccinations against diseases are available to inmates, such as tetanus, Hepatitis B, influenza, and pneumococcal pneumonia. Vaccines and other immunizations may be given to inmates determined necessary by Health Services Staff. All inmates are tested on admission for tuberculosis, and yearly thereafter. Health Services staff shall maintain immunization records and may provide inmates with records of immunizations upon request.

Infectious Disease/HIV Testing

HIV testing is available to all inmates who request a test to be done. It will be limited to one test per twelve month period. However, HIV tests are required in certain circumstances as follows:

- After examination by clinical staff, who have ordered testing based on their medical judgment due to certain related medical conditions.
- Those inmates selected as part of the Bureau's annual random HIV sampling survey are required to have the HIV test.
- Following an exposure incident. Exposure means specific eye, mouth, or other mucus membrane, non-intact skin or contact with blood or other body fluids.

Sexually Transmitted Disease (STD) Booklet

During A&O inmates will receive a copy of the STD booklet to review either before or after the infectious disease video. Inmates will again, receive this STD booklet prior to their release. The titles of the booklets are: "Sexually Transmitted Diseases - Questions and Answers as You Enter This Correctional Facility", and "Sexually Transmitted Diseases - Questions and Answers for When You Return to the Community".

Procedure for getting results of Diagnostic Tests (Laboratory, X-rays, MRIs, CT Scans, Etc.)

You will be placed on call-out to review and discuss any significantly abnormal test results. You will not be placed on call-out to review and discuss NORMAL test results; however, you may report to Sick Call and be given an appointment to review the results of completed diagnostic tests. If you want a copy of the test results, you should submit an Inmate Request to Staff Member to Medical Records for the specific test results you want.

Medical Duty Status

Occasionally, it is necessary to restrict an inmate's work and activities for health reasons. The following categories are used:

Medical Idle/Quarters

The patient is required to stay in their cubicle or room, leaving the area only for meals, bathroom, required pill lines, count, visits, and scheduled religious services. All other areas and activities are restricted. **Absolutely no recreational activity is permitted.**

Medical Convalescence

This patient is not required to work, but must remain in the housing unit during their normal working hours, except for medications, meals, visits, and scheduled religious services.

Recovery period for operation or injury normally does not exceed 14 days. **Absolutely no recreational activity is allowed.**

Medically Unassigned - is a recovery period for post-operations or injuries, normally not to exceed 30 days with full institution privileges. Recreational activity **may or may not** be allowed, depending on the attending clinician.

Light Duty - the inmate is restricted from certain types of work or work areas due to medical limitations. Restrictions will be specific. When placed on restricted duty, the medical staff will provide the work detail, unit staff, and Control Center staff with copies of the status report.

Shoes

The institution is required by policy to provide inmates with properly fitting shoes. The style of shoes available is determined by the institution. If you need to request a medical issued shoe, this must be done through routine sick call if authorization is not permitted upon arrival by clinical staff.

INMATES ARE NOT AUTHORIZED TO HAVE "MEDICAL SHOES" SENT TO THE INSTITUTION FROM AN OUTSIDE SOURCE, UNLESS, AUTHORIZED BY THE HEALTH SERVICES ADMINISTRATOR AND THE WARDEN.

Eyeglasses and Contact Lenses

You may request to see the eye doctor via Sick Call for a routine eye examination and refraction for prescription eyeglasses. There is a waiting list of approximately 2 to 4 months for inmates requesting to see the eye doctor. Clinical staff will review your request for medical necessity and submit a consultation accordingly. Reading glasses and sunglasses are available for purchase in the Commissary.

Contact lenses may only be prescribed when, in the clinical judgment of an Ophthalmologist, with the concurrence of the Clinical Director.

INMATES ARE NOT AUTHORIZED TO HAVE EYE GLASSES SENT TO THE INSTITUTION FROM AN OUTSIDE SOURCE.

Advanced Directives (Living Will) Policy

An "advance directive" is a written instrument (sometimes referred to as a "living will" or other similar document) by which a patient expresses his/her health care wishes in the event of a terminal or irreversible condition, during which that

individual is no longer able to communicate such wishes to the health care provider due to incapacitation. Advance directives may address the patient's wishes concerning the withholding or withdrawal of resuscitative, life-sustaining, or other types of medical care. These measures are conducted in accordance with Kentucky state law.

Do Not Resuscitate (DNR) Order

A "Do Not Resuscitate" order is the attending physician's directive, recorded in the inmate's health record, to withhold or withdraw extraordinary life-sustaining measures. DNR orders **will never** be invoked while an inmate is housed at a general population institution. Emergency resuscitative measures must always be performed on an inmate who suffers cardiopulmonary arrest at a general population institution.

Reduction in Sentence/Compassionate Release

In the event you are found to have a terminal illness or disease, and the diagnosis is validated, you may request to be considered for a compassionate release through the Compassionate Release Program.

Smoking Cessation Program

FCI Manchester is a tobacco free facility. Inmates who wish to quit smoking can participate in a smoking cessation program. Nicotine replacement therapy (NRT) is available for sale in the Commissary. Inmates must first be evaluated by Health Services Staff, and Attachment A of Program Statement P1640.04, must be submitted to Commissary, prior to the purchase of NRT patches.

Inmate Co-Pay Program

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

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

Health Care Visits with a Fee:

- You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health/dental care visit, if you receive health care services in connection with a health care visit that you requested, except for services described in section below. These requested appointments include Sick Call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf for a health service not listed in section identified below, you will be charged a \$2.00 copay fee for that visit.
- You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit.

Health Care Visits with no Fee:

- Health care services based on Clinician/Psychology staff referral;
- Health care staff-approved follow-up treatment for a chronic condition;
- Preventive health care services;
- Emergency services;
- Prenatal care;
- Diagnosis or treatment of chronic infectious diseases;
- Mental health care; or
- Substance abuse treatment.

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

- Blood pressure monitoring;
- Glucose monitoring;
- Insulin injections;
- Chronic care clinics;
- TB testing;
- Vaccinations;
- Wound Care;
- Patient education;
- Follow Up visit

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

Indigency:

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

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

Inmates **will not be denied** access to necessary health care because of inability to pay the copay fee. Health services will provide necessary treatment.

Disputes in Co-Pay

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

**Federal Bureau of Prisons
Health Care Rights and Responsibilities**

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

Your Health Care Rights:	Your Responsibilities:
1. You have the right to access health care services based on the local procedures at your institution. Health services include medical, dental and all support services. If inmate co-pay system exists in your institution, Health Services cannot be denied due to lack (verified) of personal funds to pay for your care.	1. You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you

	intentionally inflict bodily harm or injury.
2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.	2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
3. You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden and the Warden.	3. You have the responsibility to address your concerns in the accepted format, such as the <i>Inmate Request to Staff Member</i> form, main line, or the accepted <i>Inmate Grievance Procedures</i> .
4. You have the right to provide the Bureau of Prisons with Advance Directives or a Living Will that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.	4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the right to be provided with information regarding your diagnosis, treatment and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.	5. You have the responsibility to keep this information confidential.
6. You have the right to obtain copies of certain releasable portions of your health record.	6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the right to be examined in privacy.	7. You have the responsibility to comply with security procedures should security be required during your examination.
8. You have the right to participate in health	8. You have the responsibility to maintain your health and

<p>promotion and disease prevention programs, including those providing education regarding infectious diseases.</p>	<p>not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.</p>
<p>9. You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.</p>	<p>9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.</p>
<p>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.</p>	<p>10. You have the responsibility to be honest with your health care provider(s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.</p>
<p>11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.</p>	<p>11. You have the responsibility to eat healthy and not abuse or waste food or drink.</p>
<p>12. You have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).</p>	<p>12. You have the responsibility to notify medical staff that you wish to have an examination.</p>

<p>13. You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative services, emergency care and routine care.</p>	<p>13. You have the responsibility to maintain your oral hygiene and health.</p>
<p>14. You have the right to a safe, clean and healthy environment, including smoke-free living areas.</p>	<p>14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.</p>
<p>15. You have the right to refuse medical treatment in accordance with Bureau of Prisons' Policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.</p>	<p>15. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.</p>

Health Services Re-Entry Classes

The following classes are offered through RPP as part of the Re-Entry Initiative: Disease Prevention, Sexually Transmitted Disease Prevention, and Fit for Life Program.

RELEASE

CORRECTIONAL SYSTEMS

Correctional Systems is comprised of Receiving and Discharge (R&D), Records Office and Mail Room. R&D is responsible for processing inmate admissions and releases, issuing ID cards and processing inmate property. The records office monitors inmate release dates, investigates unresolved charges and coordinating the placement of detainers and extradition. The mail room is responsible for processing incoming and outgoing inmate mail, packages and legal/special mail.

R&D and Records Office open house at the FCI is held on Tuesday and Thursday, from 10:45 a.m., to 12:00 p.m. The Mail Room

holds Open House Monday through Friday, 3:00 p.m. to 3:20 p.m. Open house hours at the FPC are Monday through Friday from 3:00 p.m. to 3:20 p.m. in the Administration Building.

Sentence Computation

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

Fines and Costs

In addition to jail time, the court may impose committed or non-committed fines and/or costs. A committed fine, pursuant to Title 18 U.S. Code, Section 3565, means the inmate will either, remain in prison until the fine is paid, make arrangements to pay the fine, or qualify for release under the provisions of Title 18 USC, Section 3569 (Discharge of Indigent Prisoner), otherwise referred to as the Pauper's Oath. Non-committed fines have no condition of imprisonment based on payment of fines or costs. Payments for a non-committed fine or cost are not required for release from prison or transfer to a contract residential reentry center. Inmates subject to non-committed fines, costs or restitution are encouraged to develop a financial plan to meet these obligations in accordance with Bureau of Prisons Program Statement, Inmate Financial Responsibility Program.

Detainers

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

The Interstate Agreement on Detainers Act (IADA) allows for the disposition of untried charges, indictments, information, or complaints that have been lodged as a detainer by party states. The United States of America, the District of Columbia, and any U.S. state or territory that has codified the IADA into its statutes have been identified as party states. The states of

Mississippi and Louisiana, the Commonwealth of Puerto Rico, and the territories have not joined the IADA to date.

Good Conduct Good Time

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

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

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

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

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

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

Good Conduct Time

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

Statutory Good Time

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

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

- More than 1 year, less than 3 years - 6 days for each month of the stated sentence
- At least 3 years, less than 5 years - 7 days for each month of the stated sentence.
- At least 5 years, less than 10 years - 8 days for each month of the stated sentence.
- 10 years or more - 10 days for each month of the stated sentence.

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

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

Extra Good Time

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

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

Residential Reentry Center Good Time

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

Camp Good Time (Old Law)

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

Lump Sum Awards

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

Good Time Procedures

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

Parole

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

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

All inmates who previously waived a parole hearing are eligible to appear before the Parole Board at any regularly scheduled hearing after they waive. Application for a parole hearing must be made at least 60 days before the first day of the month of the hearings. The Parole Board conducts hearings at most Bureau institutions every two months.

Applications to the Parole Commission for a hearing, are the responsibility of the inmate, but in certain cases the Unit Team will assist the inmate if necessary. Application forms may be obtained from the Case Manager.

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

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

Residential Reentry Center Placement

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

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

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

Community-Based Residential Programs

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

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

- Those nearing release from a BOP institution, as a transitional service while the offender is finding a job, locating a place to live, and reestablishing family ties.

- Those under community supervision who need guidance and supportive services beyond what can be provided through regular supervision by U.S. Probation.
- Those serving short sentences of imprisonment and terms of community confinement.

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

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

The Adam Walsh Child Protection and Safety Act

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

UNICOR

UNICOR Federal Prison Industries, Inc. is a wholly-owned government corporation which supplies quality goods and services to the U.S. Government and provides meaningful employment opportunities to inmates. UNICOR at FCI Manchester manufactures textile products and employs approximately 300 inmates. The hours of work are typically 7:15 a.m., to 3:00 p.m., Monday

through Friday. When overtime shifts are necessary, the overtime can occur after the regular work hours or on the weekend. UNICOR is a voluntary work assignment. Employment in UNICOR is voluntary and must be requested by the inmate through an Inmate Request to Staff Member form, routed through the unit team, and addressed to the UNICOR Factory Manager. The Factory Manager will maintain the UNICOR hiring/waiting list, placement and priority placement list, under the established guidelines of Program Statement 8120.02. UNICOR employment list opportunities may include Prior UNICOR, Non-Prior UNICOR, FRP (>\$1,000) and Re-Entry Programming (must meet eligibility Programming requirements).

VISITATION

Inmates are encouraged to have visits in order to maintain family and community ties. Visitation at FCI Manchester is based on a point system. Inmates will be provided with 8 points per month. One point will be assessed for a weekday visit and two points will be assessed for weekend. No points for or federal holiday visits. Requests for special visits should be directed to the appropriate Unit Team. New inmates are asked to submit a visiting list which will be given to their Correctional Counselor for approval. Relatives and friends may be approved after certain checks are made. Requests for approval for visitors should be made to the Correctional Counselor at least three weeks in advance of the intended visit. Special Visits for family emergencies can be requested via cop-out to your Unit Manager. Holdovers and pre-trial inmates may be limited to immediate family on their visiting list. All visits will begin and end in the Visiting Room. Brief kissing, embracing, and handshaking is allowed only on arrival and departure. No other contact is authorized. **(This rule will be strictly followed.)**

The maximum number of visitors an inmate may have at one time is five (5), including children. Children age 16 and above will be counted as an adult visitor. The processing of visitors ends at 2:00 p.m. for inmates housed in the general population. The processing of visitors ends at 1:00 p.m. for inmates housed in the SHU.

Inmates must be properly dressed in order to be admitted to the Visiting Room. Each institution has limits on the number and type of articles that can be taken into the Visiting Room. Typical items that may be taken into the Visiting Room by an inmate are limited to a wedding band, prescription eyeglasses,

and religious medal. Items purchased in the Visiting Room may not be brought back into the institution by the inmate.

All visitors are to dress appropriately. Consideration is given to ensure the manner of dress is not disrespectful to staff, other visitors, or other inmates. The following items of clothing are considered INAPPROPRIATE:

- Shorts (males and females over 12 years of age)
- Mini skirts
- Halter tops, or halter dresses
- Athletic attire ("track" or running pants, jogging or wind suits or sweat suits)
- Bandanas or Scarves
- Caps or Hats (With the exception of religious head wear)
- Khaki clothing (tan, dark brown or camouflage)
- Blouses and/or other apparel which is revealing in nature
- Strapless or sleeveless dresses or shirts
- Spandex/Lycra pants or shorts (yoga pants, jeggings, leggings)
- Low cut shirts
- Dresses or skirts with long side or front splits
- Excessively tight fitting clothing of any sort
- Any clothing item which displays obscene or controversial screen print/obscene language

SHU Visitation

Special Housing Unit (SHU) visiting hours - Tuesday - 8:00 a.m. until 3:00 p.m. Inmates in Administrative Detention will be limited to a two hour visit. Inmates in Disciplinary Segregation will be limited to a one hour visit. SHU inmates will remain in full restraints during the entire visit. Inmates in Protective Custody will have their visiting privileges suspended until the investigation is completed or they are cleared by the SIS.

Identification of Visitors

Visitors must remain in their vehicles until five minutes prior to scheduled visiting hours. They will be required to park in the designated area of the parking lot. Visitors will be required to present a photo identification which must be a valid state or government issued photo identification. Birth

Certificates are not considered proper identification. Persons without proper identification will not be permitted to visit.

Visitors may be asked to submit to a search and will be checked with a metal detector. Visitors may be subject to screening with the Ion Spectrometry Device. The device tests for the presence of illegal substances, not an individual's use of illegal substances. All Visitors are subject to search according to Program Statement for Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities.

Prohibited Objects include, but are not limited to, weapons; explosives; drugs; intoxicants; currency; cameras of any type; recording equipment; telephones; radios; pagers; electronic devices; watches; and any other objects that violate criminal laws or are prohibited by Federal regulations or Bureau policies.

Personal Property - All authorized items entering the Visiting Room must be carried in a clear plastic container/bag. Visitors are allowed to bring certain items of personal property into the Visiting Room. They are:

- Clear plastic container/bag (Not to exceed 11" X 14")
- Money, not exceeding \$20 - FCI - Coins Only
- Comb/hair brush
- Four baby bottles
- Four Diapers
- Baby food (Three unopened plastic jars and a small plastic spoon.)
- One set of baby clothes
- Emergency medication
- Jewelry (only the amount worn)
- Sweater, light jacket, or coat (Must remove upon entering the Visiting Room)
- Reasonable amount of feminine hygiene items

No diaper bags or baby carriers are permitted in the Visiting Room. Visitors will not be permitted to bring food, gum, candy, or keyless entry remotes into the Visiting Room.

Inmates are not allowed to receive either coins or paper money for their commissary account while in the Visiting Room. Money for commissary accounts should be sent through the mail. No

items may be exchanged in the Visiting Room without prior approval by the appropriate staff member. Individuals who arrive for visits that are not on the visiting list will not be allowed access to the Visiting Room. Also, visitors wearing inappropriate attire may be denied the opportunity to visit an inmate. If a visitor refuses a search of themselves or their belongings, or refuses to submit to a drug test, they will be denied entrance into the institution.

Children under the age of 16 must be accompanied and supervised by an adult visitor. The supervising adult should ensure that children visitors display appropriate behavior at all times.

Visiting Hours

FCI/FPC Manchester

Tuesday 8:00 a.m. - 3:00 p.m. (SHU)
Friday 8:00 a.m. - 3:00 p.m.
Saturday 8:00 a.m. - 3:00 p.m.
Sunday 8:00 a.m. - 3:00 p.m.

Federal Holidays 8:00 a.m. - 3:00 p.m.

FPC Playground Rules

Playground will be opened based on weather conditions and staff availability. Special rules for playground use: The following are rules, which must be adhered to while using the playground during visitation:

- Child/children must be accompanied and supervised by inmate at all times in playground area.
- The playground is for use for inmates with child visitors only. If you do not have a child visitor, you are not authorized in this area.
- Adults are not to use playground equipment.
- Shoes must be worn at all times in playground area.
- No horseplay, roughness, or running will be allowed in playground area.
- Only one child at a time allowed on slide or swings.
- Playground equipment is for use by children 10 years or younger.
- No food or drink in playground area.
- Failure to accompany and supervise your child/children, and failure to follow playground rules, will result in termination of visit.

Directions: FCI Manchester, Kentucky is located in southeastern Kentucky. It is approximately 100 miles south of Lexington, Kentucky, and 125 miles north of Knoxville, Tennessee. Interstate-75 is the major artery which connects these two major cities. More specifically, Manchester, Kentucky, can be reached by use of Exit 38 or Exit 41, off Interstate-75. Both exits require traveling through London, Kentucky. Manchester is approximately 25 miles east of London, and the FCI is roughly 4 miles north of the city, off Highway 421, on Fox Hollow Road. The Manchester exit is clearly marked on the Hal Rogers Parkway, and appropriate direction signs are posted to the institution.

There are no bus or airline services, however, there is limited taxi services in the immediate area of the institution.

CONTACT WITH THE COMMUNITY AND PUBLIC

Correspondence

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

Inmates will be responsible for the contents of all of their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws. All outgoing mail must include a complete return address, i.e. Inmate Name, Register Number, Federal Correctional Institution, P.O. Box 4000, Manchester, KY 40962. Inmates are required to place a TRULINCS generated mailing label on all outgoing postal mail. If an inmate fails to place the TRULINCS generated mailing label on all outgoing mail, the mail is returned to the inmate for proper preparation, in the same way outgoing mail is returned for failure to follow other processing requirements, e.g. lack of return address, etc.

Inmates may be placed on restricted correspondence status based on misconduct or as a result of classification. The inmate is notified of this placement and has the opportunity to respond.

Mail service to inmates is ordinarily provided on a five-day schedule, Monday through Friday. Usually, weekend and holiday mail services are not provided.

Incoming Correspondence

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

Incoming Publications

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

Special Mail

Special Mail is a category of correspondence sent to the following: President and Vice President of the United States, the U.S. Department of Justice (including the BOP), U.S. Attorneys Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts (including U.S. Probation Officers), Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorneys General, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State law enforcement offices, attorneys, and representatives of the news media.

Special Mail also includes correspondence received from the following: President and Vice President of the United States, attorneys, Members of the U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau

of Prisons but including U.S. Attorneys), other Federal law enforcement officers, State Attorneys General, Prosecuting Attorneys, Governors, U.S. Courts (including U.S. Probation Officers), and State Courts.

A designated staff member opens incoming Special Mail in the presence of the inmate. These items will be checked for physical contraband, funds, and for qualification as Special Mail; the correspondence will not be read or copied if the sender has adequately identified himself/herself on the envelope and the front of the envelope clearly indicates that the correspondence is "Special Mail - Open only in the presence of the inmate" or with similar language. Without adequate identification as Special Mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

Inmate Correspondence with Representatives of the News Media

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

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

Correspondence between Confined Inmates

An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family (mother, father, sister, child, or spouse), or party in a current legal action (or a witness) in which both parties are involved. The Unit Manager at each institution must approve the correspondence if both inmates are housed in Federal institutions.

Rejection of Correspondence

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

items received in mail that cannot be inspected without damage or items considered unauthorized contraband will be returned to sender.

Notification of Rejection

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

Change of Address/Forwarding of Mail

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

Certified/Registered Mail

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

Telephones

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

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

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

Inmates will be given their SECRET PAC (nine digits) number by your Correctional Counselor. This will allow you to place a call by first entering the telephone number followed by your nine digit PAC number. Giving or selling your PAC number will result in disciplinary action. All calls are automatically terminated after fifteen (15) minutes. A waiting period may be established between calls. It is each inmates responsibility to maintain their PAC in a way to ensure no other inmate has access to it. Inmates found to be sharing their telephone account with other inmates will result in disciplinary action taken with all inmates involved. Third part telephone contact will also result in disciplinary action. This could include, but is not limited to three way calls, call forwarding, the use of two or more telephones to communicate, and/or ANY circumstance in which the party called establishes third party telephone contact.

Escorted Trips

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

Furloughs

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

Central Inmate Monitoring System

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

ACCESS TO LEGAL SERVICES

Legal Correspondence

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

Attorney Visits

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

Legal Material

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

Attorney Phone Calls

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

Law Library

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

Notary Public

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

Copies of Legal Material

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

Inmate Access to Central Files and Other Documents

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

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

disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

Freedom of Information/Privacy Act of 1974

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

Executive Clemency

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

Commutation of Sentence

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

Pardon

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

Compassionate Release/Reduction in Sentence

The Director of the Bureau of Prisons may motion an inmate's sentencing court for reduction in sentence (RIS) for an inmate presenting extraordinary and compelling circumstances. See 18 U.S.C. § 3582 and Program Statement on *Compassionate Release/Reduction in Sentence*. The BOP may consider both medical and non-medical circumstances. The BOP consults with the U.S. Attorney's Office that prosecuted the inmate and will notify any victims of the inmate's current offense. If the RIS is granted, the judge will issue an order for the inmate's release and he or she will then usually begin serving the previously imposed term of supervised release. If an inmate's RIS request is denied, the inmate will be provided a statement of reasons for the denial. The inmate may appeal a denial through the Administrative Remedy Procedure. Denials by the General Counsel or the Director are final agency decisions and are not appealable. Inmates who feel their request is of an emergency nature (e.g., a terminal medical condition) may state as such in accordance with the regulation. (See 28 CFR part 542, subpart B).

PROBLEM RESOLUTION

Inmate Request to Staff Member

An Inmate Request to Staff Member (form BP-S148), commonly called a Cop-Out, is used to make a written request to a staff member. Any type of request can be made with this form. Cop-outs may be obtained in the living units from the Correctional Officer on duty. Electronic Inmate Requests to Staff can be completed using the TRULINCS system. Staff members will answer the request within a reasonable period of time. Any problems you have at this institution should be brought to the attention of staff in the department concerned. Start at the lowest level possible, and if that is unsuccessful, go to the department head. This direct approach allows staff to become aware of your concerns early in the process and assures a greater likelihood of speedy resolution of your problem. Only if direct access to department staff fails to resolve the issue should you contact your Counselor regarding a Request for Administrative Remedy (BP-9).

Inmate's Guide to the Administrative Remedy Process

He/she will issue you a BP-9 (Administrative Remedy) at that time.

Administrative Remedy Process

The BOP emphasizes and encourages the resolution of complaints. When you feel that you have an issue or concern that you have not been able to resolve by speaking with the affected Department Head, Captain or Associate Warden, you should inform your Unit Team (typically Unit Counselor) that you have a problem and advise them of your efforts to resolve your complaint. (Include copies of any cop out responses you have received). Your Counselor or Unit Team Staff will discuss your problem with you and speak to staff on your behalf. They will advise you of the response and if this does not satisfy you, then the Counselor will complete the Attempt At Informal Resolution Form utilizing the appropriate Informal Resolution form. (See the Administrative Remedy Institution Supplement, Attachment A.) for your review and signature.

When an informal resolution is not successful, an inmate can access the Administrative Remedy Program. All Administrative Remedy forms may be obtained from your assigned Correctional Counselor or Unit Team member.

By-passing Informal Resolution: Inmates are not mandated to attempt informal resolution; however, they are strongly encouraged to do so. Staff are required to attempt to informally resolve your complaint. If you do not wish to attempt informal resolution of your complaint, you may file the BP-9 and indicate on the BP-9 why you did not attempt informal resolution. You must still return the completed BP-9 to the Unit Staff to turn in to the Warden's Office. Staff will attach a blank Attempt at Informal Resolution form and indicated that an attempt to help the inmate resolve his complaint was made or why informal resolution was not attempted. Staff will sign and date the form. However, if it is determined that you did not have a valid reason for by-passing the Informal Resolution process, your complaint will be rejected and returned to you.

If the issue cannot be informally resolved, a formal complaint may be filed with a Request for Administrative Remedy (formerly BP-229), commonly referred to as a BP-9. The inmate may place a single complaint or related issues on the form. If the form contains multiple unrelated issues, the submission will be rejected. The inmate will return the completed BP-9 to the Correctional Counselor, who will deliver it to the Administrative Remedy Coordinator (BP-9 will be rejected unless processed through staff). The BP-9 complaint must be filed within twenty (20) calendar days from the date on which the basis for the incident or complaint occurred, unless it was not

feasible to file within that period of time which should be documented in the complaint. Institution staff have twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional twenty (20) calendar days. The inmate will be notified of the extension.

If the inmate is not satisfied with the Warden's response to the BP-9, he may file an appeal to the Mid-Atlantic Regional Director. This appeal must be received in the Regional Office within twenty (20) calendar days from the date of the BP-9 response. The regional appeal is filed on a Regional Administrative Remedy Appeal (form BP-230), commonly referred to as a BP-10, and must include the appropriate number of copies of the BP-9 form, the Warden's response, and any exhibits. The regional appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. The inmate will be notified of the extension.

If the inmate is not satisfied with the Regional Director's response, he may appeal to the General Counsel in the Central Office. The national appeal must be made on the Central Office Administrative Remedy Appeal (form BP-231), commonly referred to as a BP-11, and must have the appropriate number of copies of the BP-9, BP-10, both responses, and any exhibits. The national appeal must be answered within forty (40) calendar days, but the time limit may be extended an additional twenty (20) days. The inmate will be notified of the extension.

When filing a Request for Administrative Remedy or an Appeal (BP-9, BP-10, or BP-11), the form should contain the following information:

- Statement of Facts
- Grounds for Relief
- Relief Request

The statement of facts should be brief and concise. You must give a complete and accurate account of the facts and events leading up to the incident in order to get a meaningful answer (support your claims with evidence). Begin your Administrative Remedy request in Part A, and the use of one additional 8 ½ x 11 continuation page may be used. It is important to list the names of all witnesses that can verify your claims, both staff and inmates. You should state the reasons that you feel relief should be granted. Program Statements, Institution Supplements, United States Code, and other legal reference materials are

available in the Law Library to help you determine grounds for relief. The final portion of your BP-9 is your specific request for relief. You must state exactly what you want done about your problem.

Inmates have the responsibility to use this program in good faith and in an honest and straightforward manner.

Time Limits for Administrative Remedy:

	BP 9	BP 10	BP 11
Filing time for inmate:	20 days from incident	20 days from incident	30 days from incident
Response from Administration:	20 days	30 days	40 days
Extensions allowed	20 days	30 days	20 days

NOTE: All response times are in calendar days.

Sensitive Complaints

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

General Information

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

For detailed instructions see Program Statement 1330.18, Administrative Remedy Program and Institution Supplement 1330.18 Administrative Remedy Program.

Federal Tort Claims

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

Member to the Warden's Secretary. Tort claims are to be filed with the Consolidated Legal Center, Federal Medical Center, 3301 Leestown Road, Lexington, Kentucky 40511.

DISCIPLINARY PROCEDURES

Inappropriate sexual behavior towards staff and other inmates will not be tolerated. Inappropriate sexual behavior is defined as verbal or physical conduct perceived as a sexual proposal, act, or threat. Examples of inappropriate inmate sexual behavior include: displaying sexually explicit materials; making sexually suggestive jokes, comments, proposals, and gestures; and engaging in stalking, indecent exposure, masturbation, or physical contact. Inmates who engage in this type of behavior will be disciplined and sanctioned accordingly, through the inmate discipline process.

Discipline

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

Inmate Discipline Information

When a staff member witnesses or reasonably believes an inmate has committed a prohibited act, a staff member will issue an incident report, a written copy of the charges against an inmate. The incident report will ordinarily be delivered to the inmate within 24 hours of the time staff became aware of the inmate's involvement in the incident. If the incident is referred for prosecution, the incident report is delivered by the end of the next work day after it has been released for administrative processing. An informal resolution of the incident may be attempted at any stage of the discipline process. If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged for all violations in the Moderate and Low severity categories. Staff may suspend disciplinary proceedings up to two calendar weeks while informal resolution is undertaken. If an informal resolution is not accomplished, staff will reinstate the discipline process at the stage at which they were suspended. Violations in the Greatest and High severity categories cannot be informally resolved and must be forwarded to the DHO for final disposition.

Initial Hearing

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

Discipline Hearing Officer (DHO)

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

Appeals of Disciplinary Actions

Appeals of all disciplinary actions may be made through the Administrative Remedy Program. The initial reviewing official for the UDC is the Warden. The decision of the DHO is final and subject to review only by the Regional Director through the Administrative Remedy program. Appeals are made to the Regional Director (BP-230) and the General Counsel (BP-231). On appeal, the reviewing authority (Warden, Regional Director, or General Counsel) considers:

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

Special Housing Unit Status

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

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

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

Administrative detention status is non-punitive, and can occur for a variety of reasons. You may be placed in A/D status for the following reasons:

- Pending Classification or Reclassification: You are a new commitment pending classification or under review for Reclassification. This includes newly arrived inmates from the bus, airlift, and U. S. Marshals Service.
- Holdover Status: You are in holdover status during transfer to a designated institution or other destination.

- Removal from general population: Your presence in the general population poses a threat to life, property, self, staff, other inmates, the public, or to the security or orderly running of the institution and:
- Investigation: You are under investigation or awaiting a hearing for possibly violating a Bureau regulation or criminal law;
- Transfer: You are pending transfer to another institution;
- Protection cases: You requested, or staff determined, you require administrative detention status for your own protection; or
- Post-disciplinary detention: You are ending confinement in disciplinary segregation status, and your return to the general population would threaten the safety, security, and orderly operation of a correctional facility or public safety.

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

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

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

In D/S status, your personal property will be impounded, with the exception of limited reading/writing materials and religious articles.

Your commissary privileges may also be limited. In either status, your amount of personal property may be limited for reasons of fire safety or sanitation. The Warden may modify the quantity and type of personal property allowed. Personal property may be limited or withheld for reasons of security,

fire safety, or housekeeping. The unauthorized use of any authorized item may result in the restriction of the item. If there are numerous misuses of an authorized item, the Warden may determine that the item will not be issued in the SHU.

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

Conclusion

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

INMATE RIGHTS AND RESPONSIBILITIES

1. You have the right to expect that you will be treated in a respectful, impartial, and fair manner by all staff
2. You have the right to be informed of the rules, procedures and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation and voluntary worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.
5. You have the opportunity to visit and correspond with family members and friends, and correspond with members of the news media, in accordance with Bureau rules and institution guidelines.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
1. You are responsible for you treating inmates and staff in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband, and not to violate the law or Bureau guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. It is your responsibility use the services of an attorney honestly and fairly.
8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.

9. You have the right to a wide range of reading materials for educational purposes and for your own employment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
 10. You have the right to participate in educational, vocational training, counseling, and employment programs as resources permit, and in keeping with your interests, needs, and abilities.
 11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family, in accordance with Bureau rules.
9. It is your responsibility to seek and use such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
 10. You have the responsibility to take advantage of activities which will aid you to live successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the participation in such activities.
 11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

PROHIBITED ACTS AND AVAILABLE SANCTIONS

GREATEST SEVERITY LEVEL PROHIBITED ACTS

- 100 Killing.
- 101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
- 102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).
- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
- 105 Rioting.
- 106 Encouraging others to riot.
- 107 Taking hostage(s).
- 108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
- 109 (Not to be used).
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.

- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or

disallow extra good time (an extra good time or good conduct time sanction may not be suspended).

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

HIGH SEVERITY LEVEL PROHIBITED ACTS

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

- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 210 (Not to be used).
- 211 Possessing any officer's or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 (Not to be used).
- 215 (Not to be used).
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).

- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 (Not to be used).
- 223 (Not to be used).
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High

severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.

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

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

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

MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.
- 301 (Not to be used).
- 302 Misuse of authorized medication.
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being

reproduced, e.g., counterfeiting release papers to effect escape, Code 102).

- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 322 (Not to be used).
- 323 (Not to be used).
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an

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

- 332 Smoking where prohibited.
- 333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.
- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336 Circulating a petition.
- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
- 397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
- 398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

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

LOW SEVERITY LEVEL PROHIBITED ACTS

- 400 (Not to be used).
- 401 (Not to be used).
- 402 Malingering, feigning illness.

- 403 (Not to be used).
- 404 Using abusive or obscene language.
- 405 (Not to be used).
- 406 (Not to be used).
- 407 Conduct with a visitor in violation of Bureau regulations.
- 408 (Not to be used).
- 409 Unauthorized physical contact (e.g., kissing, embracing).
- 498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.
- 499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

- B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).
- C. Make monetary restitution.
- D. Monetary fine.
- E. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).

- F. Change housing (quarters).
- G. Remove from program and/or group activity.
- H. Loss of job.
- I. Impound inmate's personal property.
- J. Confiscate contraband
- K. Restrict to quarters.
- L. Extra duty.

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

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

U. S. Department of Justice
Federal Bureau of Prisons

Sexually Abusive Behavior
Prevention and Intervention



An Overview for Offenders

March 2014

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 behavior or pressure to engage in unwanted sexual behavior from another inmate or a staff member. Regardless of your age, size, race, ethnicity, gender or sexual orientation, you have the right to be safe from sexually abusive behavior.

What Can You Do To Prevent Sexually Abusive Behavior

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

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

- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

What Can You Do if You Are Afraid or Feel Threatened

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

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

What Can You Do if You Are Sexually Assaulted

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

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you may want to clean up after the assault **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.** Health Services 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 to 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 Correctional Counselor or other unit staff.
- **Write the Office of the Inspector General (OIG)** which investigates 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, NW Room 4706
Washington, D.C. 20530**

- **E-mail OIG.** You can send an e-mail directly to OIG by clicking on the TRULINCS Request to Staff tab and

selecting the Department Mailbox titled, DOJ Sexual Abuse Reporting. This method of reporting is processed by OIG during normal business hours, Monday - Friday. It is not a 24-hour hotline. For immediate assistance, contact institution staff.

Note these e-mails:

- ✓ are untraceable at the local institution
 - ✓ are forwarded directly to OIG
 - ✓ will not be saved in your e-mail 'Sent' list
 - ✓ do not allow for a reply from OIG
 - ✓ if you want to remain anonymous to the BOP, you must request it in the e-mail to OIG
- **Third-party Reporting.** Anyone can report such abuse on your behalf by accessing the BOP's public website, specifically:

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

Understanding the Investigative Process

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

Counseling Programs for Victims of Sexually Abusive Behavior

Most people need help to recover from the emotional effects of sexually abusive behavior. If you are the victim of sexually abusive behavior, whether recent or in the past, you may seek counseling and/or advice from a psychologist or chaplain. Crisis counseling, coping skills, suicide prevention, mental health counseling, and spiritual counseling are all available to you at this facility. When you report being the victim of sexually abusive behavior or sexual harassment, you will be assessed by a psychologist. Available supportive services will be discussed in detail at that time. Additionally, if you prefer to contact outside sexual abuse emotional support services, you can call **the NATIONAL SEXUAL ASSAULT HOTLINE 800-656-4673**. However, be aware that inmate communication is monitored in a manner consistent with agency security practices.

Contact Community Resources: Rape Crisis Hotline.

If you report being the victim of sexually abusive behavior or sexual harassment, you will be assessed by a psychologist at FCI Manchester and Psychology Services staff will be available to provide you with services. However, if you prefer to contact outside sexual abuse emotional support services, FCI Manchester does not have a formal MOU with a local Rape Crisis Center; however, Psychology Services can provide you with the contact information for the National Sexual Assault Telephone Hotline to assist you.

Management Program for Inmate Assailants

Those who sexually abuse/assault 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 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;

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

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

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

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

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

Sexual Harassment: repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate/detainee/resident to another; or repeated verbal comments

or gestures of a sexual nature to an inmate/detainee/resident by a staff member/contractor/volunteer, including demeaning references to gender, sexually suggestive, or derogatory comments about body or clothing, or obscene language or gestures.

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

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

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

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

Contact Offices:

U.S. Department of Justice
Office of the Inspector General
Investigations Division
950 Pennsylvania Avenue NW
Suite 4706
Washington, D.C. 20530-0001

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

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

Federal Bureau of Prisons
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, PA 19106

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

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

Federal Bureau of Prisons
Western Regional Office
Regional PREA Coordinator
7338 Shoreline Drive
Stockton, CA 95219

Third-party reporting (outside of institution):

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



U.S. Department of Justice
Federal Bureau of Prisons

Office of the Director

Washington, DC 20534

July 20, 2012

MEMORANDUM FOR ALL BUREAU INMATES

FROM: 
Charles E. Samuels, Jr., Director

SUBJECT: Suicide Prevention

As Director of the Federal Bureau of Prisons, I am committed to ensuring your safety, the safety of staff and the public. I am also committed to providing you with programs and services that can contribute to your ability to successfully reenter society. In this message, I would like to specifically address your state of mind, an important part of your overall well-being.

Incarceration is difficult for many people; many individuals experience a wide range of emotions – sadness, anxiety, fear, loneliness, anger, or shame. At times you may feel hopeless about your future and your thoughts may turn to suicide. If you are unable to think of solutions other than suicide, it is not because solutions do not exist; it is because you are currently unable to see them. Do not lose hope. Solutions can be found, feelings change, unanticipated positive events occur. Look for meaning and purpose in educational and treatment programs, faith, work, family, and friends.

Bureau staff are a key resource available to you. Every institution is staffed with psychologists who provide counseling and other supportive mental health services. Anytime you want to speak with a psychologist, let staff know and they will contact Psychology Services to make the necessary arrangements. Psychologists are not the only Bureau staff available to provide you support. Your unit officer, counselor or case manager, work supervisor, teacher, and treatment specialist are available to speak with you and provide assistance, as are the other staff in the institution, including recreation specialists and lieutenants. Help is available.

Every day, inmates across the Bureau find the strength and support to move ahead in a positive direction, despite their challenging circumstances. You may be reading this message while in a Special Housing Unit or Special Management Unit cell, thinking your life is moving in the wrong direction. But wherever you are, whatever your circumstances, my commitment to you is the same. I want you to succeed. I want your life to go forward in a positive direction – a direction personally fulfilling to you, but also a direction which ensures the safety of the staff and inmates who interact with you each day.

I know your road ahead is not an easy one. Be willing to request help from those around you.

"Learn from yesterday, live for today, hope for tomorrow."
~ Albert Einstein



U.S. Department of Justice

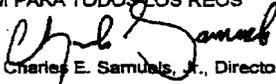
Federal Bureau of Prisons

Office of the Director

Washington, DC 20534

25 de julio de 2012

MEMORANDUM PARA TODOS LOS REOS

DE: 
Charles E. Samuels, Jr., Director

ASUNTO: Prevención del suicidio

Como Director de la Agencia Federal de Prisiones, estoy comprometido en velar por su seguridad, la seguridad del personal y del público general. Asimismo estoy comprometido en proporcionarles programas y servicios que contribuyan a su capacidad para reintegrarse con éxito a la sociedad. En este mensaje, me gustaría abordar específicamente su estado de ánimo, que es una parte importante de su bienestar.

El estar encarcelado es difícil para muchas personas. Muchos individuos experimentan una amplia variedad de emociones: tristeza, ansiedad, miedo, soledad, ira o vergüenza. Por momentos ustedes pueden sentirse desesperanzados acerca de su futuro y sus pensamientos pueden transformarse en pensamientos suicidas. Si no pueden pensar en otra solución diferente al suicidio, no es porque no haya soluciones, sino porque actualmente ustedes no tienen la capacidad para verlas. No pierdan la esperanza. Se pueden hallar soluciones, los sentimientos cambian, hay sucesos positivos imprevistos. Busquen por significado y propósito en los programas educativos y de tratamiento, en la fe, el trabajo, la familia y los amigos.

El personal de la Agencia es un recurso clave que está disponible para usted. Cada institución cuenta con psicólogos que brindan consejería y otros servicios de apoyo de salud mental. Cada vez que necesite hablar con un psicólogo, hágaselo saber al personal y ellos contactarán a Servicios de Psicología para hacer los arreglos necesarios. Los psicólogos no son los únicos integrantes del personal de la Agencia que están disponibles para brindarles apoyo. Su oficial, consejero o gerente de casos de la unidad, el supervisor de su trabajo, el profesor o el especialista en tratamientos están disponibles para hablar con usted y proporcionarle asistencia, al igual que el resto del personal de la institución, que incluye a los especialistas en recreación y los tenientes. Hay ayuda disponible.

Cada día los reos en toda la Agencia encuentran las fuerzas y el apoyo para seguir adelante en una dirección positiva, a pesar de sus circunstancias desafiantes. Es posible que esté leyendo este mensaje mientras se encuentra en una celda de la Unidad de Vivienda Especial o de la Unidad de Manejo Especial, pensando en que su vida está dirigiéndose en una dirección incorrecta. Sin embargo, dondequiera que se encuentre y cualquiera que sean sus circunstancias, mi compromiso con usted es el mismo. Deseo que tenga éxito. Deseo que su vida avance en una dirección positiva: una dirección que lo satisfaga personalmente, pero que también proteja la seguridad del personal y de los reos que interactúan con usted todos los días.

Sé que el camino por delante no será fácil. Estén dispuestos a pedir ayuda a aquellas personas que los rodean.

"Aprende del ayer, vive el hoy, ten esperanza por el mañana"
- Albert Einstein

Esto es una traducción de un documento escrito en inglés que se le proporciona como cortesía para aquellas personas que no dominan el inglés. Si ocurriera alguna diferencia o malentendido, tomará precedente el documento de registro escrito en inglés.

This is a translation of an English-language document provided as a courtesy to those not fluent in English. If differences or any misunderstandings occur, the document of record shall be the related English-language document.

As Director of the Federal Bureau of Prisons, it is my responsibility to ensure the safety, security and good order of all 117 prisons, 38,000 staff, and 217,000 inmates. It is also my responsibility to provide you opportunities for self-improvement. In this message, I will explain some of the ways I intend to carry out my duties and also explain my expectations for how you carry out your responsibilities.

Over the past few weeks, I have reminded all staff of the BOP's core values: respect, integrity and correctional excellence. This means that everyone is to be treated with dignity and respect: staff, inmates, visitors, and members of the public. You are expected to demonstrate respect as well, to staff, to your fellow inmates and to the rules in place at the prison. You may want to reread the inmate rights and responsibilities information to be sure you are familiar with the expectations we have for you. Inmates who disrespect the rules by engaging in prohibited activities (especially the most serious prohibited acts including possession of intoxicants, weapons, or other contraband) pose a serious threat to the safety and security of the institution and will be subjected to disciplinary action. Participation in any type of gang activity will not be tolerated. In an attempt to ensure the environment is safe for all, inmates who participate in behavior which disrupts the orderly running of the institution may be considered for institutions with greater controls, such as higher security facilities or special management units. You are expected to behave responsibly and to live peacefully with other inmates, regardless of their background or culture.

Nearly all of you will release from prison one day and return to the community. We want you to be prepared to be a productive, law-abiding member of society. Accordingly, we will help you make the best possible use of your time in prison to learn skills, get treatment, build a resume, etc. Regardless of how many days, months, or years you may have time to serve, it is critical that you begin your preparation for reentry today! Ideally, preparation for reentry begins on the first day of incarceration. The Bureau of Prisons has developed tools to identify your needs and programs to address these needs, in the areas of education, work, recreation, health services, psychology, religious services, and more. The career resource centers at every institution can help you in many ways, and the full-time Mentor Coordinators can connect you with mentors while incarcerated who can continue to assist you after release. Staff can and will assist you to get on the path to a successful community reentry, but you must accept responsibility for your own future; you must work hard at the programs recommended for you and make every effort to prepare for release.

The staff of the BOP understand that incarceration can be a difficult experience and that some inmates are overwhelmed by feelings of hopelessness. If you or someone you know is feeling or talking about a sense of hopelessness or suicide, please bring this to the attention of a staff member as soon as possible; the staff are there to help you. Seeking help is a sign of your strength and determination to prevail. Helping yourself or a fellow inmate in a time of crisis is the right thing to do.

Another area of concern to me is sexual assault. If you are being threatened or pressured to engage in sexual behaviors, or are fearful about being sexually assaulted, please discuss your concerns with staff as soon as possible. We take all allegations of sexual abuse or sexual assault very seriously, and are committed to providing assistance to any victims. Please help us prevent this type of incident from occurring by identifying problematic circumstances or perpetrators so we can take appropriate action.

It is my hope that you use your term of incarceration to acquire the skills needed to live successfully in the community. We are here to help you prepare to successfully release from prison and become a productive citizen. Take advantage of the many programs that are available; get help in overcoming problems you have faced; improve skills you have acquired previously; strengthen your spiritual or religious connection. I challenge each of you to use each day to make a positive difference, whether it be for one another, the staff who work with you, your families, or communities.

Charles E. Samuels, Jr.
Director, Federal Bureau Of Prisons

Mensaje del Director a los Reos

Como Director de la Agencia Federal de Prisiones (BOP, siglas en inglés), soy responsable de garantizar la seguridad, protección y buen orden para todas las 117 prisiones, para los 38,000 miembros del personal, y los 217,000 reos. También tengo la responsabilidad de ofrecerles a ustedes oportunidades para superación personal. En este mensaje explicaré algunas de las formas en que pretendo realizar mis deberes, además de mis expectativas de cómo ustedes cumplirán con sus responsabilidades. Durante las últimas semanas le he recordado a todo el personal sobre los valores fundamentales de BOP: respeto, integridad y excelencia en el desempeño correccional. Dichos valores significan que cada persona debe ser tratada con dignidad y respeto, ya sean miembros del personal, reos, visitantes o el público en general. También se espera que usted le muestre respeto al personal, a los otros reos, y a los reglamentos vigentes en la institución penal. Es conveniente que lea nuevamente los derechos de los reos para estar seguro de quedar familiarizado con las expectativas que tenemos de usted. Los reos que no respeten los reglamentos al cometer actos prohibidos (especialmente los actos prohibidos de mayor gravedad, entre ellos, la tenencia de estupefacientes, armas, u otros artículos de contrabando) suponen una grave amenaza a la seguridad y protección de la institución y serán sometidos a acción disciplinaria. No se habrá de tolerar participación alguna en ningún tipo de actividades de pandillas. Los reos que participen en conducta que perturbe al funcionamiento ordenado de la institución pueden ser trasladados a instituciones de control más restrictivo, tales como a instalaciones de mayor seguridad o unidades de supervisión especial, con el propósito de así preservar un ambiente seguro para todos. Se espera que usted se comporte de forma responsable y que conviva de manera pacífica con los reos, sin importar su origen o cultura.

Casi la mayoría de ustedes serán puestos en libertad algún día y volverán a vivir en la comunidad. Por tanto deseamos que usted esté preparado para ser un miembro de la sociedad productivo y respetuoso de la ley. Por consiguiente, le ayudaremos a que haga el mejor uso posible de su estadía en prisión y así aprenda nuevas habilidades y destrezas, reciba tratamiento, redacte una hoja de vida (*resumé*), etc. ¡No importan cuantos días, meses, o años le queden por cumplir en su sentencia, es sumamente importante que desde hoy comience los preparativos de reingreso a la comunidad! Lo ideal es que tal preparación comience desde el primer día de encarcelamiento. La Agencia Federal de Prisiones ha elaborado métodos para identificar sus necesidades y ha desarrollado programas en las áreas de educación, trabajo, esparcimiento, servicios de salud, atención psicológica, servicios religiosos, entre otros, para así dar respuesta a sus necesidades. Los centros para recursos de carreras (*career resource center*) ubicados en cada institución pueden ser útiles de varias maneras. Además, los Coordinadores de Consejería a tiempo completo (*full-time Mentor Coordinators*) pueden ponerlo en contacto con consejeros durante su encarcelamiento, los cuales a su vez pueden seguir brindándole ayuda luego que sea puesto en libertad. El personal puede ayudarle y le brindará ayuda para colocarlo en una trayectoria que lo lleve a un reingreso exitoso a la comunidad. Sin embargo, queda de su parte aceptar la responsabilidad por su futuro. Usted debe esforzarse al máximo en todos los programas que le han sido recomendados y hacer todo lo posible por estar preparado una vez sea excarcelado.

El personal de BOP comprende que el encarcelamiento puede ser una experiencia difícil y que algunos reos pueden sentirse abrumados por sentimientos de desesperación. Le rogamos que le haga saber a un miembro de personal lo antes posible si usted siente o escucha alguien que conoce comentar sobre sentimientos de desesperanza o ganas de suicidio. El personal está disponible para ayudarle. Procurar ayuda es indicio de fortaleza, de estar determinado a prevalecer. Lo más indicado en momentos de crisis es ayudarse a sí mismo o brindar ayuda a otro reo.

Otra área que me preocupa es la agresión sexual. Si usted se ve amenazado o presionado a participar en conductas sexuales, o teme ser agredido sexualmente, le pido de favor que mencione sus preocupaciones al personal lo antes posible. Dichas alegaciones de agresión sexual son tomadas muy en serio y estamos comprometidos a brindar ayuda a cualquier víctima. Le pedimos que nos ayude en la prevención de este tipo de incidentes, identificando las circunstancias problemáticas o al autor del delito, para así poder tomar acción adecuada.

Es mi gran esperanza que usted aproveche su plazo de encarcelamiento para adquirir las habilidades y destrezas necesarias que le sirvan para forjarse una vida satisfactoria en la comunidad. Estamos aquí para ayudarlo a prepararse para ser excarcelado de prisión con éxito y logre convertirse en un ciudadano productivo. Aprovechese de la gran cantidad de programas disponibles. Consiga ayuda para superar los problemas que ha encarado. Mejore sus habilidades y destrezas que ha aprendido anteriormente. Fortalezca su conexión espiritual o religiosa. Le hago el desafío a cada uno de ustedes para que marquen una diferencia positiva cada día, ya sea entre ustedes, con el personal que trabaja por ustedes, con sus familias, o en las comunidades.