

USP/SCP McCREARY



ADMISSION & ORIENTATION HANDBOOK

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TABLE OF CONTENTS

FOREWORD..... 3

I. INTRODUCTION 4

II. INTAKE, CLASSIFICATION, AND THE UNIT TEAM 4

III. DAILY INMATE LIFE 6

IV. SECURITY PROCEDURES 13

V. PROGRAMS AND SERVICES 15

VI. CONTACT WITH THE COMMUNITY AND PUBLIC 30

VII. ACCESS TO LEGAL SERVICES 36

VIII. PROBLEM RESOLUTIONS..... 38

IX. DISCIPLINARY PROCEDURES 39

X. RELEASES 41

XI. INMATES RIGHTS/RESPONSIBILITIES 44

XII. SEXUAL ASSAULT 45

XIII. SUICIDE PREVENTION 46

XIV. PROHIBITED ACTS AND DISCIPLINARY SCALES..... 47

XV. CONCLUSION 59

FOREWORD

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

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

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

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

**Inmate Information Handbook
USP/SCP McCreary, Kentucky
Updated: January 2013**

I. INTRODUCTION:

- A. The purpose of this handbook is to provide incoming inmates with general information regarding USP/SCP McCreary, programs and the rules and regulations they will encounter during confinement. It is not a specific guide to the detailed policies at USP/SCP McCreary. That information will be made available during the institution's Admission and Orientation program. The material in this handbook will help new inmates more quickly understand what they will be encountering and assist them in their initial adjustment to institution life.

II INTAKE, CLASSIFICATION AND THE UNIT TEAMS:

- A. **ORIENTATION:** Upon arrival at USP/SCP McCreary, the inmate will be initially assigned to the Admission and the Orientation (A&O) Program. Inmates are immediately provided with a copy of the institution's rules and regulations, which include information on inmate rights and responsibilities.

While in A&O, inmates learn about the programs, services, policies, and procedures regarding the facility. Also, they will hear lectures from staff regarding programs and departments. Inmates participate in an intake screening to include a medical and mental health screening. Ordinarily, inmates will be assigned to a work detail upon completion of Institution A&O.

- B. **CLASSIFICATION TEAMS (UNIT TEAMS):** USP/SCP McCreary is organized into a unit management system. A unit is a self-contained living area that includes both a housing section and office space for unit staff. The unit is staffed by a Unit Team directly responsible for those inmates living in that unit. The unit staff offices are located in the units to enhance staff and inmate accessibility. The unit staff typically includes one (1) Unit Manager, three (3) Case Managers, three (3) Correctional Counselors, and two (2) Unit Secretaries. The Unit Team is housed in two housing units: Units 1 & 6, Units 2 & 3, and Units 4 & 5.

Inmates are assigned to a specific Unit Team. 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.

A member of the unit staff will be at the institution weekdays from 7:00 a.m. to 9:00 p.m. and 7:00 a.m. to 5:00 p.m. during the weekends and holidays. The Unit Team members usually schedule their work hours in

such a manner that one of them will be available at times when inmates are not working.

C. GENERAL FUNCTIONS OF UNIT STAFF:

1. **Unit Manager:** The Unit Manager is the administrative head of the housing unit and oversees all unit programs and activities. He/She is a Department Head at the institution and has a close working relationship with other departments and personnel. He/She is the Chairperson of the Inmate Program Reviews, reviewing all team decisions and normally chairing the Unit Discipline Committee.
2. **Case Manager:** The Case Manager is responsible for all casework service, classification material, progress reports, release plans, correspondence and other materials relating to the inmate's commitment. He/She is responsible to the Unit Manager on a daily basis and the Case Management Coordinator with reference to specialized training and duties. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager is a frequent member of the Unit Discipline Committee.
3. **Correctional Counselor:** The Correctional Counselor provides counseling and guidance for the inmates in the unit in areas of institution adjustment, personal difficulties and plans for the future. He/she plays a role in all segments of unit programs and is a voting member of the Unit Team. The Correctional Counselor will visit inmate work assignments. Inmates will contact the Correctional Counselor for issues relating to inmate visiting lists, cell assignments, telephone lists, job assignments, the Inmate Financial Responsibility Program, unit sanitation, and Inmate Performance Pay. The Correctional Counselor is a frequent member of the Unit Discipline Committee.
4. **Unit Secretary:** The Unit Secretary performs clerical and administrative duties for other members of the Unit Team and may serve as a member of the Unit Discipline Committee.
5. **Unit Officer:** The Unit Officers have direct responsibility for the day-to-day supervision of inmates and the enforcement of rules and regulations. They have safety, security and sanitation responsibility in the unit. Unit Officers are in regular contact with inmates in the units and are encouraged to establish professional relationships with them, as long as such interaction does not interfere with their primary duties. Unit Officers are supervised by the Lieutenants and Captain (Chief Correctional Supervisor) during his/her unit assignment. The Unit Officers may also sit as a member of the Inmate Program Reviews.

- D. **COMMUNICATION:** There is a unit staff member available each day of the week and most evenings until 9:00 p.m. The unit bulletin boards contain written communication of interest to inmates. The Unit Manager may utilize Town Hall meetings to foster improved communication.

- E. PROGRAM REVIEWS:** Program Reviews will be held every 90 to 180 days. These are held by the Unit Team to review inmate progress on programs, work assignments, transfers, inmate Security/Custody Classification, Financial Responsibility Program participation, and institution adjustment.

III DAILY INMATE LIFE:

- A. SANITATION:** It is the inmate's responsibility to check his living area immediately after being assigned there and to report all damages to the Unit Officer, Case Manager, or Counselor. An inmate may be held financially liable for any damages to his personal living area.

Each inmate is responsible for making his bed in accordance with regulations before work call at 7:45 a.m. Each inmate is also responsible for sweeping and mopping his personal living area to ensure it is clean and sanitary. Lockers must be neatly arranged inside and out and all shelves must be neat and clean.

Toothpowder, toothbrushes, combs, razors, and soap are issued by the institution and are available in Receiving & Discharging (R&D) for new arrivals. Other inmates can obtain these hygiene items in conjunction with laundry issue. Inmates may purchase name brand items through the commissary.

- B. PERSONAL PROPERTY LIMITS:** Items which may be retained by an inmate are limited for sanitation and security reasons. Excess personal property would constitute a fire hazard or impair staff searches of inmate living areas. The following is not all inclusive, but is a guide to the kinds of items an inmate may be authorized to maintain in his cell:

1. **Storage Space:** Storage space in the units consists of an individual locker. Locks may be purchased at the institution commissary. 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 designed and must be in accordance with Program Statement 5580.07, *Inmate Personal Property*.
2. **Clothing:** No civilian clothing is permitted in the institution. Gray sweat suits sold in the institution commissary are authorized for wear. Individual wash cloths and towels are issued to inmates. Authorized foot wear may include: one (1) pair of safety boots/shoes, two (2) pairs of athletic shoes, one (1) pair of casual shoes, one (1) pair of slippers, and one (1) pair of shower shoes. All footwear will be placed under the bed neatly.
3. **Legal Materials:** Inmates are allowed to maintain legal material and supplies for a current case in their locker only.
4. **Hobbycraft Materials:** Select hobbycraft material will be allowed in an inmate's room. Written approval must be

obtained from recreation staff and maintained with any project being worked on in the housing units. Completed projects must be mailed home at the inmates' expense. Inmates approved will receive a hobby craft pass with a required completion date assigned for staff to review.

5. **Commissary Items:** The total value of an inmate's accumulated Commissary items will be limited to the monthly spending limitation of \$320.00. In addition, an inmate will be authorized to have \$24.60 in stamps (60) in his possession.
6. **Food Storage:** Food items left open create a health hazard. These items must be properly sealed at all times. Empty jars may not be used as drinking containers and are to be thrown away. Items are to be stored in their original container. Empty containers are to be discarded. Items not in their original container will be considered nuisance contraband and confiscated.
7. **Letters, Books, Photographs, Newspapers and Magazines:** An inmate will be limited to five books (excluding religious, legal, and educational), three newspapers and five magazines which can be stored in the inmate locker. Nothing is to be tacked, stapled, or taped to any surface except the inmate bulletin boards. Nude or sexually explicit photographs or pictures are not authorized. Provocative or suggestive photographs or pictures (including bathing suits, thongs, scantily clad clothing, etc.) are not authorized for display outside an inmate's personal locker.
8. **Sports and Musical Equipment:** Sports and musical equipment will be limited to those items authorized and sold in the commissary.
9. **Radios and Watches:** An inmate may not own or possess more than one (1) approved radio and one watch at any time. Proof of ownership, through appropriate property receipts, will be required. Radios with a tape recorder and/or tape players are not authorized. Only digital type radios are permitted and headphones are required at all times. Inmates may not give any items of value to another inmate such as radios, watches, sneakers, or commissary items.
10. **Jewelry:** Inmates may have a plain wedding band with no stones. An inmate may possess a religious medal with no stones with approval from the Religious Services Department. They are to be worn on a chain under their shirt at all times, unless the inmate is attending an official Religious Services program. Religious Services does not approve wedding bands.

C. QUARTERS RULES: In order to maintain the safe and orderly running of the institution, rules and regulations have been established for each housing unit. Unit Officers conduct daily room inspections for

compliance with the rules and regulations. Pictures may not be posted on inmate cell walls. Pictures can only be posted on the inmate bulletin boards provided in the cells. Nude or sexually explicit photographs or pictures are not authorized. Provocative or suggestive photographs or pictures (including bathing suits, thongs, scantily clad clothing, etc.) are not authorized for display outside an inmate's personal locker. Failure to comply with cell sanitation may result in an incident report being issued to the responsible inmate. The unit order for meals will be on a rotating weekly basis, i.e. 1A, 1B, etc. Sanitation inspection scores determine the meal rotation order. Room doors are to be closed when inmates are not present in the cells. Each inmate is responsible for the cleaning and sanitation of his room. Unit orderlies work seven (7) hours per day and are responsible for unit sanitation. However, each inmate is responsible for cleaning up after himself. Trash and wastebaskets are to be emptied prior to 7:45 a.m. each day. Beds will be made each weekday by 7:45 a.m. At no time will a mattress be removed from a bunk and placed on the floor. Showers are available each day at designated times. Inmates may not be in the shower during an official count.

Cell visitation is permitted for inmates assigned to the same side of a housing unit; however, inmates are not authorized to visit other housing units. No more than three inmates are permitted in the cell at one time. During cell visitation, the door must remain open at all times.

Removal of food from the dining room is not permitted. Inmates are not permitted to be in the possession of any item removed from food service to include food items, condiments and paper products. Inmates are subject to disciplinary action when found to be in possession of any item when exiting food service.

Safety shoes must be worn to all work assignments, to include unit orderly positions. Sneakers are not to be worn to inmate work assignments. Boots are to be worn in the dining room area at all times unless alternate footwear is authorized by health services. Shower shoes may not be worn outside of the housing units.

Unit televisions may be viewed during established off duty-hours providing appropriate noise levels are maintained. Muted televisions are available for the inmates use in the common areas. Radios purchased in the commissary will be used for television viewing.

- D. WAKE-UP:** The general wake-up call for all inmates is 6:00 a.m. The unit is called to the breakfast meal by the Lieutenant. The Unit Officer will announce the breakfast meal to the unit when the Officer is notified. The Control Center will announce the daily meal times over the institution loud speaker.

Inmate work call is at 7:45 a.m. Inmates are given a reasonable amount of time to leave the unit for work. Inmates who arrive late to their work assignments are subject to disciplinary action.

TRUST FUND

- E. COMMISSARY OPERATION:** The commissary schedule is as follows:

Inmates may shop once a week on their designated shopping day. In addition to their designated shopping day, inmates may purchase over the counter (OTC) medication during the morning meal on Monday for the Blue Side and Friday for the Yellow Side. The designated shopping day for housing units at the USP is as follows:

Monday	SHU, Units 3A, & 3B
Tuesday	Units 1B, 2A, & 2B
Wednesday	Units 6A, 6B-PGM, & 1A
Thursday	Units 5A & 5B
Friday	Units 4A & 4B

Inmates shopping days at the SCP will be Tuesdays and Thursdays from 10:45 am to Noon, by register number. Inmates whose last two numbers of the first five digits of their register number are 00-50 shop on Tuesdays. Those whose numbers are 51-99 shop on Thursdays.

New arrivals will be allowed to shop as directed by the A & O Coordinator. Ordinarily, this will be on their assigned units' shopping day. Any change in the sales schedule due to holidays will be posted at least one week in advance of the holiday.

The monthly spending limit is \$320.00 per month. Validation of inmate spending limit occurs monthly based on register number. Stamps, nicotine replacement therapy patches, and OTC medications are exempt from the monthly spending limit.

All sales are final once you leave the commissary window. No additions will be allowed once the commissary list is submitted. If an inmate is not in the commissary waiting room when his name is called, he forfeits shopping privileges for that week.

Special Housing Unit sales: Order forms must be turned in to the SHU staff by Thursday each week. The Commissary orders will be delivered by the close of business on Monday. Inmates in Disciplinary Segregation (D/S) will only be allowed to purchase items from the approved D/S commissary list. Inmates in Administrative Detention will be allowed to purchase items from the approved A/D commissary list. All orders will be reviewed by Correctional Services staff prior to being forwarded to the Commissary.

Special Purpose Orders (SPO): The Commissary will attempt to stock the majority of approved hobby craft and educational items. At times, items that are not stocked for sale may be considered for a special purchase. This will be completed on an individual basis and will only be considered after all other options have been exhausted.

F. CLOTHING ROOM OPERATING HOURS:

No centralized laundry service will be provided for the inmates at the SCP. Washers and dryers are provided for these inmates to do their own laundry in the housing unit. The SCP laundry will be open from 11:00 a.m. - 12:00 p.m. on Wednesdays for linen exchange, clothing exchange, and issue of hygiene items.

The USP has a centralized laundry service available for all USP inmates. This service will only be provided for the laundering of institutional issued clothing articles. Inmates will place their soiled laundry in their issued laundry bag, cinch it tightly and deliver it to the laundry.

The USP laundry schedule is as follows:

Monday & Wednesday - Yellow side clothing drop off/linen exchange during breakfast mainline and pick-up after the noon meal.

Tuesday & Thursday - Blue side clothing drop off/linen exchange during breakfast mainline and pick-up after the noon meal.

Friday – Hygiene issue. Yellow and Blue sides will alternate each week.

Hygiene exchange will not exceed the following every other Friday morning:

Toothbrush	(1) per month
Toothpaste	(1) tube a week
Shampoo	(5) packets per week
Razor	(3) every 2 weeks
Bar Soap	(2) bars per week
Shaving Cream	(6) packets every 2 weeks

*Linen and razor exchange will be completed on a one-for-one basis only.

Inmate desiring to exchange clothing and boots, have alterations made, etc. should submit an Inmate Request to Staff Member to the Laundry. Inmates will be placed on call out and should bring the affected items with them.

G. BARBER SHOP SCHEDULE AND OPERATING HOURS:

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

USP:

Sunday	Closed
Monday - Friday	8:00 a.m. - 11:00 a.m. 12:00 p.m. - 3:00 p.m. 5:00 p.m. - 8:00 p.m.
Saturday	12:00 p.m. - 3:00 p.m. 5:00 p.m. - 8:00 p.m.

SCP:

Wednesday - Friday	Saturday - Sunday
1:00 p.m. - 3:00 p.m. 6:00 p.m. - 9:00 p.m.	12:00 noon - 3:00 p.m. 6:00 p.m. - 9:00 p.m.

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

Inmates may create up to 100 contacts in the TRULINCS system. 30 numbers may be on their phone list, 30 on their email list, and 40 may consist of other entities. i.e. book companies, etc. The Inmate Agreement for Participation in TRULINCS/Electronic Messaging form must be completed prior to using the email application. The current rate for using the email feature is 5 cents per minute. All outgoing mail from inmates housed in the general population must have a TRULINCS mailing label attached. This includes legal mail. Inmates may print up to 5 labels per day free of charge.

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

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

Inmate to Inmate Correspondence via Email: The procedures for inmates who wish to correspond via email with another inmate mirror those of written postal correspondence. Inmates should make this request via cop-out to their Unit Team.

Locked TRULINCS Accounts: Inmates have 30 seconds to enter their Register Number, PAC number, and PIN number. Three unsuccessful attempts will lock the account. Inmates may report to the commissary window during noon mainline or submit a cop-out to the Trust Fund office to have their account unlocked.

Telephones are placed in each housing unit for inmates to place calls. Telephones at the USP and SCP will be available from 6:00 a.m. until lockdown. Telephones are to be used to maintain family and community ties. Any calls placed by inmates, other than staff approved attorney calls, are subject to monitoring and recording by staff.

Inmates are limited to 300 minutes per month of TRUFONE phone usage. These minutes can be used as debit calls, collect calls, or any combination of the two. The 300 minutes will automatically reset based on the inmate's revalidation date. See your Unit Team if you need an emergency phone call. Calls are limited to 15 minutes in duration. Inmates may use telephones at the specific times stated, as long as it does not interfere with their work assignments or other institution programs. If an official count or census is conducted, inmates will immediately terminate their calls.

TRUFONE credits can be transferred from your commissary account any time unit phones are available.

Inmates on commissary restriction will be permitted to place money on their TRUFONE and/or TRULINCS accounts. After a credit has been established, funds sent to those accounts will not be transferred to the inmate's commissary account with the exception of the following:

- a. Inmate is released.
- b. UDC/DHO restricts telephone or email usage for more than 30 days and inmate requests in writing to the Trust Fund Supervisor that the funds be restored.
- c. In rare or unusual circumstances approved in writing by the Warden.

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

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

The Phone Access Code (PAC) shall be delivered to the inmate in a manner that ensures confidentiality of the PAC numbers. There is a \$5.00 fee for replacement of PAC numbers.

Special Housing Unit (SHU) inmates with no telephone restrictions and whose status is Administrative Detention or Disciplinary Segregation are allowed one fifteen-minute call every 30 days.

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

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

During institution emergencies, the use of the telephone will be reduced or terminated. Prior to granting phone access, it is important a BP-408 Form, Acknowledgment of Inmate, Section 3, Monitoring of Inmate Telephone Calls, is signed by the inmate.

Collect calls are permitted via TRUFONE. Third party billing and electronic transfer of a call to a third party are not permitted.

Any inmate performing three-way calls will be subject to disciplinary action.

Phone rates will be posted in the inmate law library.

Cop-outs are to be sent to the Trust Fund Department for questions regarding the commissary, TRUFONE, TRULINCS, and Laundry.

IV. **SECURITY PROCEDURES:**

- A. COUNTS:** It is necessary for the staff to count inmates on a regular basis. During a count, inmates are expected to stay quietly in their cells until count is announced clear. Inmates are expected to be standing in their cells with lights on during the 4:00 p.m. and 10:00 pm count and 10:00 a.m. count on weekends and holidays, and during any emergency count. The cell doors will be locked during all counts. Unless on a work detail, inmates are required to be in their assigned cell during count. When a count is announced, each inmate must return to his room and remain there quietly until it is announced count is clear. Official counts will be taken daily at 12:01 a.m., 3:00 a.m., 5:00 a.m., 10:00 a.m. (Weekends and Holidays) 4:00 p.m., and 10:00 p.m. Other counts may occur when deemed necessary by staff.
- B. LOCKDOWN:** Daily lockdown (all inmates returning to their assigned cells for the night) in the housing unit is at 10:00 p.m. for the stand-up count. No further inmate movement will be conducted, unless deemed necessary by staff.
- C. CALL-OUTS:** Call-outs are a scheduling system for appointments which include hospital, dental, educational, team meeting, and other activities. Call-outs are posted each day on the unit bulletin boards after 4:00 p.m. on the day prior to the appointment. It is each inmate's responsibility to check for appointments on a daily basis. Attendance at all call-out appointments is mandatory. Failure to report to a call-out appointment will result in an incident report being written. If an inmate is in need of routine medical attention, he is to place an Inmate Request to Staff in the sick call box located in the green corridor. Illnesses of an emergency nature are exceptions and are handled accordingly.
- D. INMATE MOVEMENT SCHEDULE:** It is the policy of this institution to provide orderly inmate movement schedules. Movements will be segmented in accordance with the approved move schedule. Inmates will be expected to be prepared for the moves and depart to their destination immediately upon their unit or work area being released. Inmates will be provided an appropriate amount of time to walk to their destination prior to ending the move. Movements are announced over the institution's public address system.

On Saturdays, Sundays and federal holidays, work calls will be limited to specific assigned areas. However, there will be no general inmate work

call movement announced.

All doors throughout the institution will be secured except during the inmate movement. On weekends and holidays, movements to and from the Visiting Room will be the only authorized movement.

- E. CONTRABAND:** Contraband is defined as ANY item not authorized or issued by the institution, received through approved channels or purchased through the commissary. All staff are alert to the subject of contraband and make an effort to locate and report contraband in the institution. Any item in an inmate's personal possession must be authorized and a record of the receipt of the item should be kept in the inmate's possession. Inmates may not purchase radios or any other items from another inmate. Items purchased in this manner are considered contraband and will be confiscated. An altered item, even if it is an approved item or issued item, is considered contraband. Altering or damaging Government property is a violation of institutional rules and the cost of damage may be levied against the violator.
- F. SHAKEDOWNS:** Any staff member may stop an inmate for the purpose of pat searches at any time to detect and deter the possession of contraband. Cell searches may be conducted by any staff member. Inmates may not be present during the search of any cell. Generally, the property and living area will be left in the same general condition as found. Inmates are responsible for all contraband found inside their cell.
- G. DRUG SURVEILLANCE:** USP/SCP McCreary operates a drug surveillance program that includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program and the inmate does not do so, the inmate will be subject to an incident report.
- H. ALCOHOL DETECTION:** An alcohol detection program is in effect at USP/SCP McCreary. Random testing of the inmate population is conducted on a routine basis, as well as testing those suspected of alcohol use. A positive test will result in an incident report. Refusal to submit to the test will also result in an incident report.
- I. FIRE PREVENTION AND CONTROL:** Fire prevention and safety is 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 materials, items hanging from fixtures or electrical receptacles, and other hazards cannot and will not be tolerated. Regular fire inspections are made in each institution by qualified professionals. Fire escape plans are posted in each housing unit. There are two (2) fire exits for each housing unit. Fire drills will be held on a quarterly basis during which inmates must leave the units quickly once notified a fire drill is in progress.
- J. INMATE EMERGENCY PROCEDURES:** During an emergency response by staff, all inmate traffic is to cease at all locations. If indoors, inmates will kneel against the nearest wall and remain silent. Should inmates find themselves on the recreation yard during an emergency, they will immediately lay face down on the ground and remain silent. Inmates who fail to do so may be deemed as either having involvement or

attempting to hinder staff in their response. During an emergency the verbal warning system will be activated. As a reminder, when inmates fail to comply with the verbal warning system to lie on the ground, the tower officer will fire warning shots. Those inmates who continue to disregard orders with intent to do grievous bodily harm to another will be fired upon. The mission of USP McCreary remains the safe and orderly running of the institution for both staff and inmates alike. Please study this handbook and keep it in your possession.

V. **PROGRAMS AND SERVICES:**

- A. **JOB ASSIGNMENT:** All inmates are expected to maintain a regular job assignment. Many job assignments are controlled through the Inmate Performance Pay System, which provides monetary payment for work. Unit Staff approve job assignments and job assignment changes. The job changes are listed on the Daily Change Sheet posted each day in the unit. Once an inmate is assigned to a job, he must remain on that job for 90 days prior to requesting a job assignment change.

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

- B. **FOOD SERVICE:** The Federal Bureau of Prison's Food Service Department is the second largest in the nation. The Food Service Department is responsible for feeding each inmate three nutritionally balanced meals a day, seven days a week, every day of the year. The main goal is to provide a well-balanced meal while maintaining the highest sanitation standards. ID cards are required at main line. Additionally no unauthorized bowls, cups, or any other items are permitted in Food Service. Sunglasses and hats are not to be worn in Food Service. During normal institution work hours, appropriate institutional clothing must be worn. After work hours, other clothing, according to the inmate dress code may be worn in the dining room. Inmates are to follow the guidelines in the Inmate Handbook.

The dining room capacity is very low. In order to accommodate all inmates in a timely manner, we ask that you limit your activities within the dining room to the consumption of your meal. If you encounter any problems, direct your request to the Staff Cook Supervisor on the line. Please remember there is a lot going on during the service of the meal. If the Cook Supervisor is unable to resolve your problem, seek the Asst. Food Service Administrator or the Food Administrator. Disturbances in the dining room will not be tolerated. There will be no cutting or jumping the line while in the Food Service Department.

Food Service menus are set up on a national five week rotating cycle throughout the year. New National Menus were approved and implemented in January 2008, and are updated annually. All menus receive a Nutritional Analysis to ensure all Dietary Reference Intake are met.

The Food Service Department provides Heart Healthy food items for health conscious inmates. We offer a number of food alternatives daily.

Low-fat salad dressing is provided when available, and beans and legumes are provided as a fiber supplement.

Food Service provides the Religious Diet Program. Placement in this program is by the Chaplain only.

Medical diet needs will normally be provided through mainline selection. Inmates requiring specialized medical diets will normally be referred to a medical facility.

The Food Service Department pays the same scale as the rest of the institution. The key factor to the difference in the pay grade is "Performance". Pay grades are determined by the actual performance of individuals. If you have experience from another institution or from civilian work areas we will give first choice to available openings on major shifts.

The Food Service workers will wear safety shoes; white hats, (if required) beard guards (if required) and plastic gloves, (if required) as well as issued uniforms. All Food Service workers will keep their personal hygiene at a high level. Initial work assignments to Food Service are 90 days in length.

C. EDUCATION PROGRAMS: The Education Department offers a wide variety of academic and vocational programs ranging from Adult Literacy to post-secondary studies through correspondence. All programs are voluntary with the exception of General Education Development (GED) and English-as-a-Second Language (ESL). A representative from the Education Department will interview each inmate shortly after their arrival at the institution. An inmate who does not have a verifiable high school diploma or GED will be required to attend 240 hours of institutional class. For an inmate who cannot proficiently speak English, mandatory attendance in ESL will be required until such time as the individual scores 225 on the CASAS certification test.

A Leisure Library is also available in the Education Department. Inmates may check out books, magazines, reference materials and a number of newspapers. For additional library needs, an interlibrary loan service is offered. The Institution Law Library is located adjacent to the Leisure Library in Education. The Library's hours of operation are:

Monday - Thursday	Friday
7:50 a.m. to 10:10 a.m. 12:50 p.m. to 3:10 p.m. 5:10 p.m. to 8:00 p.m.	7:50 a.m. to 10:10 a.m. 12:50 p.m. to 3:10 p.m.
Saturday, Sundays, & Holidays	
7:50 a.m. to 9:30 a.m. 10:55 a.m. to 3:10 p.m.	

Voluntary programs include an array of Adult Continuing Education programs, Vocational Training opportunities in computer-based programs, parenting, as well as apprenticeship programs.

If you are interested in any of the available educational opportunities offered by the Education Department, please stop by and speak with any of the staff. In addition, an Inmate Request to Staff Member (Cop-Out) may be submitted to the Education Department to be placed on any of the class waiting lists.

The Pre-Release program is also offered through the Education Department. An inmate's preparation for release begins at initial commitment and continues throughout incarceration, with an emphasis placed at 30 months prior to release to the community. Inmates should start preparing for their release at the beginning of their incarceration by utilizing Bureau of Prisons Programs such as GED, Parenting Program, Alcohol and Drug Abuse Counseling, Wellness Programs, Adult Continuing Education classes and any other institutional programs that will help you prepare your particular need to better yourself. The Release Preparation Program Coordinator (RPPC) will place you on the call-out when you are 30 - 36 months within your projected release date to introduce you to the Pre-Release Program. The RPPC will also meet with inmates, at their request through the Inmate Request to Staff Member process, to assist them with information on jobs, financial planning, job fairs, and other areas inmates may need assistance with.

- D. RECREATION, LEISURE AND SOCIAL PROGRAMS:** Leisure activities and recreation programs are supervised by the Recreation Department. Programs include indoor activities and range from individual arts and crafts programs to intramural team sports, such as softball, basketball, soccer and volleyball. Wellness programs are also important activities for inmates and contribute to mental health, good interpersonal relations and stress reduction. In addition, inmates learn to use their free time constructively.

INSTITUTION RECREATION AREA HOURS	
Weekdays	Weekends & Holidays
8:30 a.m. to 9:45 a.m. All Recreation Areas	8:25 a.m. to 9:30 a.m. Outdoor Recreation
10:30 a.m. to 1:20 p.m. Sanitation Rotation Inside Recreation, Yards #1&2	10:50 a.m. to 12:55 p.m. Sanitation Rotation Inside Recreation, Yards #1&2
1:50 p.m. to 3:00 p.m. All Recreation Areas	1:15 p.m. to 3:20 p.m. Outdoor Recreation
5:20 p.m. to 7:10 p.m. All Recreation Areas	5:15 p.m. to 7:55 p.m. Outdoor Recreation

- E. PSYCHOLOGY SERVICES:** USP/SCP McCreary have psychologists who are available to provide counseling and other mental health services. All inmates will meet with a psychologist for an intake screening interview during their first 14 days at the institution. If an

inmate is in need of psychiatric medication, the psychologist will arrange an appointment with a contract psychiatrist, who is a medical doctor. Inmates interested in services or further information can submit an Inmate Request to Staff Member to Psychology Services.

- F. CHALLENGE PROGRAM:** The CHALLENGE program is a residential program in unit 6B. The unit operates on a modified therapeutic community model. It is intended for men interested in making positive lifestyle changes. Various group and individual therapeutic activities take place over a nine-month to one year period. The CHALLENGE program is based on the belief that individuals have the necessary power to change if given the right tools and opportunity to do so. The CHALLENGE program is about making a transition from former negative, criminal lifestyles to a new, honorable, and more positive way of living. If you are interested in the CHALLENGE program, please submit a cop-out stating your interest to the CHALLENGE Program Coordinator.
- G. DRUG PROGRAMS:** USP/SCP McCreary has a variety of programs designed to assist inmates in overcoming problems with substance abuse. For questions about specific programs, or to sign up, contact either the Drug Abuse Program Coordinator or Drug Treatment Specialist.

Basic Drug Education

- A group covering topics such as the effects of different types of substances, symptoms of substance abuse/dependence, denial, etc.
- Participation is mandatory for some inmates. You will be informed by the Drug Treatment Specialist if you are required to take this program.
- Voluntary participants are welcome as space allows.
- Send an Inmate Request to Staff Member to Psychology Services.
- For Basic Drug Education in Spanish, contact the DAP Coordinator.

Referrals to Residential (“500-hour”) Drug Programs:

- USP/SCP McCreary does not have a Residential Drug Abuse Program (RDAP), but we can refer interested inmates who meet all the eligibility requirements.
- Send an Inmate Request to Staff Member to Psychology Services.

Institutional Transitional Services (Aftercare):

- For individuals who have already attended a Residential Drug Program, and need to complete their 12 months of aftercare.
- Send a Cop-Out to Psychology Services.

Alcoholics Anonymous/Narcotics Anonymous:

- Voluntary 12- step groups for inmates to provide mutual support in maintaining their recovery.

Additional Programs

- There may be additional programs offered from time to time.

- Frequent topics for additional groups are Living Free, Anger Management, Stress Management and Breaking Barriers.
- When new programs are offered, flyers will be posted in each housing unit and in Psychology Services.
- Contact anyone in the Psychology Department (via a cop-out).

H. ESCORTED TRIPS: Bedside visits and funeral trips are authorized for inmates in lower custody categories on a case-by-case basis when an immediate family member is seriously ill, in critical condition or has passed away. Depending on the inmate's security level/custody classification, one (1) or two (2) Correctional Officers will escort the inmate. All expenses will be borne by the inmate, except for the first eight (8) hours of each day that the employee is on duty. There are occasions when an escorted trip is not approved even when all policy-required conditions have been met, based on a determination that the perceived danger to the staff during the proposed visit is too great, or security concerns about the individual inmate outweigh the need to visit the community.

I. CENTRAL INMATE MONITORING: The Central Inmate Monitoring System (CIMS) is a method for the Bureau's Central and Regional Offices to monitor and control the transfer, temporary release and participation in community activities of inmates who pose a special management consideration. 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. Inmates in this category who apply for community activities should apply in ample time to allow the institution to obtain the necessary clearances from the appropriate areas.

J. MARRIAGES: If an inmate wishes to be married while incarcerated, the Warden may authorize him to do so, under certain conditions. All expenses of the marriage will be paid by the inmate. Government funds may not be used for marriage expenses. If an inmate requests permission to marry, he must submit a written request to his Unit Counselor and must:

- A. Have a letter from the intended spouse which verifies their intention to marry.
- B. Demonstrate legal eligibility to marry.
- C. Be mentally competent.

The Chaplains are available to provide counseling for the inmate seeking marriage while incarcerated.

K. SELF-IMPROVEMENT PROGRAMS:

1. **Release Preparation Program (RPP):** The RPP is designed to assist inmates in preparing for release. Inmates will be given aid in developing plans for their personal lives and for work. These programs offer classes and informational seminars concerning the personal, social and legal responsibilities of civilian life. Routinely scheduled informational sessions with the U.S. Probation Officers, Community Corrections and other agencies and employers are available.

2. **Psychology Services:** All inmates will be screened by Psychology Services staff during the institution's Intake Screening Process. Screening may include an individual interview. Psychologists are available for individual and/or group psychotherapy. Inmates interested in services can submit an Inmate Request to Staff Member ("cop-out") to Psychology Services. Mental health services are offered in the areas of drug and alcohol abuse, as well as for other behavioral or emotional problems.
3. **Religious Programs:** USP/SCP McCreary offer a wide range of religious programs to inmates. Staff Chaplains are available as well as contract and volunteer representatives of other faiths. Faith group time and space allotments, religious diets, holy day observances, and ceremonial meals are coordinated through the Chaplain's office. Information about Religious Services programs and staff schedules are available on bulletin boards located in the housing units and Religious Services.

L. INMATE FINANCIAL RESPONSIBILITY PROGRAM: Working closely with the Administrative Office of the Courts and the Department of Justice, the Bureau of Prisons administers a systematic payment program for court-imposed fines, fees and costs. All designated inmates, with assistance from the Unit Team, are required to establish a payment plan to satisfy outstanding financial obligations. These obligations may include: Special Assessments, imposed under 18 U.S.C. 3012, court-ordered restitution, fines and court costs, judgments in favor of the U.S., other debts owed the Federal Government and other court-ordered obligations (e.g., child support, alimony, other judgments).

Institution staff assist in planning, but the inmate is responsible for making all required payments from either earnings within the institution or from outside sources. The inmate must provide documentation of compliance and payments. If an inmate refuses to meet his obligations, the inmate cannot receive performance pay above the maintenance pay level. The status of any financial plan is reviewed frequently. In addition, it is discussed at every Program Review and will be included in all progress reports. Participation in this program will be considered by staff when determining Security/Custody Levels, job assignments, eligibility for community activities and institutional program changes.

M. MEDICAL SERVICES:

1. **Location:** The Health Services Unit at USP McCreary is located adjacent to the Lieutenant's Office. The Health Services Unit at SCP McCreary is located in the Camp Administration Building. Medical staff are available seven (7) days a week, from 6:00 a.m. to 10:00 p.m. After 10:00 p.m., the Lieutenant will contact the on-call PA for guidance on the necessary care required.
2. **Medical and Dental Sick Call:** USP inmates wishing to make a medical or dental sick call must submit an Inmate Request to Staff Member for sick call request into the sick call box in the green corridor daily during the breakfast meal, except on

Wednesdays. The inmate's written request will be triaged by the nurse and given an appointment. He will be subsequently placed on call out according to the complaint. If an emergency situation arises, the inmate's Unit Officer or detail supervisor should contact Health Services staff for guidance.

3. The inmates will then be put on call out for sick call the following Monday, Tuesday, Thursday and Friday. The SCP sick call is Monday, Tuesday, Thursday, and Friday, between 6:30 a.m. - 7:15 or 10 a.m. Inmates **MUST** present their commissary I.D. card in order to obtain an appointment. A Health Services staff member will triage your medical complaint and forward your complaint to your Primary Care Provider. If medically indicated, you may be seen the same day, or scheduled to be seen in the future. If you are seen the same day, you may be given a pass that will inform your supervisor of your appointment time. The work supervisor will release the inmate on the move to the Health Services Unit at the time of appointment. Upon arrival for the appointment, the inmate will present his ID card at the window. If the inmate is more than fifteen minutes late for the appointment, it will be canceled. Sick call appointments are for the Medical and Dental Departments. You should specify which you need to see. In order to see the Physician, a referral must be made by the Mid-Level Provider, or a Request to Staff Member ("cop-out") may be sent to the Health Services Unit requesting an appointment with a Physician. Inmate-requested visits will be charged a co-pay of \$2.00. This includes sick call, and inmate and staff requests. Chronic Care Clinic visits, insulin injections, lab services, follow up visits, and wound care will not be charged visits. Complete directives can be found in PS 6031.02.

Inmates must be dressed in institutional khaki clothing any time they are in the Health Services Unit during normal working hours. Sweat shirts, sweat pants, and shorts are not allowed. There is no sick call on Wednesday, Saturday, Sunday, or Holidays. Inmates who become ill after the regular sick call appointment sign-up period must have their work supervisor or Unit Officer call the Health Services Unit for an appointment.

Inmates in the Special Housing Unit are unable to sign up by the above procedure. Therefore, a medical staff member will make rounds every morning for sick call in the Special Housing Unit.

4. **Inmate Co-payment Program:** Pursuant to the Federal Prisoner Health Care Co-payment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. _ 4048), the Federal Bureau of Prisons and USP/SCP McCreary provide notice of the Inmate Co-payment Program for health care, effective October 3, 2005.
 - A. **Application:** The Inmate Co-payment 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 USP/SCP McCreary and inmates assigned to the general population at these facilities are subject to co-pay fees.

B. Health Care Visits with a Fee:

1. You must pay a fee of \$2.00 for health care services, which is charged to your Inmate commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested, except for services described in section C., below.

These requested appointments include sick call and after-hours request 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 visit not listed in Section C., below, you will be charged a \$2.00 co-pay fee for that visit.

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

C. Health Care Visits with no Fee:

We will not charge a fee for:

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

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

- Blood pressure monitoring;
- Glucose monitoring;

- Insulin injections;
- Chronic care clinics;
- TB testing;
- Vaccinations;
- Wound Care; or
- Patient education.

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

D. Indigence: 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 co-pay fee deducted from your inmate commissary account.

If you are NOT indigent, but you do not have sufficient funds to make the co-pay fee on the date of the appointment, a debt will be established in the TRUFACS system, and the amount will be deducted as funds are deposited into your inmate commissary account.

E. Complaints: You may seek review of issues related to health services fees through the Bureau's Administrative Remedy Program. (See 28 CFR part 542).

5. Medical Emergencies: Emergencies or serious injuries receive priority treatment. Inmates who become ill at times other than sick call sign up should request their detail supervisor or Unit Officer to contact the Health Services Unit for an appointment. Medical coverage on evenings, weekends and holidays is provided for NON-ROUTINE medical problems.

6. Medication/Pharmacy: USP medications are issued at the Pharmacy window located immediately outside the entrance to the Health Services Unit. SCP medications are issued in the medical room located in the Camp Administration Building. **Pill line for the SCP will be announced over the Public Announcement System.** Inmates must present their inmate I.D. card in order to pick up any medication, whether in pill line or for medication that can be taken to the unit. Pill line for the USP will be as follows:

USP PILL LINE TIMES	
**Monday-Friday	6:00 a.m.- until complete
	2:30 p.m. insulin line and self-carry meds

	5:30 p.m. – until complete
Insulin line times: 7:00 a.m. promptly, and 2:30 p.m.	

**** SCHEDULES ARE SUBJECT TO CHANGE AT ANY TIME.**

Weekends and holidays are the same hours except for the morning pill line which is at 8:00 a.m. - 8:30 a.m. There is no 3:15 p.m. pill line on weekends.

By policy, the Pharmacist is the only person who may refill medications. Requests for refills for medications will be completed utilizing the TRULINCS Prescription Refill application. Inmates who have prescriptions to be picked up will be placed on call out and shared report with insulin line. Refills for medications at the SCP need to be dropped off at Health Services in the morning and will be delivered to the SCP the following work day.

Over-the-Counter (OTC) medication must be purchased through the commissary, unless you are found to be indigent. You must attend sick call to be evaluated, and if approved by the medical staff, you can pick up OTC medication on Friday at 7:00 a.m. pill line. You must present your inmate I.D. card in order to be prescribed medication.

Inmates in the Special Housing Unit will receive their medication for fourteen days, except for medication that is considered controlled, which will be delivered crushed daily. The inmate must notify the nursing staff during sick call rounds each morning of any medications they are routinely on. The same policy applies to inmates in the Special Housing Unit pertaining to refills of medication.

- 7. **Dental Care:** Inmates needing routine dental care should request an examination by submitting an “Inmate Request to a Staff Member” (cop-out) to the dentist. These requests should be placed in the appropriate box located in the green corridor. Routine dental treatment includes all necessary radiographs, oral hygiene instructions, prophylaxis, amalgam and composite restorations, extractions, pre-prosthetic surgery, temporary and stainless steel crowns, non-acute endodontic and periodontics treatment and fabrication of full and removable partial dentures. (For care of urgent dental problems, inmates should report to the Health Services Unit at regular sick call sign up and make an appointment.) For dental emergencies after regular sick call, a Supervisor or Unit Officer must contact the Health Services Dental Department for an emergency appointment.

- 8. **Eyeglasses:** Inmates needing eyeglasses or new prescriptions should submit a request to the Health Services Unit to be added to the waiting list. If indicated after examination, a referral to our consultant Optometrist will be made. A pair of government-

made eyeglasses will be ordered after the Optometrist's exam and issued to you after their arrival at this facility. Tinted lenses, transitional, prescription sunglasses, ornamental frames and contact lenses are not ordinarily authorized. USP/SCP McCreary will not be responsible for adjustment, repair or accuracy of the prescription for non-government purchased eyeglasses. The inmate will then be placed on call-out and be required to sign a statement to the effect that he has received the eyeglasses.

9. **Physical Examinations:** All inmates arriving at this facility receive an initial medical history screening during the intake processing procedure in R&D. In addition, inmates who are new to the Federal Prison System or who do not have a current documented examination or mandatory tests from another federal facility will be scheduled for a complete physical examination or tests that are incomplete within 14 days of arrival. The complete examination requires laboratory specimens of blood and urine, physical examination and dental screening is mandatory. A tetanus toxoid injection will also be offered. A food service clearance exam must be completed prior to a job assignment in Food Service, as dictated by policy. Normally, this is done during intake screening.

The tuberculin skin test is a **mandatory** program and will be completed within forty-eight (48) hours of arrival into the BOP system. The skin test (PPD) shall be conducted annually thereafter. The PPD skin test is the primary testing method, however if you have been previously tested with a positive result and have remained in Federal custody, no further chest x-ray will be taken. If you leave Federal custody on a writ, etc., you will undergo a chest x-ray upon your return.

Failure to comply with policy will result in an incident report, and inmates may be placed in the Special Housing Unit. As you are in a confined environment, these measures are necessary to ensure the general health and safety of the inmate population and to contain the possibility of communicable diseases. Inmates under 50 years of age are eligible for a complete physical examination every two (2) years. Inmates who have reached the age of fifty (50) are eligible for annual physical, to include an electrocardiogram (EKG) test, and a rectal exam. The inmate may request a physical examination by submitting a cop-out to the Health Services Unit.

Those individuals participating in the Inmate Release Preparation Program (IRPP) are eligible, upon request, to receive a physical examination sixty (60) days prior to release, if they have not had one within one year prior to the expected day of release. This must be requested by cop-out, addressed to the Health Services Unit, in order to have one scheduled.

10. **Special Procedures and Tests:** If an inmate has been placed on call-out for a fasting laboratory test it will indicate LAB/FAST.

This means that the inmate should not eat or drink anything after midnight, including breakfast, until the procedure has been performed. A breakfast will be scheduled after the test has been completed. A routine sick call should be made to obtain the results of any test, whether laboratory or x-ray, or the results may be discussed during your next routine Chronic Care Clinic.

11. **Activity or Duty Restrictions:** Restrictions applying to the level of activity or work are authorized by the Clinical Director by reviewing the physical examination and reports of all laboratory, x-rays, and test results. Restrictions may also be given by the Physician Assistant at the time of injury, or medical problem that is acute, and not chronic in nature.

An idle from work indicates temporary disability not to exceed three (3) days duration including weekends and holidays; restricted to cell except for meals, barbering, religious services, sick call, visits and call outs. No recreation activity is allowed. It is the inmate's responsibility to provide the documentation to their work supervisor.

A convalescent status is a recovery period for an operation, injury or serious illness. This is not less than four (4) days and not to exceed thirty (30) days, subject to renewal. The inmate is excused from work and may not participate in any recreational activity outside the unit, unless authorized by medical staff.

12. **Living Wills, Advanced Directive, Do Not Resuscitate Order:** You have the right to prepare a living will, which will be maintained in an "advanced directive" section of your medical record. You must follow the procedures outlined in the Institution Supplement located in the Law Library.

13. **Chronic Care, Clinic, and Consultant/Specialists:** Chronic care clinics are for the treatment and follow-up of chronic diseases, i.e., hypertension (high blood pressure), diabetes, asthma. It is important that each inmate watch the call-out for appointment times. The need to be seen by a Specialist will be determined by Health Services Staff only. The diagnosis of the consultant is only a recommendation and the Health Services Staff reserve the right to agree or disagree with their recommendations. Medications prescribed may be changed to a comparable drug that is available in the Bureau of Prisons' drug formulary.

14. **Health Care Rights & 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 respect the basic human rights of your health care providers.

A. Right: You have the **right to access** health care services based on the local procedures at your institution. Health Services include medical sick call,

dental sick call, and all support services. If inmate co-pay system exists in your institution, Health Services cannot be denied due to verified lack of personal funds to pay for your care.

Responsibility: You have the responsibility to comply with the health care policies of this facility. You have the responsibility to follow recommended treatment plans established for you by the facility's health care staff, to include proper use of medications, proper diet, and following the instructions of your health care provider. 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.

- B.** **Right:** 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.

Responsibility: You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.

- C.** **Right:** 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.

Responsibility: You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, main line, or the accepted Administrative Remedy Procedures.

- D.** **Right:** 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.

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

- E.** **Right:** 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.

Responsibility: You have the responsibility to keep this information confidential.

- F. Right: You have the right to obtain copies of certain releasable portions of your health record.
- Responsibility:** You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
- G. Right: You have the right to be examined in a private setting.
- Responsibility:** You have the responsibility to comply with security procedures should security be required during your examination.
- H. Right: You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.
- Responsibility:** You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activities that could result in the spreading or catching an infectious disease.
- I. Right: 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.
- Responsibility:** You have the responsibility to communicate with your health care provider honestly regarding your pain and 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.
- J. Right: You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
- Responsibility:** 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.
- K. Right: You have the right to be provided healthy and

nutritious food. You have the right to instruction regarding a healthy diet.

Responsibility: You have the responsibility to eat healthy and not abuse or waste food or drink.

- L.** **Right:** 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.)

Responsibility: You have the responsibility to notify a medical staff that you wish to have an examination.

- M.** **Right:** You have the right to dental care as defined in Bureau of Prisons' policy to include preventative services, emergency care and routine care.

Responsibility: You have the responsibility to maintain your oral hygiene and health.

- N.** **Right:** You have the right to a safe, clean and healthy environment, including smoke-free living areas.

Responsibility: You have the responsibility to maintain cleanliness of personal and common areas and safety in consideration of others.

- O.** **Right:** You have the right to refuse medical treatment in accordance with Bureau 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.

Responsibility: 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.** **Right:** If the concern in question cannot be resolved at this level, you have the right to contact Joint Commission on Accreditation for Health Care Organizations (JCAHO).

Responsibility: If the concern is still not resolved, you have the responsibility to request the address for Joint Commission on Accreditation for Health Care Organizations from the Health Services Administrator.

- 15. On the Job Injuries:** If an inmate is injured while performing an assigned duty, he must immediately report to his work supervisor. The work supervisor will then report the injury to the

institution Safety Manager. The inmate may be disqualified from eligibility for lost time wages or compensation if he fails to report to work injury promptly to his supervisor. If injured while performing an assigned duty and the inmate expects to be impaired to some degree, he may submit a claim for compensation. A medical evaluation must be included in the claim before any compensation can be considered.

VI. CONTACT WITH THE COMMUNITY AND PUBLIC:

A. CORRESPONDENCE: Ordinarily, inmates are permitted to correspond with the public, family members and others without prior approval or the maintenance of a correspondence list. Outgoing mail for USP inmates is placed in mailboxes located in the inmate's assigned housing unit. Outgoing mail at the USP, with the exception of legal mail, must be left unsealed when deposited in the unit mailbox. This mail will be inspected by staff. Outgoing legal mail for USP inmates must be hand delivered to the Mail Room, Monday through Friday (excluding holidays), during the breakfast meal. IDs must be presented to Mail Room Staff with legal mail. Outgoing mail for SCP inmates is placed in the mailboxes located inside the housing unit. This mail may be sealed, with the exception of inmate to inmate correspondence, in accordance with the Bureau's correspondence policy. Outgoing correspondence must have the inmate's name, register number and complete return address in the upper left hand corner, and a TRULINCS label for the recipient's information. All outgoing inmate correspondence must be placed in the unit mail boxes by 9:30 p.m. for delivery to the Mail Room the following day. Mail will not be accepted by Unit Officers after the 9:30 p.m. time limit. Inmates may not correspond with volunteers or contractors. There is no mail service on weekends and holidays. Inmates must assume responsibility for the contents of all their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws.

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

B. ADDRESSING MAIL: Inmates are responsible to ensure they fill out their complete return address on their outgoing personal envelopes, and the pre-printed envelopes provided for inmate use, to reflect the information as follows:

Name: _____
Register Number: _____
United States Penitentiary McCreary
P.O Box 3000
Pine Knot, Kentucky 42635

In the event an inmate has failed to do so, Mail Room staff shall return the correspondence to the inmate for proper/complete return address.

Inmates may advise their correspondents the name of the institution is

not required for incoming mail.

- C. INCOMING CORRESPONDENCE:** First class mail is distributed Monday through Friday (except holidays) by the Evening Watch Officer in each housing unit. Publications will also be delivered at this time. SCP Legal and Special Mail will be delivered by the Case Manager or Counselor within 24 hours of receipt. Inmates at the USP will be placed on call-out to receive their Legal and Special mail. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution.
- D. INCOMING PUBLICATIONS:** Inmates may subscribe to and receive publications without prior approval. The term "publication" means a book, single issue or a magazine or newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers and catalogs. An SCP inmate may receive soft-covered publications (paperback books and magazines) from any source; however, the packaging or envelope must indicate on the outside "authorized reading material". USP and SCP inmates may receive hard-covered publications only from a publisher, book store, or a book club. In addition, soft-covered publications for USP inmates must also be received from the publisher, book store, or book club. Accumulation of publications will be limited to five (5) magazines (not to be more than three months old) and to the amount that can be neatly stored in the locker provided in each room because of sanitation and fire safety reasons. The Unit Manager may allow more space for legal publications upon request.

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

1. It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.
 2. It depicts, encourages, or describes methods of escape from correctional facilities or contains blueprints, drawings, or similar descriptions of Bureau of Prisons' institutions.
 3. It depicts or describes procedures for the brewing of alcoholic beverages or the manufacturing of drugs.
 4. It is written in code.
 5. It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.
 6. It encourages or instructs in the commission of criminal activity.
 7. It is sexually explicit material.
- E. SPECIAL MAIL:** Special Mail is a category of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence to: the President and Vice-President of the United States, U.S. Department of Justice (including the Bureau of Prisons), U.S. Attorney's Office, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy or Air Force, U.S. Courts, U.S. Probation Officers, members of the U.S. Congress, Embassies and Consulates, Governors, State Attorneys General, Prosecuting Attorneys, Directors of State, Department of Corrections, State Parole

Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State Law Enforcement Officers, Attorneys, and representatives of the news media. "Special Mail" that is being sent out of the institution may be sealed by the inmate and shall be delivered by the inmate to the Mail Room Monday through Friday during the morning legal mail move. The SCP legal mail shall be delivered to the evening watch Unit Officer. Correspondence not delivered to the Mail Room, or given to the Camp Unit Officer will not be treated as special mail. In the event an inmate attempts to send special mail to unauthorized recipients, disciplinary measures may be taken which could result in the temporary suspension of the special mail privileges.

A designated staff member will open incoming Special Mail in the presence of the inmate. These items will be checked for physical contraband and for qualification as Special Mail. The correspondence will not be read or copied if the sender is accurately identified on the envelope and the front of the envelope clearly indicates the correspondence is "Special Mail - Open Only in the Presence of the Inmate". Qualified senders of special mail include the President and Vice President of the United States, Members of U.S. Congress, Embassies, and Consulates, Attorneys, 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, and U.S. Courts (including U.S. Probation Officers), and State Courts. With the exception of correspondence received from a U.S. District Court Judge, or a U.S. Congress Person, Special Mail received without adequate identification will be handled as General Correspondence. In this case, the mail will be opened, read, and inspected.

- F. CORRESPONDENCE BETWEEN CONFINED INMATES:** An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution either by United States Postal Service mail or Email via TRULINCS. This is permitted if the other inmate is either a member of the immediate family or is party in a legal action (or witness) in which both parties are involved. The following additional limitations apply:
1. Such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by inmate).
 2. The Unit Manager may approve correspondence between individuals confined at federal facilities. However, if the other inmate resides in a non-federal facility, both respective Wardens must approve correspondence privileges.

Inmates who have authorization to correspond from a previous federal facility are required to make the Unit Manager aware if this authorization upon arriving at USP/SCP McCreary. Providing both inmates are housed at federal facilities, and after the authorization to correspond contained in the inmate's central file has been verified, the Unit Manager may approve a continuance of correspondence. Upon approval, the Unit Manager will forward a copy of the authorization to the Mail Room.

- G. REJECTION OF CORRESPONDENCE:** The Warden or his designee may reject correspondence sent by or to an inmate if it is detrimental to

the security, good order, or discipline of the institution, to the protection of the public, or if it might facilitate criminal activity. Examples include:

1. Matter which is non-mailable under law or postal regulations.
2. Information of escape plots or plans to commit illegal activities or to violate institution rules.
3. Direction of an inmate's business (prohibited act 408). An inmate may not direct a business while confined.

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

H. MAILING OF INMATE PROPERTY: Inmates wishing to have personal items mailed into the institution will send an inmate request to the Department Head responsible for the requested items as follows:

1. **Unit Manager** - release clothing
2. **Hospital Administrative Officer** - orthopedic shoes, arch supports, prescription eyeglasses, prosthetic devices and hearing aids.

Once approved, the Department Head will complete an appropriate authorization form and forward to the Correctional Systems Supervisor for final approval. The Mail Room Officer will not accept any item or package for delivery unless this approval form is on file.

I. CHANGE OF ADDRESS/FORWARDING OF MAIL: The Mail Room will provide inmates with change of address cards required by the U.S. Post Office. These cards are given to inmates who are being released or transferred to notify correspondents of a change in address. Any general correspondence received will be forwarded for a period of 30 days, after which it will be returned to sender. Special Mail will be forwarded to the inmate's last known address any time it is received.

J. CERTIFIED/REGISTERED MAIL: Inmates desiring to use certified, registered or insured mail may do so. An inmate may not be provided services such as Express Mail, private carrier services, COD or stamp collecting while confined.

K. TELEPHONES: Inmate telephone use is a privilege and must not interfere with institution schedules, programs, work assignments or institutional counts. There are six (6) telephones in each unit for inmate use. No third party or credit card calls may be made on these lines. Telephones are to be used for lawful purposes only. All unlawful conduct may result in prosecution. All inmate telephones are subject to monitoring and recording. Inmates must contact their Correctional Counselor to arrange an unmonitored attorney call. Inmates housed in Administrative Detention/Disciplinary Segregation may receive one (1) phone call every thirty (30) days.

L. VISITING: Inmates are encouraged to have visits in order to maintain family and community ties. New inmates are asked to submit a visiting

list to their Counselor for approval. Members of the immediate family (wife, children, parents, brothers, sisters) will ordinarily be placed on the approved visiting list. The Warden may restrict inmate visiting when necessary to ensure the security and good order of the institution.

VISITING HOURS ARE AS FOLLOWS	
Sunday	8:30 a.m. – 3:00 p.m.
Monday – Friday	NO VISITING
Saturday	8:30 a.m. – 3:00 p.m.
Holidays	8:30 a.m. – 3:00 p.m.

INMATE ATTIRE: Inmates in general population are required to wear their institution issued khaki shirt, pants, belt, and boots during visits. In addition, inmates are authorized to wear a religious medallion which has been authorized by Religious Services. The medallion must be worn under the t-shirt at all times. Any deviation from these procedures must be pre-approved by the Captain.

VISITOR ATTIRE: All visitors will dress appropriately and refrain from any actions which may affect the sensibilities of others. Violations may result in termination of visits. Visitors wearing sexually provocative clothing will be denied admission to the Visiting Room. Female visitors **MUST** wear a brassiere and other undergarments without exception. These items must be made of a material that will allow the visitor to pass the screening process. Female visitors may not wear skirts ending more than two inches above the knee, halter tops, sleeveless shirts, tank tops, backless shirts/dresses, body suits, hip huggers, wrap-around skirts, or see-through clothing or open toe shoes (i.e., flip flops). Adult visitors (male/female) will not be permitted to wear shorts, sweat pants, athletic jump suits, or khaki colored clothing. Any individual not appropriately dressed will be asked to leave the institution.

IDENTIFICATION: Each inmate being processed into the Visiting Room will be positively identified by their inmate picture card/commissary ID prior to entering/departing the Visiting Room. The picture card/commissary ID will be maintained by the Visiting Room Officer until the visit is completed. All visitors shall be prepared to identify themselves with a valid government or official photo identification.

AUTHORIZED ITEMS: An appropriate amount of diapers, clear baby bottles, sanitary supplies, and a clear coin purse with no more than \$40.00 in change is permissible. Only unopened store bought containers of baby food will be permitted into the Visiting Room. No other food items to include juice or water bottles will be permitted into the institution. No diaper bags will be allowed into the Visiting Room. All items entering the USP are searched by the Front Entrance Officer without exception. Purses, food, hats, pictures, games, etc., can be secured in your vehicle. Visitors may not give inmates any items during visitation.

RULES FOR CHILDREN: Children under the age of 16 may not visit

unless accompanied by a responsible adult. Children shall be kept under supervision of a responsible adult. A visit may be terminated for failing to control children who are disruptive.

SECURITY: Visitors will not be allowed to remain in their vehicles. If someone drives an approved visitor to the facility and the driver is not an approved visitor, the driver will have to leave the property until the visit is completed. To ensure institution security and good order, visitors may be required to submit to a pat search, search utilizing a Narcotic Detection System, or both. Additionally, vehicles are subject to search. The Visiting Room is subject to video monitoring. No more than four (4) adult visitors, not including dependent children (under the age of 16), will be permitted for each inmate at any given time. Inmates may embrace and kiss their visitors only at the beginning and completion of the visit. During the visit, holding hands is the only physical contact permitted.

LOCAL TRANSPORTATION: Local taxi information can be obtained from the Front Lobby Officer or the Visiting Room Officer. The closest bus transportation is in London, Kentucky, which is approximately 50 miles from the institution. Taxi service is available in London to transport individuals to USP McCreary.

SPECIAL VISITS: Special visits are arranged through the Unit Staff for extenuating reasons justifying approval.

From Knoxville, TN (South): Take I-75 North to Exit 141 (Huntsville/Oneida), turn LEFT on TN-63W (Howard Baker Hwy.) toward Oneida. Continue on TN-63 (approx. 20 miles), turn RIGHT onto US-27, go approx. 20 miles across the TN/KY border. Proceed on US-27 and turn RIGHT onto KY-92 (traveling east). Turn LEFT on KY-1044 (You will see a green road sign for the "United States Penitentiary" just prior to this road). Travel approximately 1 mile and you will see the institution on your left. Once you are on the property, the United States Penitentiary parking will be on the right just before the tower/fence. The Camp parking area is up further, on the left, just past the Penitentiary.

From Lexington, KY (North): Take I-75 South to Exit 11 (Williamsburg), turn RIGHT and travel west on KY-92 for approx. 17 miles, drive very carefully as this road is very curvy. You will see (2) signs for KY-1044, take the SECOND RIGHT on KY-1044, there is a green road sign stating "United States Penitentiary" just prior to the turn. Travel approx. 1 mile and you will see the institution on your right. Once you are on the property, the United States Penitentiary parking will be on the right, just before the tower/fence. The Camp parking area is up further, on the left, just past the Penitentiary.

The institutions address and phone number:

**United States Penitentiary McCreary
330 Federal Way
Pine Knot, Kentucky 42635
Telephone: 606-354-7000**

VII. ACCESS TO LEGAL SERVICE:

- A. LEGAL CORRESPONDENCE:** As previously mentioned in Section VI, D., Special Mail, Legal Correspondence from Attorneys will be treated as “Special Mail”, if it is properly marked. The envelope must be marked with the following: specific Attorney’s name, an indication that he/she is an Attorney at Law, and the front of the envelope is marked to indicate “Special Mail - Open Only in the Presence of the Inmate”. It is the responsibility of the inmate to advise their attorney of this policy.
- ATTORNEY VISITS:** Attorneys should ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during regular visiting hours. However, visits from an attorney can be arranged at other times based on the circumstances of each case and available staff. Attorney visits will be subject to visual monitoring but no audio monitoring.
- B. LEGAL MATERIAL:** During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Legal materials may be transferred during attorney visits, but are subject to inspection for contraband. This material will be treated in a similar manner as the Special Mail procedures described above. Inmates are expected to handle the transfer of legal materials through the mail as often as possible.
- C. ATTORNEY PHONE CALLS:** To make an unmonitored phone call between an attorney and an inmate, the inmate must make a request to Unit Staff.
- D. LAW LIBRARY:** The Law Library is located in the Education Department and contains a variety of legal reference materials and an Electronic Law Library for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, and Bureau of Prisons’ Program Statements, Institution Supplements, Indexes and other legal materials. The Law Library is open Monday through Thursday from 8:00 a.m. - 10:00 a.m., 12:30 p.m. - 3:30 p.m. and 4:45 p.m. - 8:00 p.m., Friday from 8:00 a.m. - 10:00 a.m., 12:30 - 3:30 p.m.; Saturday, Sunday, and Holidays from 7:30 a.m. - 9:30 a.m. and 12:00 p.m. - 3:00 p.m. An inmate Law Library Clerk is available for assistance in legal research. Legal materials are available to inmates in detention or segregation status, via an Electronic Law Library. Inmates who require additional time in the law library due to an imminent court deadline may submit an Inmate Request to Staff Member, via the appropriate call-out box located in the green corridor. Upon review of the request, the inmate will be placed on call-out.
- E. NOTARY PUBLIC:** Oath & Affirmations/Notary Public: Under the provisions 18 USC 4004, each Case Manager is authorized to administer oaths & affirmations. Each Unit Secretary has been designated as a Notary Public for their respective housing unit. The Unit Secretaries have posted hours on the inmate bulletin boards in the housing units.
- F. COPIES OF LEGAL MATERIALS:** In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. A Debit/Copy card operated machine is available in the

Education department for inmate use. Copy cards may be purchased in the commissary.

- G. FEDERAL TORT CLAIMS:** If the negligence of institution staff results in personal injury to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. If negligence of institution staff results in loss of personal property, it can be the basis of claim under Small Claims for Property Damage. To file a claim, see your Unit Team to obtain the proper form for the claim specified.
- H. FREEDOM OF INFORMATION/PRIVACY ACT OF 1974:** The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the 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 (including Program Statements and Operations Memoranda) shall be processed through the Freedom of Information Act, 5 U.S.C. 552.
- I. INMATE ACCESS TO CENTRAL FILE:** An inmate may request review of disclosable portions of his Central File. Review of the Central File can be accomplished by contacting your Case Manager via an Inmate Request to Staff.

INMATE ACCESS TO OTHER DOCUMENTS: An inmate can request access to the "Non-Disclosable Documents" in his Central file and Medical Files or other documents concerning himself that are not in his Central File or Medical File by submitting a "Freedom of Information Act Request" to the Director of the Bureau of Prisons, Attention: FOI Request, 320 First Street, NW, Washington, DC 20534. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. The inmate must also provide his registration number and date of birth for identification purposes.

A request on 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.

- J. COMMUTATION OF SENTENCE:** 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 that are available from their assigned Unit Team. The rules governing these petitions are available in the Law Library. 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, a waiting period of seven years is usually required.
- K. CONSULAR REPRESENTATIVES:** Inmates interested in contacting their foreign country's consular representative should forward an Inmate Request to Staff to their Unit Staff. The consular representative's

telephone number can be placed on the inmate's approved telephone list. Additionally, if an inmate is a citizen of a foreign country, the consular representative of that country will be permitted to visit the inmate on matters of legitimate business.

VIII. PROBLEM RESOLUTION:

- A. INMATE REQUEST TO STAFF MEMBER:** The Bureau form BP-148, "Inmate Request to Staff Member", commonly called a "cop-out", is used to make a written request to a staff member. Any type of request can be made with this form. "Cop-outs" may be obtained in the units from the Correctional Officer on duty.
- B. ADMINISTRATIVE REMEDY PROCESS:** The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, inmates can resolve a problem informally by discussing the issue with staff members or by submitting written Inmate Request to Staff Members, a.k.a "cop-outs" to line staff and Department Heads. However, when informal resolution is not successful, a formal Request for Administrative Remedy may be filed in pursuit of specific relief.

The first step of the Administrative Remedy process is to attempt informal resolution. An attempt at informal resolution may be documented by the Informal Resolution Form (BP-8) (Attachment 1, MCR-1330.16). Informal resolution need not be attempted on UDC or DHO appeals. The issue normally must be discussed with their Correctional Counselor. If unable to resolve the situation you may summarize your concern on the Informal Resolution Sheet. It shall be the practice of the institution to informally resolve as many complaints as possible. Counselors will ensure the informal resolution process is implemented and followed. Counselors will ordinarily issue only one Request for Administrative Resolution Form at a time. The Counselor will provide a separate informal resolution form for each issue presented to him/her by an inmate. Ordinarily, the informal resolution process should be completed within five working days.

The filing deadline for Request for Administrative Remedy (BP-8) is 20 calendar days from the date the issue arose unless delayed by existing informal resolution procedures. Informal Resolution must be completed within those 20 calendar days. Informal Resolution need not be attempted on UDC appeals or when inmate is appealing a specific Executive Staff action, e.g., rejection of publication, removal of telephone number, etc.. Evidence of attempted informal resolution, or a copy of the incident report or memorandum from an Executive Staff member, must be submitted with the request for Administrative Remedy to a Correctional Counselor.

Requests sent directly to the Warden or other staff members will be rejected. The request for Administrative Remedy (BP-9) must be submitted within 20 calendar days of the event giving rise to the request.

Unit Managers are responsible for giving inmates the SENTRY generated receipt issued and extension notices for all accepted Requests for Administrative Remedy.

Requests for Administrative Remedy should clearly state the relief sought in response to the request. Inmates are limited to one 8 ½ x 11" single side continuation page. Exhibits may be attached to a Request for Administrative Remedy; however, only the issue presented on the Request for Administrative Remedy and continuation page will be addressed by the Warden.

The Warden has 20 calendar days to provide a written response to a properly filed Request for Administrative Remedy. If necessary, the Warden may take a 20 calendar day extension to complete the investigation of an inmate's Request for Administrative Remedy.

If the inmate is dissatisfied with the Warden's response he may appeal to the Regional Director within 20 calendar days of the Warden's response. If the inmate is dissatisfied with the Regional Director's response, he may appeal to the National Appeals Administrator, Washington, D. C, within 30 calendar days of the Regional Director's response. The filing deadlines include mailing time.

Inmates are responsible for submitting the proper number of copies of continuation pages and exhibits at each level.

- C. SENSITIVE COMPLAINTS:** If an inmate believes a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known to the institution, he may file the complaint directly to the Regional Director. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director does not agree that the complaint is sensitive, it will be returned. The inmate may then pursue the matter by filing a BP-9 at the institution.

IX. DISCIPLINE PROCEDURES:

- A. DISCIPLINE:** It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committee (UDC) and, for more serious violations, the Discipline Hearing Officer (DHO). Inmates are advised upon arrival at the institution of the rules and regulations and provided with copies of the Bureau's Prohibited Acts. (See pages 46 through 61 of this handbook).
- B. INMATE DISCIPLINE INFORMATION:** If a staff member observes or believes he/she has evidence that an inmate has committed a prohibited act, the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against the inmate. The incident report shall ordinarily be delivered to the inmate within forty-eight hours (48) of the time staff becomes aware of the inmate's involvement in the incident. An informal resolution of the incident may be attempted by the Lieutenant. If an informal resolution is accomplished, the incident report will be removed from the inmate's Central File. Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the High or Greatest severity categories. Violations in the Greatest severity category must be forwarded to the Discipline Hearing Officer for final

disposition. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an initial hearing.

- C. INITIAL HEARING:** Inmates must ordinarily be given an initial hearing within five (5) working days of the time staff become aware of the inmate's involvement in the incident (excluding the day staff became aware of the incident, weekends and holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence in his behalf. The UDC must give its decision in writing to the inmate by the close of business the next working day. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five (5) days. The inmate must be notified of the reason for delay for any extension. The UDC will either make final disposition of the incident report or refer it to the Discipline Hearing Officer (DHO) for final disposition.
- D. DISCIPLINE HEARING OFFICER (DHO):** The Discipline Hearing Officer (DHO) conducts disciplinary hearings on serious rules violations. The DHO may not act on a case that has not been referred by the UDC.

An inmate will be provided advanced written notice of the charges not less than twenty-four (24) hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his choice to represent him if requested. An inmate may take statements in his own defense and may produce documentary evidence. The inmate may present a list of witnesses and request they testify at the hearing. Inmates may not question a witness at the hearing. The DHO will question any witness for the inmate. An inmate may submit a list of potential witnesses whose testimony is relevant. The inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmates charged may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. Final disposition is made by the DHO.

- E. APPEALS OF DISCIPLINARY ACTIONS:** Appeals of disciplinary actions may be taken through the Administrative Remedy procedures. Final UDC decisions are initially appealed to the Warden on a BP-9, Request for Administrative Remedy. Final DHO decisions are initially appealed to the Regional Director through a BP-10, Administrative Remedy Appeal. If you are not satisfied with the initial appeal response you may appeal to the next level in accordance with the Administrative Remedy Procedures established in policy. On appeal, the reviewing authority shall consider whether the UDC/DHO:
1. Substantially complied with the regulations on inmate discipline.
 2. Based its decision on facts.
 3. Applied appropriate sanctions according to the severity level of the prohibited act, and other relevant circumstances.
- F. SPECIAL HOUSING UNIT STATUS:** There are two statuses of Special Housing Administrative Detention and Disciplinary Segregation.

1. **ADMINISTRATIVE DETENTION:** Administrative Detention separates an inmate from general population. To the extent practical, inmates in Administrative Detention shall be provided with the same general privileges as inmates in general population. An inmate may be placed in Administrative Detention for numerous reasons, to include the following: inmate is in holdover status, a new commitment pending classification, pending investigation or a hearing for a violation of Bureau regulations or pending a Greater Security Transfer.
2. **DISCIPLINARY SEGREGATION:** Disciplinary Segregation is used as sanction for violation of Bureau rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will be impounded. Inmates placed in Disciplinary Segregation are provided with blankets, a mattress, a pillow, toilet tissue and shaving utensils (as necessary).

Inmates may possess legal and religious materials in Disciplinary Segregation. Inmates in Disciplinary Segregation shall be seen by a member of the medical staff daily, including weekends and holidays. A Unit Staff member will visit the segregation unit daily.
3. **RELEASES:** Release from Administrative Detention and Disciplinary Segregation will usually be conducted Monday through Thursday.

X. RELEASES FROM INCARCERATION:

- A. **SENTENCE COMPUTATION:** The Designation and Sentence Computation Center (DSCC) is responsible for the computation of inmate sentences. Any questions about the computation sheet will be addressed by Correctional Systems staff. Complaints should be submitted via a “cop-out” to the Supervisory Correctional Systems Specialist (SCSS) explaining the problem and requesting an appointment. Inmates may also attend open house. You will be placed on call-out if scheduled for an appointment..
- B. **GOOD TIME - U.S. CODE/D.C.CODE:** The type of Good Time credits which are applicable to a U.S. Code or D.C. Code sentence is dependent upon the date the OFFENSE is committed or concludes for which the sentence was imposed.

U.S. Code Sentences: For offenses committed prior to November 1, 1987, inmates earn Statutory Good Time based upon the length of the sentence, and may earn Extra Good Time to reduce the release date.

For offenses committed on or after November 1, 1987, inmates are ordinarily eligible to earn Good Conduct Time of up to 54 days per year for a minimum sentence of 1 year and 1 day, for each full year (i.e., 365 days) spent in service of the sentence. The amount of Good Conduct Time days which an inmate is eligible to earn for partial year of sentence is reduced, based upon the number of days in the partial year.

For offenses committed on or after September 13, 1994, Good Conduct Time may be affected by the status of an inmate's General Equivalency Diploma (GED) requirement.

D.C. Code Sentences: For offenses committed prior to April 11, 1987, inmates earn Statutory Good Time & Education credits to reduce the minimum - maximum release date, and are also eligible to earn Extra Good Time to reduce the maximum release date.

For offenses committed on or after April 11, 1987, but prior to June 22, 1994, inmates earn Institution Good Time and Education credits to reduce the minimum-maximum release date, and also eligible to earn extra Good Time to reduce the maximum release date.

For offenses committed on or after June 22, 1994, but prior to August 5, 2000, inmates may only earn Education credits to reduce the minimum-maximum release date.

For offenses committed on or after August 5, 2000, inmates are ordinarily eligible to earn Good Conduct Time of up to 54 days per year for a minimum sentence of 1 year and 1 day, for each full year (i.e., 365 days) spent in service of sentence. The amount of Good Conduct Time days which an inmate is eligible to earn for partial year of a sentence is reduced, based upon the number of days in the partial year.

Any questions concerning the overview of Good Time credits applicable for U.S. Code/D.C. Code sentences will be addressed by the Records Office. Inmates may submit an Inmate Request to Staff Member to the Supervisory Correctional Systems Specialist (SCSS) to request an explanation, or request an appointment. You may also attend open house. You will be placed on the call-out, if necessary.

- C. DETAINERS:** Warrants based on pending charges, over-lapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions will be accepted as detainers. Detainers can have an effect on institutional programs; therefore, it is important that the inmate initiate efforts to clear up these cases.

Detainers which have been lodged against an inmate for pending charges may be processed under the "Interstate Agreement on Detainers Act" (IAD), provided the agency who lodged the detainer is a "member" State of the Interstate Agreement on Detainers Act, including the U.S. Government. When lodging a detainer request from a state/federal agency, Correctional Systems staff will call upon the respective inmate to advise him of his "speedy trial" rights under this process, if appropriate. Initiation efforts by the inmate are voluntary at any time once the detainer has been lodged by Correctional Systems. Inmates are to submit an Inmate Request to Staff Member to the Records Office when they wish to initiate their request.

- D. PAROLE:** Parole is release from incarceration under conditions established by the U.S. Parole Commission. Inmates requiring a hearing before Parole examiners should advise their Unit Team.

- E. RESIDENTIAL RE-ENTRY CENTER TRANSFERS:** Inmates who are nearing release may be transferred to a Residential Re-entry Center (RRC) prior to release. RRC's provide the following:
1. Residential community-based programs provided by RRC and local detention facilities.
 2. Programs that provide intensive non-residential supervision to offenders in the community.
 3. Programs that board juvenile and adult offenders in Contract Correctional facilities.

- F. COMMUNITY-BASED RESIDENTIAL PROGRAMS:** The community-based residential programs available include both typical RRC's and local detention facilities. Each provides a suitable residence, structured programs, job placement and counseling while monitoring the offender's activities. They also provide drug testing and counseling and alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement.

Most community-based residential programs are provided in RRC's. These facilities contract with the Bureau of Prisons to provide residential correctional programs near the offender's home. Each RRC provides two components within one facility: a pre-release component and a community corrections component. The pre-release component assists offenders in making the transition from an institutional setting to the community, or as a resource while under supervision. Except for employment and other required activities, the offenders in this second, more restrictive component must remain at the RRC where recreation, visiting and other activities are provided in-house.

XI. INMATES RIGHTS AND RESPONSIBILITIES:

INMATE RIGHTS		INMATE RESPONSIBILITIES	
1	You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.	1	You have the responsibility to treat others, both employees and inmates, in the same manner.
2	You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.	2	You have the responsibility to know and abide by them.
3	You have the right to freedom of religious affiliation, and voluntary religious worship.	3	You have the responsibility to recognize and respect the rights of others in this regard.
4	You have the right to healthcare, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.	4	It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5	You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institutional regulations.	5	It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
6	You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)	6	You have the responsibility to present honestly and fairly your petition, questions, and problems to the court.
7	You have the right to legal counsel from an attorney of your choice by interviews and correspondence.	7	It is your responsibility to use the services of an attorney honestly and fairly.
8	You have the right to participate in the use of law library reference material to assist you in resolving legal problems. You also have the right to receive help when available through a legal assistance program.	8	It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9	You have the right to a wide range of reading material for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.	9	It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to use of this material.
10	You have the right to participate in education, vocational training, and employment as far as resources are available, and in keeping with your interests, needs, and abilities.	10	You have the responsibility to take advantage of activities which may help you live a successful and law abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
11	You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family, in accordance with Bureau rules.	11	You have the responsibility to meet your financial and legal obligations, including, but not limited to court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

The above Inmate Rights and Responsibilities is reproduced from the Federal Bureau of Prisons' Program Statement Number 5270.09 Inmate Discipline and Special Housing Unit.

XII. SEXUALLY ABUSIVE BEHAVIOR:

What Is Sexually Abusive Behavior?

According to federal law (Prison Elimination Act of 2003) sexually abusive behavior is defined as rape, sexual assault with an object, sexual fondling, and sexual misconduct.

Your Right To Be Safe From Sexually Abusive Behavior

While you are incarcerated, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual assault or pressure to engage in unwanted sexual behavior regardless of your age, size, race, or ethnicity. Whether you are straight, gay, lesbian, or bisexual, you have the right to be safe from unwanted sexual advances and acts.

About Your Safety

If you feel that your right to be left alone sexually is being violated, BOP staff are available to help you deal with this problem. You should feel free to discuss your concerns about sexual assault with any staff member. Some staff, like psychologists, are especially trained to help you deal with problems in this area. If you are in an emergency situation, approach any staff member. It's part of their job to ensure your safety. You do not have to name other inmates to receive assistance, but specific information may make it easier for staff to help you.

If you are sexually assaulted, you should immediately ask for medical treatment. Even though you may want to clean up after the assault, it is important to see medical staff before you shower, wash, drink, eat, change clothing, or use the bathroom. Medical staff will evaluate and gather any physical evidence of assault.

How Do You Report an Incident of Sexually Abusive Behavior?

It is important that you tell a staff member if you have been sexually assaulted. 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 confidentially 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 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 obtain these forms from your counselor or other unit staff.

Write the Office of the Inspector General (OIG) which investigates allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

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

Avoiding Sexually Abusive Behavior

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

- Do not accept gifts or favors from other inmates. Most gifts or favors from other inmates come with strings attached to them.
- 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 other inmates 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.
- Avoid out of the way or poorly lit areas of the institution.
- Choose your associates wisely. Look for people who are involved in "safe," positive institutional activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is.

Counseling Services Related to Sexually Abusive Behavior

Most people need help to recover from the emotional effects of sexually abusive behavior, whether it's recent or in the past. Psychology staff are available to counsel you. If you feel that you need help to keep from sexually assaulting someone else, psychological services are available to help you gain control over these impulses.

Before You Attack Another Inmate, Remember.....

Sexual assault is a serious crime. The Bureau of Prisons will investigate all reported sexual assault incidents. If you are found guilty of sexual assault, you will be subject to disciplinary action which may include loss of good time, time in disciplinary segregation, and/or additional criminal charges and time in prison.

XIII. SUICIDE PREVENTION:

It is not uncommon for people to experience depression and hopelessness while in jail or prison. Particularly if they are newly incarcerated, are serving a long sentence, are experiencing family problems or problems getting along with other inmates, or received bad news. Sometimes, inmates consider committing suicide due to all the losses they have suffered and pressure they are under. Staff are trained to monitor inmates for signs of suicidal ideations and refer concerns to the Psychology Department.

However, staff do not always see what inmates see. If you are personally experiencing any of the problems noted above, or you or another inmate are

showing signs of depression, PLEASE alert a staff member right away.
YOUR INPUT CAN SAVE A LIFE.

XIV. PROHIBITED ACTS AND DISCIPLINARY SCALE §541.13

The following information is reproduced from the Federal Bureau of Prisons' Program Statement 5270.09, Inmate Discipline and Special Housing Units, Chapter 4.

- A.** There are Four Categories of Prohibited Acts - Greatest, High, Moderate, and Low Moderate (see Table 1 for identification for the prohibited acts within each category). Specific sanctions are authorized for each category (see table 1 for a discussion of each sanction). Imposition of a sanction requires that the first be found to have committed prohibited act.

Table 1 begins on page 49 of this book.

1. Greatest category offenses: The Discipline Hearing Officer (DHO) shall impose and execute one or more of sanctions A through E. The DHO may also suspend one or more additional sanctions A through G. (a B.1 sanction may not be suspended). The DHO may impose and execute sanctions F and/or G only in addition to execution of one or more of sanctions A through E.
 2. High category offenses: The DHO shall impose and execute one or more of sanctions A through M, and may also suspend one or more additional sanctions A through M. (a B.1 sanction may not be suspended). The Unit Discipline Committee (UDC) shall impose and execute one or more of sanctions G through M, and may also suspend one or more additional sanctions G through M.
 3. Moderate category offenses: The DHO shall impose at least one sanction A through N, but may suspend any sanction or sanctions imposed. (a B.1 sanction may not be suspended). The UDC shall impose at least one sanction G through N, but may suspend any sanctions imposed.
 4. Low moderate category offenses: The DHO shall impose at least one sanction B1, or E through P. The DHO may suspend any E through P sanction or sanctions imposed (a B.1 sanction may not be suspended). The UDC shall impose at least one sanction G through P, but may suspend any sanction or sanctions imposed.
- B.** Aiding another person to commit an offense, attempting to commit an offense, and making plans to commit an offense, regardless of severity, shall be considered the same as commission of the offense. In these cases, the letter "A" is combined with offense code. For example, planning an escape would be considered as an Escape and coded 102A. Likewise, Attempting to Steal would be coded 219A.

- C.** Suspension of any sanctions cannot exceed six months. Revocation and execution of a suspended sanction require that the inmate first is found to have committed any subsequent prohibited act. Only the DHO may execute, suspend, or revoke and execute suspension of sanctions A through F. The DHO or UDC may execute, suspend, or revoke and execute suspension of sanctions G through P. Revocations and executions of suspensions may be made only at the level (DHO or UDC) which originally imposed the sanction. The DHO now has the authority for suspensions which were earlier imposed by the Inmate Discipline Committee (IDC).

When an Inmate receives an Incident Report while on a DHO imposed, but suspended sanction, the new Incident Report is to be forwarded by the UDC to the DHO both for a final disposition on the new Incident Report, and for a disposition on the suspended sanction. This procedure is not necessary when the UDC informally resolves the new Incident Report.

- D.** If the Unit Discipline Committee has previously imposed a suspended sanction and subsequently refers a case to the Discipline Hearing Officer, the referral shall include an advisement to the DHO of any intent to revoke that suspension if the DHO finds that the prohibited act was committed. If the DHO then finds that the prohibited act was committed, the DHO shall so advise the Unit Discipline Committee who may then revoke the previous suspension.
- E.** The Unit Discipline Committee or Discipline Hearing Officer may impose increased sanctions for repeated, frequent offenses according to the guidelines presented in Table 5.
- F.** Sanctions by severity of prohibited act, with eligibility for restoration of forfeited and withheld statutory good time are presented in Table 6.

Table 6 (Chapter 4, Page 24 of P.S. 5270.09) contains a chart showing the maximum amount of good time that may be forfeited or withheld and the period of time that must pass before an inmate is eligible for restoration. The chart also shows the maximum amount of time that an inmate may spend in disciplinary segregation. The time frame established in each of these areas is determined by the severity of the prohibited act.

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

Appendix A. LIST OF FORMS

Incident Report (BP-A0288 JUN 11).

Inmate Rights at Discipline Hearing (BP-A0293 JUN 11).

Notice of Discipline Hearing Before the Discipline Hearing Officer (DHO) (BP-A0294 JUN 11).

Duties of Staff Representative (BP-A0306 JUN 11).

Waiver of Appearance (BP-A0307 JUN 11).

Discipline Hearing Officer (DHO) Report (BP-A0304 JUN 11).

Appendix B. SUMMARY OF INMATE DISCIPLINE SYSTEM

1. Staff becomes aware of inmate's involvement in incident or once the report is released for administrative processing following a referral for criminal prosecution.
ordinarily maximum of 24 hours
2. Staff gives inmate notice of charges by delivering Incident Report.
maximum ordinarily of 5 work days from the time staff became aware of the inmate's involvement in the incident. (Excludes the day staff become aware of the inmate's involvement, weekends, and holidays.)
3. Initial review (UDC)
minimum of 24 hours (unless waived)
4. Discipline Hearing Officer (DHO) Hearing

NOTE: Time limits are subject to exceptions as provided in the rules.

Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while undertaking informal resolution. If informal resolution is unsuccessful, staff may reinitiate disciplinary proceedings. The requirements then begin running at the same point at which they were suspended.

Table 1. PROHIBITED ACTS AND AVAILABLE SANCTIONS

GREATEST SEVERITY		
CODES	PROHIBITED ACTS	SANCTIONS
100	Killing	A. Recommend parole date rescission or retardation.
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).	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).
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.	B.1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or 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 classified Code 218, or 329).	C. Disciplinary segregation (up to 12 months). D. Make monetary restitution. E. Monetary fine.
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.	F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation). G. Change housing (quarters).
105	Rioting	H. Remove from program and/or group activity.
106	Encouraging others to riot	I. Loss of job.
107	Taking Hostages	J. Impound inmates personal property. K. Confiscate contraband. L. Restrict to quarters. M. Extra duty.
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.	

HIGHEST SEVERITY

CODES	PROHIBITED ACTS	SANCTIONS
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.	A. Recommend parole date rescission or retardation.
201	Fighting with another person.	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).
202	(Not to be used).	
203	Threatening another with bodily harm or any other offense.	B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
204	Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.	C. Disciplinary segregation (up to 6 months).
205	Engaging in sexual Acts	D. Make monetary restitution.
206	Making sexual proposals or threats to others	E. Monetary fine.
207	Wearing a disguise or a mask.	F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
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.	G. Change housing (quarters).
209	Adulteration of food or drink	H. Remove from program and/or group activity.
210	(Not to be used)	I. Loss of job.
211	Possession of any officer of staff clothing.	J. Impound inmate=s personal property.
212	Engaging in, or encouraging a group demonstration	K. Confiscate contraband.
213	Encouraging others to refuse to work or to participate in a work stoppage.	L. Restrict to quarters.
214	(Not to be used)	M. Extra duty.
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; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disk, 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).	

HIGHEST SEVERITY CONTINUED

CODES	PROHIBITED ACTS	SANCTIONS
228	Tattooing or self-mutilation.	A. Recommend parole date rescission or retardation.
229	Sexual assault of any person, involving non-consensual touching without force or threat of force.	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).
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).	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.
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.	E. Monetary fine. F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
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.	G. Change housing (quarters). H. Remove from program and/or group activity. I. Loss of job.
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.	J. Impound inmate=s personal property. K. Confiscate contraband. L. Restrict to quarters. M. Extra duty.

MODERATE SEVERITY

CODES	PROHIBITED ACTS	SANCTIONS
300	Indecent exposure.	A. Recommend parole date rescission or retardation.
301	(Not to be used).	B.
302	Misuse of authorized medication.	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).
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.	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).
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.	C. Disciplinary segregation (up to 3 months).
306	Refusing to work, or to accept a program assignment.	D. Make monetary restitution.
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).	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.
308	Violating a condition of a furlough.	I. Loss of job.
309	Violating a condition of a community program.	J. Impound inmate's personal property.
310	Unexcused absence from work or any assignment.	K. Confiscate contraband.
311	Failing to perform work as instructed by the supervisor.	L. Restrict to quarters.
312	Insolence towards a staff member.	M. Extra duty.
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 unauthorized meeting or gathering.	
316	Being in 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 gamble paraphernalia	
327	Unauthorized contact with the public	

MODERATE SEVERITY CONTINUED

CODES	PROHIBITED ACTS	SANCTIONS
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.	A. Recommend parole date rescission or retardation.
329	Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.	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).
330	Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.	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).
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).	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).
332	Smoking Where Prohibited	H. Remove from program and/or group activity.
333	Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).	I. Loss of job.
334	Conducting a business; conducting or directing an investment transaction without staff authorization.	J. Impound inmate's personal property.
335	Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.	K. Confiscate contraband.
336	Circulating a petition.	L. Restrict to quarters.
336	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.	M. Extra duty.
337	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.	
338	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.	
339	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.	

LOW SEVERITY

CODES	PROHIBITED ACTS	SANCTIONS
400	(Not to be used.)	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).
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.	D. Make monetary restitution.
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.	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.		

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

When the prohibited act is interfering with a staff member in the performance of duties (Code 198, 298, 398, or 498), or Conduct Which Disrupts (Code 199, 299, 399, or 499), the DHO or UDC, in its finding, should indicate a specific finding of the severity level of the conduct, and a comparison to an offense (or offenses) in that severity level which the DHO or UDC finds is most comparable. For example, "We find the act of (Code) to be High severity, most comparable to prohibited act Engaging in a Group Demonstration."

Recommended sanctions for drug related prohibited acts:

- | | |
|-----------------|--|
| First Offense: | 6 to 18 months loss of visiting privileges followed by 6 to 18 months non-contact visiting (behind glass) or 6 to 18 months immediate family visits. |
| Second Offense: | 18 months to 3 years loss of visiting privileges followed by 18 months to 3 years non-contact visits (behind glass) or 18 months to 3 years immediate family visits. |
| Third Offense: | 3 years to 5 years loss of visiting privileges followed by 3 years to 5 years non-contact visits (behind glass) or 3 years to 5 years immediate family visits. |

Recommended sanctions for telephone related prohibited acts:

- | | |
|-----------------|--|
| First Offense: | 6 to 18 month loss of telephone privileges. |
| Second Offense: | 18 months to 3 years loss of telephone privileges. |
| Third Offense: | 3 to 5 years loss of telephone privileges. |

Shaving razors are intended for their specific purpose. Anyone found in possession of a razor blade which was removed from the razor assembly will be charged with Incident Code 104, Possession of a Weapon.

Additionally, combination locks, soap, batteries, or any other item authorized for possession by inmates, will be used for the sole intended purpose of the item. Should any item fashioned to a belt, tied to a string, or placed into a sock, be found in possession of an inmate, that inmate will be charged with Incident Code 104, Possession of a Weapon.

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

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

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

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

Recently there have been questions regarding what constitutes a three-way call. The following are examples of "a three-way call" provided for clarification, including but not limited to:

- When you are connected to a three, or more, party call
- When you call a phone service that hooks you up to a third number to receive reduced rates;
- When the party called is passing on information over a separate phone line he has available during the call.

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

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

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

- possession and/or use of another inmate's PAC or PIN number;
- third party calling/third party billing/three way calls (note: inmates involved in unintentional call forwarding circumstances would not be included in this category as long as the inmate immediately terminates the call);
- using credit card numbers to place telephone calls;
- talking in code;
- conference calling, including more than one individual engaging in the call by speaker phone, or when you are talking on the phone and other

individuals are on separate phones in the house (same line) all talking at the same time;

- inmates allowing other inmates to use their PAC or PIN numbers;
- inmates adding other inmate's telephone numbers to their approved lists to circumvent monitoring procedures;
- using threatening or intimidating language, stated or inferred, that physical harm will befall another person.

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

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

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

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

XV. CONCLUSION:

Hopefully this information will assist you in your first days at USP/SCP McCreary. This booklet is not designed to be all inclusive but as a brief overview of what can be expected of you while at McCreary. If you have further questions or require more information, Program Statements, Institutional Supplements, and other reference materials are available in the Law Library. You should feel free to ask any staff member for assistance, particularly your Unit Staff. You can expect staff to be responsive to your legitimate problems and concerns.
