

INMATE
ADMISSION & ORIENTATION
HANDBOOK
FDC MIAMI, FLORIDA



UPDATED: June 2014

WARDEN'S INTRODUCTION

The Federal Detention Center (FDC) is primarily a facility which houses U.S. Marshal Prisoners, both male and female. Our mission is to provide a safe and humane confinement of inmates and detainees, many of whom are involved in federal court proceedings in the Southern District of Florida.

At FDC Miami you have certain rights and responsibilities which are explained in this booklet. Sanitation and personal hygiene are very important in communal living. You will be required to maintain a high level of personal cleanliness and assist in the general cleaning of your housing unit. This is a non-smoking institution. If you are experiencing difficulty with not being able to smoke, notify a member of your Unit Team for assistance.

By carefully reading this booklet, you will have a better understanding of your rights and responsibilities during your confinement at this facility. Any array of programs and services are available to you and are explained in general terms. Your Unit Teams is available for any questions or concerns you may have regarding the information contained in this booklet.

W.T. Taylor, Warden
2014

GENERAL INTRODUCTION

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

When you were received at this facility, you were given a Federal Register Number which will identify you as long as you are in federal custody. That number is commonly known as your "number" or "register number". It is imperative for you to provide your family and friends with your number so that you may receive correspondence from them while you are in our care. All mail and especially any money orders must be identified with your register number when received.

You will be screened by a unit team member, and given a quarters' assignment based on your personal profile and security needs. While in Receiving and Discharging (R&D) you were given a commissary card and a cell assignment. Cadre inmates (inmates designated to serve a sentence at FDC Miami) will participate in an Admission and Orientation Program as required by policy. During that program they will receive additional guidance and unit rules that will apply during their stay in the Cadre Unit.

Other inmates, (Holdovers, Pre-Trial Inmates, Material Witnesses and Immigration Detainees) will receive an abbreviated familiarization and welcome to the facility. Rules and Regulations are posted in English and Spanish in all housing units and it is your responsibility to read and follow these rules.

In the pages that follow, this booklet describes many departments which you may contact during your stay in our facility. There is also a section on your rights and responsibilities, and a description of the recreational, religious, psychological, medical, dental, and other programs that are here for your benefit. Please take the necessary time to read this pamphlet and keep it for future reference.

ADMISSION & ORIENTATION

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

Within the first few days of your arrival, you will have a chance to meet with your unit team. They will meet with you on a regular basis to discuss the results of tests, interviews, and examinations given during the admission/orientation period, and discuss institutional adjustment and related problems and concerns (for designated inmates only). Your unit counselor can assist you with establishing a phone list, visiting list and attorney calls. Normally, a unit staff member is available each day of the week and most evenings until 9:00 p.m. The unit bulletin boards and the TRULINCS system contain written communication of interest to inmates. Unit Managers may utilize monthly Town Hall meetings to dispense information and foster improved communications. Unit team members will utilize either open house hours or an open door policy to address inmate concerns. Inmates are also encouraged to use Inmate Requests to Staff or the TRULINCS system to make requests to staff in writing.

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

UNIT MANAGEMENT

Your Unit Team is comprised of the Unit Manager, Case Manager(s), Correctional Counselor(s), and a secretary.

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

Case Manager: The Case Manager is responsible for all casework services and

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

Correctional Counselor: The Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties, and plans for the future. He/She plays a leading role in segments of unit programs relating to inmate activities. The Unit Counselor may conduct counseling groups for inmates in his/her unit and/or groups open to the general population.

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

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

Town Hall Meetings

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

Foreign Consular

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

SCHEDULE OF UNIT SERVICES AND ACTIVITIES: A Schedule of Unit Activities and Programs is posted on each unit bulletin board throughout the institution to inform you of that particular units unit based activities and programs developed and implement by the Unit Manager.

PROVISIONS FOR HOUSING DISABLED INMATES: For those inmates that have disabilities, see your unit managers for any housing or other needs you feel are necessary.

ARTICLES FOR HYGIENE: Any inmate who is in need of hygiene items, see your unit team within the unit you are staying.

UNMONITORED LEGAL TELEPHONE CALLS: In the event unmonitored legal correspondence is not practicable, an inmate may request an unmonitored legal telephone call. Unmonitored legal calls will be scheduled by cop-out in advance with a member from your Unit Team. The call will take place on your assigned unit.

INTERNATIONAL TREATY TRANSFER PROGRAM: Pursuant to Program Statement 5140.34, Transfer of Offenders to or from Foreign Countries, an inmate who is qualified for and desires to return to his or her country of citizenship for service of a sentence imposed in a United States Court shall indicate his or her interest by completing and signing the appropriate form.

During the initial application process, unit staff will suggest the inmate contact the nearest foreign consular office to advise them of his or her desire to be considered for treaty transfer. Foreign officials normally have documents for the inmate to complete and return to the local consulate and can also assist the inmate in providing proof of citizenship. Consular officials may request to visit the inmate at the institution.

ACCESS TO DIPLOMATIC REPRESENTATIVES: When it has been determined that an inmate is a citizen of a foreign country, the Warden must permit the consular representative of that country to visit on matters of legitimate business. The Warden may not withhold this privilege even though the inmate is in disciplinary status. The requirement for the existence of an established relationship prior to confinement does not apply to consular visitors.

UNIT BASED PROGRAMS: A list of unit based programs is posted on the unit bulletin boards. All inmates may sign up for any class via an Inmate Request to Staff form. Any inmate not following the posted unit rules and regulations will be subject to disciplinary action.

INMATE SMOKING CESSATION PROGRAM: This program addresses stress management and other relevant topics. The program is offered thorough the psychology department and based on inmate demand. Inmates should refer to Program Statement 1640.04 for instructions on enrollment in the Nicotine Replacement Therapy Program.

Designated Inmates

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

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

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

Reentry Pre-Release Programming

Release preparation begins on the first day of incarceration. The BOP's reentry strategy provides inmates with the opportunity to gain the necessary skills and resources to succeed upon release. Through coordinated efforts among the departments in the institution and collaboration with other agencies, a wide array of programs and activities are offered to better inmates' chances of a successful reentry upon release.

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

Additionally, to make the transition back to the community go as smoothly as possible, inmates should obtain at least two forms of identification to include a social security card. Inmates may also be eligible for some benefits upon release (e.g., social security disability, veteran's, Medicare etc.) to make the transition easier. Staff may be able to provide you with information concerning benefits so that you may determine your eligibility and begin the application and begin the application process if applicable prior to release.

INMATE REQUEST TO REVIEW CENTRAL FILE: An inmate seeking to review his Inmate Central File shall submit a request to his Case Manager via Inmate Request to Staff Member. The inmate's request will be acknowledged and will be permitted to review the file whenever practicable. All file reviews must be done under constant and direct staff supervision. Those materials which have been determined to be non-disc losable shall be removed from the folder before inmate review. An entry shall be made on the Inmate Activity Record (BP-381) to show

the date the inmate reviews the file. The staff member monitoring the review shall initial the entry and the inmate shall be asked to initial it.

UNSCHEDULED PROGRAM REVIEWS: Pursuant to CFR 524.14, upon request of either the inmate or staff, a Program Review may be advanced. An inmate must provide a compelling rationale to the Unit Team demonstrating his need for an unscheduled Program Review. The Unit Manager is the approving official.

INMATE FINANCIAL RESPONSIBILITY PROGRAM: Working closely with the Administrative Office of the Courts and the Department of Justice, the BOP administers a systematic payment program for court-imposed fines, fees, and costs. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include: special assessments imposed under 18 USC 3013, court ordered restitution, 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, and other judgments).

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

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

INMATE SAVINGS ACCOUNT: If a designated inmate wishes to establish a savings account, a member of the unit team shall assist the inmate in establishing an account at a local commercial bank. Any interest accrued in the savings account is accrued in the inmate's name and becomes part of the account.

Inmates should be advised that once the funds are placed in the savings account, they may only be withdrawn upon release, except in case of an emergency. Passbooks and other documents relating to the savings account shall be retained in the inmate's central file and given to him upon release.

Arrangements must be made with the savings facility to mail statements regarding deposits, interest payments, and withdrawals directly to the inmate. (Step 1.5.6)

RELEASE GRATUITIES: Inmates being transferred to a Residential Reentry Center or released may be given a reasonable gratuity, based on individual need to be determined by policy and your Case Manager, with final approval by the CMC and/or Warden. You should save money for your release needs while incarcerated.

RELEASE CLOTHING: Inmates who desire release clothing to be sent in upon release or transfer to a Residential Reentry Center, should make a request to their Counselor, no earlier than 30 days prior to their departure date from the institution. This clothing will be issued on the day of departure.

A TYPICAL DAILY SCHEDULE IS AS FOLLOWS:

- 06:00 am: Wake-up call - Breakfast served - Check daily Call Outs - Clean cells
- 07:30 am: Rooms ready for inspection
- 08:00 am: AM census count, cell inspections, and room checks
- 10:45 am: Unit is closed for lunch meal
- 11:00 am: Lunch meal served.
- 01:00 pm: PM Census Count
- 03:00 pm: Mail Call
- 03:45 pm: Unit secured in preparation of the Official Stand-Up Count, along with recreation deck and leisure room. All inmates must be secured in the cells.
- 04:00 pm: Official Stand-Up Count
- 05:00 pm: Evening meal served
- 09:30 pm: End of unit activities. Recreation deck and leisure rooms secured. Unit orderlies will clean the common areas.

09:45 pm: Unit secured in preparation of the Official Stand-Up Count.
All inmates are secured in the cells.

10:00 pm: Official Stand-Up Count

Weekends/Holidays

07:00 am: Breakfast served

09:00 am: Lights on, prepare cells for inspection

09:45 am: Prepare for 10:00 AM Stand-Up Count

10:00 am: Official Stand-Up Count

12:00 pm: Brunch served

Rest of day: Follow same schedule as weekday schedule

UNIT RULES AND REGULATIONS:

FDC Miami rules and regulations are established to evaluate the progress and responsibility of the individual inmate. Unit rules and regulations maintain an atmosphere conducive to sound rehabilitative efforts, and allow the inmate to reside in a safe and sanitary environment. Inmates are required to have knowledge of the unit rules and regulations and to abide by these rules and regulations at all times.

1. All initial cell and bunk assignments / changes will be assigned by a member of the Unit Team. Inmates with proper bottom bunk medical slips will be assigned to bottom bunks.
2. All rooms must be cleaned daily. Rooms must be ready for sanitation inspection and must remain ready, Monday through Friday, from 7:30 a. m. until 3:30 p.m. On weekends and holidays rooms must be cleaned by 10:00 a.m.
3. Once beds have been made, inmates may lay on top of the bed.
4. Legal materials will be stored in your locker. If additional legal storage space is needed, you must submit a written request to the Unit Manager. Legal

boxes will contain only legal material. Legal reference material or books from the law library are not allowed in your room at any time. These items are for all inmates to use and may not be removed from the law library.

5. You will not have in your possession any property which is not specifically authorized by policy or which belongs to another inmate. Inmates are not allowed to give property to each other unless authorized by Bureau of Prisons staff.
6. Inmates are not allowed to visit in another inmate's room.
7. Upon being moved to another cell, unit, or out of the institution, you will remove all personal property and linen. Your cell will be completely cleaned before departure. Pillows, lockers, and mattresses are assigned to cells and may not be removed from the cell or unit unless directed by unit staff.
8. Unit and special counts will be announced by the Unit Officer. You will comply with all count procedures as prescribed in this A&O handbook. Interruption of count procedures will not be tolerated. The 4:00 p.m. and 10:00 a.m., 10:00 p.m. counts are Official Stand-Up Counts.
9. All recreation and leisure games will be played in the designated areas. Games will be checked in and out from the unit officer on a daily basis, utilizing your ID card. Games may not be stored in your room.
10. You may not own more than one approved radio and one headset. Proof of ownership per Form 40 or commissary receipt is required. Altered radios will be confiscated and an incident report will be written.
11. The recreation deck will be opened at 9:00 a.m. or after the unit has met sanitation standards. There is **NO SMOKING**.
12. Inmates will be allowed access to telephones from 6:00 a.m. through 9:45 p.m. Each inmate is limited to 300 minutes per month. All calls are limited to fifteen minutes. Telephones are turned off during count times.
13. Showers will open from 6:00 a.m. until 7:30 a.m., and will be closed from 7:30 a.m. to 3:00 p.m. Monday through Friday. Only one (1) shower per tier will be available for inmate use prior to 3:00 pm. On weekends and holidays, showers will be available from 7:00 a.m. to 3:45 p.m. and will re-open after the evening count.
14. A call-out sheet/change sheet is printed daily and distributed to the Unit Officer. It will be posted after 4:00 p.m. on the day prior to your

appointment. You are responsible for viewing the call-out sheet/change sheet daily and being available for your appointment(s).

15. Inmates must have their commissary ID card in their possession at all times. Inmates who do not have a commissary card will submit a written request to the counselor. If an inmate loses his/her card, he/she will be responsible for paying a \$5.00 replacement fee.
16. Inmates must be fully dressed during all meals and when outside of their rooms. Underwear will not be worn as shorts in the unit. Unit orderlies must be dressed in full uniform during assigned working hours. From 7:30 a.m. to 3:00 p.m., Monday through Friday, inmates must be in full uniform.
17. During all official unit inspections, inmates must be fully uniformed and stand outside their room door until inspection is completed.
18. During fire drills, inmates must follow evacuation procedures when the alarm sounds. Improper use of the fire alarms will result in disciplinary action. Evacuation routes are posted within the unit. For the safety of all inmates, fire drills will be conducted quarterly with a drill occurring on every shift. Staff will evacuate inmates to the recreation deck. Should a real emergency arise, follow the staff's direction. Fire drills are designed for the safety of inmates and staff. Failure to comply with any fire drill will result in disciplinary action.

GROOMING:

Appearance is important in making a positive impression on others, as well as providing you with a feeling of general wellbeing and personal satisfaction. You are expected to maintain a neat and clean personal appearance at all times. It is your responsibility to keep yourself clean and well groomed.

Institution clothing will be worn during the normal workday, except for those inmates going to the recreation yard. The hours of the work day are from 7:30 a.m. to 3:00 p.m. Cadre Unit inmates will have your shirts neatly tucked in and pants will be worn appropriately around the waist. The pants leg will not be bloused, flared, or altered from issued condition. The t-shirt must be tucked in. If you desire to wear a sweat shirt, the sweat shirt must be tucked in. Safety shoes are required in work areas. All other units will wear a green jumper.

There is no restriction on hair style or length of hair; however, hair will be clean and neatly groomed at all times. If it is likely that long hair will result in a work injury, hair nets or caps will be worn. Beard masks will be required for persons working around food. Inmates will not be allowed to wear

faddish hair styles, which may signify gang affiliations. No shapes or designs will be cut in the hair or other unorthodox practices. You may not wear wigs or artificial hair pieces unless authorization is granted by the Medical Review Committee, with the approval from the Warden.

BARBER SERVICE:

Hair care services are available to all inmates. Barber kits are brought to the units on a weekly schedule. Unit Barber Orderlies are assigned on every housing unit to perform hair cutting services on each unit. The Barber Orderlies will be supervised by the unit officer while cutting hair on the housing unit rec-yard. A barber schedule is maintained for the inmate barber crew while on the assigned unit.

INMATE REQUEST TO STAFF MEMEBER AND THE ADMINISTRATIVE REMEDY SYSTEM:

If you cannot resolve a complaint through informal contact with staff, or through an "INMATE REQUEST TO A STAFF MEMBER" form (commonly referred to as a "COP-OUT") or via the TRULINCS system; and if you wish to file a formal complaint for an administrative remedy, you may obtain the form "REQUEST FOR ADMINISTRATIVE REMEDY" (BP-DIR-329) from your unit counselor who is charged with logging and tracking each complaint. The form must be returned to your Unit Counselor to be processed. An attempt must be made to informally resolve an issue before it is referred to the Warden's Office.

Your complaint must be filed within fifteen (15) calendar days from the date on which the basis of the complaint occurred. Only one complaint is permitted on each submission. The Warden has twenty (20) calendar days from receipt of the complaint to act upon the matter, and provide a written response.

If you are not satisfied with the Warden's response, you may file an appeal within twenty (20) days via BP-DIR-330 form to the Southeast Regional Director. The BP-330 form can be obtained from your unit counselor who is charged with the responsibility of logging and tracking this form. The Regional Director has thirty (30) calendar days upon receipt of your appeal to respond. If you are not satisfied with this reply, you may file a final appeal to the Assistant Director, Office of General Counsel and Review, Bureau of Prisons, within thirty (30) days of receipt of the Regional Director's response. This should be done on form BP-DIR- 331 and include a copy of the BP-329 and BP-330. Within thirty (30) calendar days, a written response will be made.

MAIL:

OUTGOING MAIL: A secure mail depository for outgoing general and "Special Mail" (see section pertaining to "Special Mail") is located near the Unit Officer's station in every housing unit. Work cadre (designated), sentenced/un-sentenced holdover and pretrial inmates are required to place their general mail in the depository **UNSEALED**. Outgoing mail is collected from the depositories every day, excluding weekends and federal holidays, no later than 8:00 a.m. You are reminded that you are responsible for the contents of the letters you mail. Correspondence containing threats, extortion, etc., may result in prosecution for violation of federal law. All outgoing mail must display a complete return address on the upper left hand corner on the front of the envelope (see example below). The return address must include your committed name. Your committed name is the name used by the arresting officer as noted on the detention order at the time of your admission to this facility, or the name which appears on your Judgment & Commitment Order at the time of sentencing. Please notify your correspondents not to address mail using nicknames or aliases. If you have a hyphenated last name, ensure your incoming and outgoing mail displays both surnames. The return address portion of the envelope and all incoming correspondence and publications should be completed as follows:

**Your committed name and register number
Federal Detention Center Miami
P. O. Box 019120
Miami, FL 33101-9120**

Writing paper, envelopes, pens, pencils and unsigned greeting cards are provided by the Federal Detention Center, and may not be obtained from outside sources. You may purchase additional items from the commissary. You must affix proper postage. Unit staff, through the Mail Room, will assist you in determining proper postage. Postage stamps of various denominations are available through the institution Commissary. Stamps or stamped items may not be received through the mail. You may not purchase, or have in your possession, more than sixty first-class stamps. International, certified, registered, insured and return receipt mail services are provided upon request. Contact your correctional counselor if you do not have sufficient funds to purchase postage stamps.

POSTAGE STAMPS FOR INDIGENT INMATES: An inmate who has neither funds nor sufficient postage and who wishes to mail legal mail (includes courts and attorneys) or Administrative Remedy forms will be provided the postage stamps for such mailing. To prevent abuses of this provision, the Warden may impose restrictions on the legal and administrative remedy mailings. (See Program Statement 5265.11, Correspondence)

INCOMING MAIL: All mail is picked up daily at the U.S. Post Office except weekends and federal holidays. Incoming mail is delivered to the inmate population within twenty-four (24) hours of receipt; authorized packages within forty eight (48) hours. Mail call is held in the housing unit AT 3:00 pm., Monday through Friday. All incoming inmate general correspondence is opened and inspected. Unauthorized items (contraband) are removed and returned to sender with a form letter explaining the reason for rejection. You will receive a copy of any rejection notice at mail call.

These are examples of items commonly returned to sender as "nuisance" contraband:

Postage stamps or stamped envelopes
Unsigned greeting cards
Musical greeting cards
Blank stationery
Newspapers not forwarded by the publisher
Complete sections of a newspaper
Excess books or magazines in one package
Double-faced Polaroid photographs
Nude personal photographs
Plastic novelty items

Funds are collected and deposited into your Inmate Trust Fund Account by Financial Management staff for New Arrest/New Commit inmates only. See Incoming Funds on proper ways to receive money through Western Union and through the mail.

INCOMING PUBLICATIONS: Newspapers, hard and soft covered books and magazines must come directly from the publisher, book store or book club. You may not have in your possession, or receive in the mail, more than five (5) books or three (3) magazines in one parcel. Any envelope or a package that contains multiple publications must be clearly marked on the outside of the package or envelope, indicating the nature of the contents. All other packages will be returned to sender unless a package authorization is received in the mail room.

Federal inmates may not receive sexually explicit publications. Commercial publications received in the Mail Room intended for delivery to inmates which feature depictions of nudity or sexually explicit conduct will **not** be distributed. Refer to BOP Program Statement 5266.10, Incoming Publications, for additional information regarding restrictions related to sexually explicit commercial publications.

You are not permitted to receive through the mail a personal photograph in which the subject is nude, or partially nude, or where the photo depicts sexually suggestive acts.

CORRESPONDENCE BETWEEN CONFINED INMATES:

You are permitted to correspond with another inmate provided you have received approval. See your counselor to receive appropriate approvals. In order to do so, you must be immediate family members, or co-defendants (with active litigation). All outgoing and incoming approved inmate-to-inmate correspondence is opened and inspected.

SPECIAL MAIL:

"Special Mail" is defined as correspondence sent to or from individuals or agencies such as attorneys, federal and state elected government officials, state correctional agencies, federal or state parole/probation agencies, and representatives of the news media. A "Special Mail" depository is located next to the general mail depository near the Unit Officer's station. It is your responsibility to clearly mark the outside of the envelope with the words: "Special Mail" or "Legal Mail" in order for the item to be processed as such. Outgoing "Special Mail" may be placed in the depository sealed. If "Special Mail" markings are properly indicated, the outside of the envelope will be date/time stamped, and the reverse side of the envelope will be stamped with "Special Mail" handling instructions for the benefit of the court or your legal counsel. It is your responsibility to notify your legal counsel or agencies entitled to legal mail privileges of incoming "Special Mail" requirements. Incoming "Special Mail" must meet the following criteria to be processed as "Special Mail": The return address must bear the name of an individual attorney. If forwarded from a law firm or office, it must specify the individual attorney's name and title. The outside of the envelope must contain the marking **"Special Mail - Open Only in the Presence of the Inmate."**

Mail from the chambers of a federal judge or from a member of the U.S. Congress will be afforded special mail handling without "Special Mail" markings on the envelope. Incoming mail which satisfies special mail handling requirements will not be opened in the Mail Room. The item will be logged and date/time stamped. A unit staff member will deliver it, and open and inspect it for contraband before giving it to you. Monies enclosed in your legal mail will be forwarded to the Mail Room for receipt and deposit into your Trust Fund Account.

OVERNIGHT OR EXPRESS DELIVERY MAIL:

Use of outgoing overnight mail delivery privileges are not afforded to federal prisoners. Incoming overnight mail will be processed as general correspondence. Incoming overnight mail which satisfies "Special Mail" handling requirements will be processed the same as non-overnight Special Mail.

PACKAGE PROCEDURES:

You must have a package permit to receive any item(s) other than regular mail or approved publications. The "Authorization to Receive Package" form may be

obtained from unit staff. Any packages at the post office or delivered to this institution that do not have a package permit will not be accepted and will be returned to sender.

COURT CLOTHES:

FDC-Miami will provide you with specific garments to be worn as court clothing. With prior approval from unit staff, you may obtain civilian court clothes from outside sources such as family, friends or attorneys. Individuals may bring this clothing to the front lobby of the Detention Center on the date and time specified on the approval form. Civilian court clothing will not be accepted without prior approval nor may you exchange clothing while at the federal courthouse. In the event your court clothing requires laundering, contact unit staff to obtain approval for clothing exchange. Authorized civilian court clothes will be inventoried and stored in R&D.

Commissary/Special Purchase Items

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

Letters, Books, Photographs, Newspapers, and Magazines

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

Legal Materials

Staff may allow an inmate to possess legal materials in accordance with the provisions on inmate legal activities.

Hobby craft Materials

Staff shall limit an inmate's hobby shop projects within the cell or living area to those projects which the inmate may store in designated personal property containers. Staff may make an exception for an item (for example, a painting) where size would prohibit placing the item in a locker. This exception is made

with the understanding that the placement of the item is at the inmate's own risk. Staff shall require that hobby shop items be removed from the living area when completed.

Radios, MP3 Players, and Watches

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

Jewelry

Inmates may have a plain wedding band and an appropriate religious medallion and chain without stones.

Smoking

Inmate smoking is prohibited in all BOP facilities.

PROPERTY:

Pre-trial and/or holdovers that depart to court outside of the Miami area, such as Ft. Lauderdale, West Palm Beach, Ft. Pierce, etc., the ISM department will inventory your property and store it for 30 days. After that, your property will be shipped to the address given on the property form.

INMATE PERSONAL PROPERTY:

FDC Miami is primarily a holdover institution therefore all personal property will be maintained at an inmates' primary designated facility. Personal property purchased in the institution commissary can be sent on to an inmate's designated institution according to the national policy. **No consumable or liquid commissary items will be shipped to another institution.** Only personal items such as shoes, radios with headphones, are authorized for transfer to another federal institution.

AUTHORIZED FOR RETENTION & TRANSFER BETWEEN INSTITUTIONS NATIONAL LIMIT:

W=White GRY=Grey GRN=Green (pastel) B=Black BW=Combination C=Commissary
ITEMS APPLY TO ALL INMATES UNLESS OTHERWISE NOTED

CLOTHING:

Bathrobe

Males - W GRY (no hoods) c (1)

Females - W GRN (no hoods) c (1)

Cap, Baseball

Males - W GRY (no logos) c (1)

Females - W GRN (no logos) c (1)

Handkerchief, W c (5)

Shoes, Athletic/Specialty, B W BW (\$100 value maximum/no pumps/no pockets) court, turf, running shoe c (2 pr)

Shoes, Casual, c (1 pr)

Shoes, Shower, c (1 pr)

Shoes, Slippers, c (1 pr)

Shoes, Work, c, (1 pr), (I)

Shorts, Gym

Males - W GRY c (2)

Females - W GRN GRY c (2)

Socks, Tube, (w) c (5)

Stockings/Pantyhose

Females - skin tone c (5)

Sweatshirt

Males - GRY (cotton/pullover/no hoods/no logos) c (2)

Females - W GRN GRY (cotton/pullover/no hoods/no logos) c (2)

Sweatpants

Males - GRY (cotton/no logos) c (2)

Females - W GRN GRY (cotton/no logos) c (2)

T-Shirts/Sleeveless Undershirts

Males - W GRY (no pockets/no logos) c (5)

Females - W GRY (no pockets/no logos) c (5)

Underwear

Males - W GRY (boxers or briefs) c (7)

Females - W (bras/panties) c (7)

PERSONALLY OWNED ITEMS:

Address Book, c (1)

Alarm Clock (non-electric), c (1)

Bag, Athletic Tote (no logo), c (1)

Barrettes/Clips/Bows

Females - c (5)

Batteries (not including batteries stored in electronic items), c (4)

Blush Kit

Females - c (1)

Books (hard/soft), (5)

Book/Reading Light, c (1)

Bowl (plastic/24 oz. or less), c (1)

Calculator, small (electronically unsophisticated, inexpensive, non-print feature/battery or solar operated) c (1)

Calendar, small, c (1)

Comb/Pick (plastic), c (2)

Combination Lock, c (1)

Cosmetic Bag

Females - c (1)

Cup (plastic), c (1)

Dentures (1 set)

Earplugs, c (1 set)

Earrings

Females - 1 pr

Envelopes, c (1 box)

Eyeglasses (no stones), (2 pr)

Eyeglass Case (2)

Eyeliner/Pencil

Females - c (2)

Eye Shadow

Females - c (2)

Hairbrush, c (1)

Hangers (plastic), c (5)

Headphones, c (1)

Jug (plastic/up to 1 gal), c (1)

Language Translator, (small, electronically unsophisticated, inexpensive, non-print feature/battery, or solar operated), c (1)

Laundry Bag (mesh), c (1)

Letters (25)

Lipstick

Females - c (3)

Makeup/Foundation/Base

Females - c (2)

Mirror (small/plastic), C (1)

Pen, Ballpoint, c (2)

Pencils, c (2)

Photo Album/Scrapbook with photos, c (1)

Photos (single-faced) (25)

Picture Frame, (clear plastic) c (2)

Playing Cards, c (2 decks)

Radio with Earplugs (Walkman-type), c (1)

Shaving Bag

Males - c (1)

Stamps (total value equivalent to 60, 1st Class), c

Sunglasses (non-reflective), c (1)

Towel (white/large), c (1)

Watch (\$100 maximum value, no stones, electronically unsophisticated, i.e., inability to send signals), c (1)

Watchband, c (1)

Wedding Band (plain - no stones/white/yellow metal) (1)

Writing Tablet, c (2)

HYGIENE ITEMS:

Dental Floss and/or Pick (unwaxed) c (1 container)

Denture Adhesive, c (1)

Denture Brush, c (1)

Denture Cleaner/Powder, c (1)

Denture Cup, c (1)

Deodorant, c (2)

Lens Cloth, c (1)

Nail Clippers (no file), c (2)

Razor, c (1)

Scissors, Mustache

Males - (blunt tip), c (1)
Sewing Kit, c (1)
Soap, Bar, c (3)
Soap Dish, c (1)
Toothbrush, c (1)
Toothbrush Holder, c (1)
Toothpaste, c (2 tubes)
Tweezers (blunt tip), c (1)

RECREATIONAL ITEMS:

Athletic Supporter
Males - c (2)
Bra, Jogging
Females - c (2)
Eye Protection, c (1)
Gloves (fingerless/athletic), c (1)
Gloves (handball), c (2)
Harmonica, c (1)
Headbands/Sweatbands, W c (2)
Knee Wraps, c (2)
Knitting/Crochet Needles, c (1)
Mouth Piece, c (1)
Racquetballs (2 cans of 2), c (4)
Softball Glove, c (1)
Tennis Balls (can of 3), c (1)
Tools for Bead Work, c (1)
Weightlifting Belt, c (1)
Weightlifting Gloves, c (1)
Weightlifting Wraps, c (2)
Yarn, Embroidery, Hoops/Needles, c (1 set)

APPROVED RELIGIOUS ITEMS:

ITEMS AUTHORIZED IN RELIGIOUS AND PRACTICES, TRM, T5360.01

APPROVED MEDICAL DEVICES:

ITEMS FOR POSSESSION AT THE DISCRETION OF THE LOCAL WARDEN
WHICH MAY NOT BE TRANSFERRED BETWEEN INSTITUTIONS
MAY BE MAILED HOME AT INMATES' EXPENSE OR ABANDONED

PERSONALLY OWNED ITEMS:

Books (in excess of 5)
Bucket (ice)
Coins (not to be shipped)
Curlers (hair) - Females
Earrings - Females
Fan (battery/windup)
Gloves
Magazines
Matches (postal regulations prohibit mailing)
Newspapers

HYGIENE ITEMS:

Baby Oil
Conditioner/Hair
Hair Oil/Gel (non-flammable, non-alcoholic) c (1)
Laundry Detergent
Lotion, Skin (moisturizing) c (1)
Mouthwash
Shampoo
Shoe Polish/Wax

Inmate Telephones:

Inmate telephones have been placed in each residential unit at FDC Miami. Inmates may use these telephones during the day and evening hours. If the telephone equipment is damaged or procedures are abused, the institution may take away your telephone privileges. The Bureau of Prisons reserves the authority to monitor and record conversations on these telephones. Your use of institutional telephones constitutes consent to this monitoring.

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

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

Inmates will be given their SECRET PAC (nine digits) number by your Correctional Counselor. It is each inmate's responsibility to maintain their PAC in a way to ensure no other inmate has access to it. This will allow you to place a call by first entering the telephone number followed by your nine digit PAC number. All calls are automatically terminated after fifteen (15) minutes. A waiting period may be established between calls.

VOICE VERIFICATION (V-PIN) REGISTRATION:

1. Dial 111 and enter PAC number.
2. The system will then prompt you to **clearly state your first and last name**

after the tone state your name as it appears on your ID card after the tone.

- 3 The system will store your name with your PAC number and you will be prompt to repeat your first and last name again.
- 4 If the registration name recordings match you will hear your recorded name repeated back to you. This will be the voice recording you need to match when making future calls. If the system does not match the two voice recording after the third attempt you will be prompted to hang up and try again. You will need to start the process again.

To Place A Local Call:

1. Listen for the dial tone.
2. Enter 1, area code and telephone number.
3. Wait for the new dial tone.
4. Enter your Phone Access Code (PAC). Example: 1-202-555-1234/357926819

To Place an International Call:

1. Listen for the dial tone.
2. Enter 011, country code, city code and telephone number.
3. Wait for the new dial tone.
4. Enter your Phone Access Code (PAC). Example: 011-35-24-426973/357926819
5. International calls have no voice prompt. Direct call/not collect.

To Obtain Your ITS Account Balance and the Cost of Your Last Call:

1. Listen for the dial tone.
2. Enter 118 and then enter your Phone Access Code (PAC).
Example: 118/357926819
3. Follow voice prompts.

Note: ITS funds can be transferred at any time, there are no restrictions (excluding count times). Once you transfer your funds to your ITS account, it will not be returned to your commissary account.

When using the Inmate Telephone System, you must not engage in the following activities or you will be subject to disciplinary action:

Make a 3-way telephone call.

Make a call that is forwarded to another telephone number, regardless of whether that telephone number is on your approved telephone list.

Discuss or engage in any business related activities over the telephone. Use the telephone to gamble, call gambling hotlines, or discuss gambling odds. Actively trade stocks, commodities, or anything of value or instruct others to do so.

Use the telephone to convey or pass messages from another inmate to a third party.

Make or imply any threat or speak in code to another person over the telephone.

Use another inmates PAC number.

Participate in conference calling.

Attempt to use the telephone while on telephone restriction.

Pass the telephone to another inmate or accept the telephone from another inmate after a telephone call has been connected.

Use the telephone to contact a volunteer, contract worker, staff member, or any former inmate who is in a halfway house or on supervised release.

Arrange to have anything of value sent to another inmate or inmate=s family without staff authorization.

Finally, you must not engage in any other activity or conduct over the telephone which staff may interpret as an effort to circumvent our policies and regulation.

Deposits to Accounts

U.S. Postal Service

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

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

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

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

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

Western Union Quick Collect Program

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

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

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

- 1) Valid Inmate Eight-Digit Register Number (entered with no spaces

- or dashes) followed immediately by Inmate's Last Name
- 2) Committed Inmate Full Name entered on Attention Line
 - 3) Code City: FBOP, DC

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

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

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

MoneyGram Express Payment Program

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

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

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

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

5) Committed Inmate Full Name entered on Beneficiary Line

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

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

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

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

Commissary Fund Withdrawals

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

TRULINCS:

Trust Fund Limited Inmate Computer System (TRULINCS) provides inmates with a computer system that does not jeopardize the safety, security, or orderly operation of the institution, or the protection of the public. TRULINCS is intended to supplement, not replace inmates current and well established means of maintaining contact with in the community; specifically written correspondence, telephones, and visiting. Inmates participating in this program **WILL NOT** have access to the internet.

TRULINCS work stations are located in the housing units and are utilized to

perform various services such as:

- ! Purchase TRU-Units
- ! Public Messaging (Email)
- ! View Account Transactions
- ! Send Funds (BP-199s)
- ! Contact List Management
 - Email List
 - Telephone Number List
- ! Print Services
- ! Electronic Law Library

Maximum Contact List Settings:

- ! 100 Contacts
- ! 30 Email Addresses
- ! 30 Telephone Numbers

Inmates will be required to purchase units of 40, 100, 200, 300 and 600. Inmates will be limited to a maximum of 600 units per month. Inmates will be charged five cents per unit in fees for using TRULINCS service. An electronic message is billed as one TRU-Unit per minute of session time, and printing is billed as three TRU-Units per page. There will be no charge to check for new messages received. TRULINCS program will be available to inmates without funds to purchase the minimum increments of units.

VISITING

The Federal Detention Center encourages social visiting that helps to enhance family and community relationships of inmates. However, all parties are reminded that the mission of this institution is to facilitate trial preparation. Therefore, inmates must have an appropriate amount of time with legal counsel to prepare for their court appearance. **Consequently, legal visits will always receive priority over social visits.**

Upon arrival at this facility, you are responsible for requesting and establishing a visiting list for immediate family members only. Please see your Unit Counselor to add any other family members that you did not list upon first arriving. If you are designated to the Cadre Unit, the visiting procedures allow for friends and other distant family relationships. Work Cadre inmates may have up to four (4) other relatives or friends added to their approved visiting list.

Embracing and kissing are permitted within the bounds of good taste, only at the initial greeting, and when leaving the visiting area. Beyond this point, physical contact will not be permitted and will be grounds for termination of the visit. Proper dress is required for both the inmates and visitors. Your visitor must be listed on your approved visiting list. Failure to have a potential visitor listed will result in denial of the visit. The visiting times and schedules for each unit will be posted on the unit bulletin board.

Below you will find information that will prove useful to you and your visitor at FDC Miami

Visiting Hours
Visiting-Social/Legal (bop.gov) 305-577-0010

Unit	SUN	MON	TUE	WED	THU	FRI	SAT
A-East			9:30-11:30a (1)				5-7pm (1)
A-West	5-7pm (1)					9:30-11:30a (1)	
B-East	5-7pm (1)		5-9pm (4)	7-9pm (2)		5-9pm (2)	
B-West			5-9pm (4)	7-9pm (2)		5-9pm (2)	5-7pm (1)
C-East		7-9am (1)			9:30-11-30am (1)		
C-West		9:30-11-30am (1)					7-9am (1)
D-East	9:30-11-30am (1)				12-3pm (1)		9:30-11-30am (1)
D-West		12-3pm (1)					9:30-11-30am (1)
E-East	12-3pm (1)					7-9am (1)	
E-West			7-9am (1)				12-3pm (1)
F-East	7-9am (1)				5-8pm (1)		
F-West				5-7pm (1)			7-9am (1)
G-East	7-9pm (1)					12-3pm (1)	
G-West			12-3pm (1)				7-9pm (1)

Visiting Limitations: One hour of visiting is authorized each visiting day. Three visitors will be allowed to visit at one time. Infants and toddlers who are held at all times are not counted as a visitor. Each inmate is authorized four (4) hours of social visiting per month. (Inmates designated to Unit B or Unit F have unlimited hours of social visiting per month). **Valid governmental**

identification is required for all visitors starting at age 16. All visitors must clear a walk thru metal detector prior to entering the institution. Processing will begin thirty (30) minutes prior to each visiting session and will end sixty (60) minutes prior to each visiting session.

Dress code: All visitors are expected to wear appropriate attire when in the institution. No bare feet will be all allowed, except for infants. **The following items are strictly prohibited:**

- Shorts (except for children up to age 7)
- Sleeveless garments (except for children up to age 7)
- Sweat pants, sweat shirts, sun dresses, leotards, wrap around skirts, crop tops, low cut blouses, zippered dresses/shirts, button down dresses/skirts or low cut dresses.
- Halter tops, bathing suits or backless tops.
- Hats, caps, headbands, head scarfs, hooded garments, and sunglasses.
- Spandex pants, tights or clothing with revealing holes.
- No extra clothing, outer garments, overcoats, jackets or windbreakers.
- Any clothing similar to that issued to inmates (Khaki, orange, green military clothing, and plain white t shirts) or staff uniforms.
- Clothing that is sexually suggestive, revealing or any type of garment that is see through. Brassieres are required.
- Any other clothing item(s) determined to be inappropriate by staff which would interfere with the orderly running of the institution.

Items allowed: Small clear purse; money (in denominations no larger than \$5.00 and not to exceed \$25.00); medication limited to the amount needed during the visiting period; two (2) diapers; baby wipes; one (1) change of infant clothing; two (2) baby bottles with contents; two (2) small sealed clear containers of baby food (no glass containers); and, one (1) receiving blanket. No cups.

Items not allowed on premises: Strollers; carriers; diaper bags; food; yellow highlighter markers; newspapers; magazines; cameras; cellular phones; or any other electronic/recording communications devices. Food and beverages are not allowed in the front lobby. There are vending machines available once you enter the visiting room.

Visiting conduct: Upon entering/exiting the visiting area the inmate and visitor will be allowed to embrace and kiss. Any other physical contact will not be tolerated and will be considered grounds for terminating the visit. **Inmates are responsible for their visitors conduct once on the premises.** Any disruptive behavior from a visitor (profanity, vulgar actions etc.,) will be grounds for termination of visiting privileges. Failure to leave the premises when ordered

may result in you being detained, arrested or prosecuted.

It is a federal crime to introduce weapons to include pocket knives, cell phones, drugs or other contraband into the institution.

Special Visits: The Warden or his designee, and Institutional Duty Officer will be the only vested authority to grant special social visits for approved social visitors. Visiting room staff will not grant special visits if they are signed by the proper authority. When consideration is given to evaluate or authorize a special visit, staff will consider the following criteria: (1) Does the visitor reside outside a 250 mile radius from the institution or in a foreign country. If so, consideration may be approved for two (2) non-consecutive, two (2) hour periods during the same week, once every 90 days. Visitors residing in the state of Florida must prove that a significant hardship exists such as a medical condition, or death of a family member before a special visit is considered. If, approved, the special visit will be limited to a two (2) hour duration and scheduled during the inmate's regular visiting schedule. Consideration for a special visit does not imply approval. Points will be assessed against the inmate's allocated visitation points, unless directed otherwise.

VISITOR TRANSPORTATION INFORMATION

Federal Detention Center
33 NE Fourth Street
Miami, Florida 33132

The following information is to assist visitors in locating and procuring transportation to and from the Federal Detention Center in Miami. FDC Miami is located in downtown Miami on the corner of NE Fourth Street and North Miami Avenue.

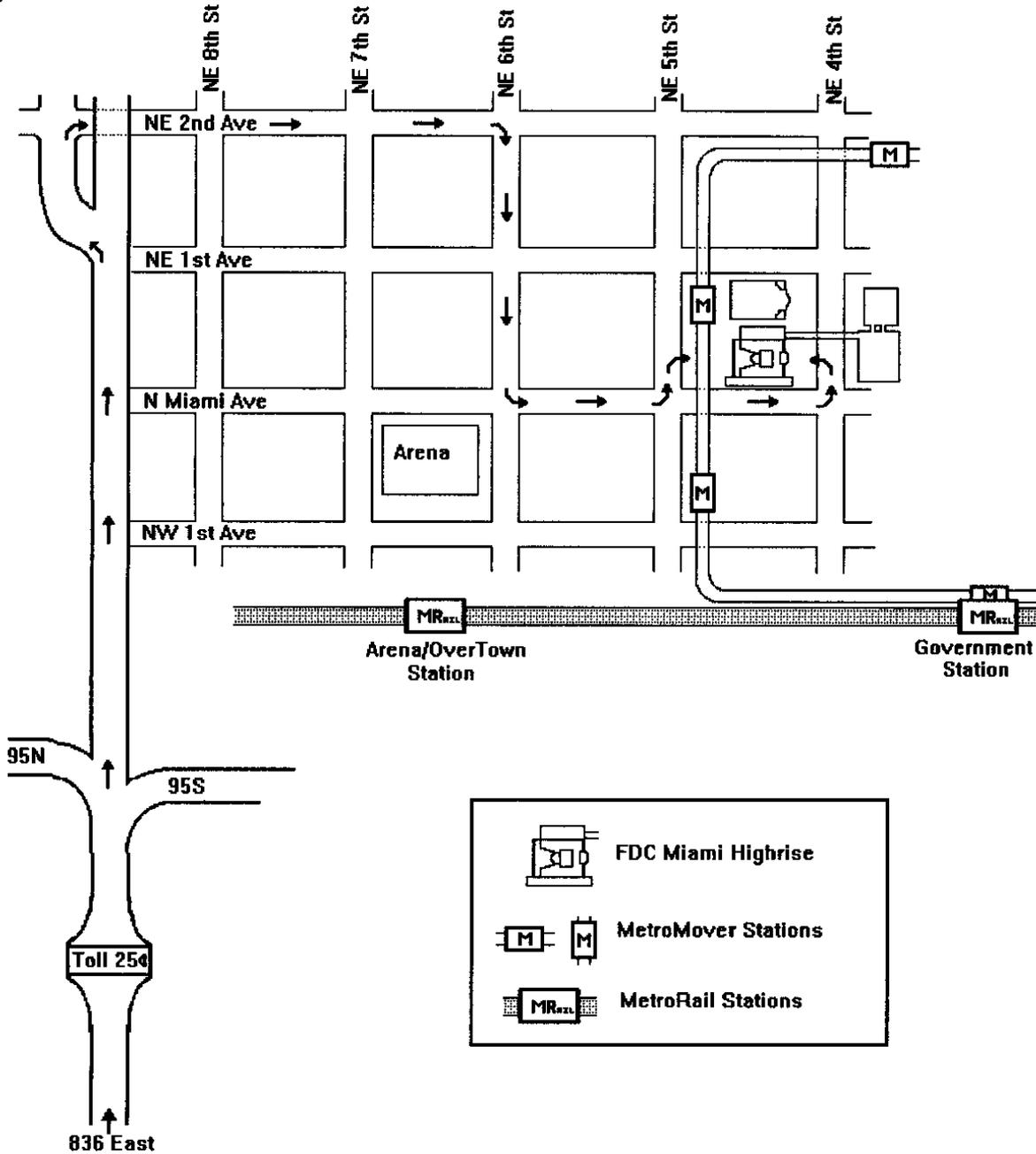
1. Taxis: There are numerous taxicab companies that serve Miami-Dade County Below is a list of several companies:

Eights Cab	305-888-8888
Central Cab	305-532-5555
Kendall Taxi	305-388-8888
Lakes Cab	305-820-3333
Miami Beach	305-899-9999

VISITOR INFORMATIONAL MAP

DIRECTIONS FROM HIGHWAY 836 TO THE FEDERAL DETENTION CENTER:

- * Stay on 836 East, pass the toll plaza, continue straight when 95 splits off. 836 East will turn into 395 to Beaches.
- * Take 395 to the very first left exit (2nd Ave), pass the 95 exit.
- * Make a right at the bottom of the exit ramp onto NE 2nd Ave.
- * Make a right on NE 6th St., go two blocks, then make a left onto N. Miami Ave.
- * The institution will be on the corner of N. Miami Ave. & 4th St.
- * There are several public parking lots available within walking distance to the institution at a minima charge.



COMMISSARY :

The commissary is a small convenience store inside the institution from which inmates are able to purchase items that are not provided by the Bureau of Prisons. To purchase commissary items you must have funds available in your account.

1. Inmate Identification Card Program: Upon arrival at the Federal Detention Center, each inmate will be issued an Inmate Identification Card by the Inmate Systems Officer. Inmates are required to have this card in their possession to receive items purchased through the Commissary.

2. Hours of Operations: The operating hours of the Commissary are 7:00 am to 3:30 pm, Monday through Friday. If an ordering day falls on a federal holiday, an alternative schedule will be distributed to the affected units.

3. Trust Fund Sales Unit Procedures: The Warden shall establish the monthly spending limit not to exceed Bureau established limits. Inmates will have their spending limits re-validated by multiplying the 5th digit on their registration number by three (3) and then adding 1, i.e.: an inmate whose number is 12345-004 would be re-validated on the 16th ($5 \times 3 = 15 + 1 = 16$). This is only for designated inmates housed on the Cadre unit. Pre-trial inmates are validated on the 1st and 15th of each month. They can spend \$100 dollars every two weeks. Inmates will make their selection from the approved commissary list. Inmates may obtain a blank commissary list from the Unit Officer. The Unit Officer will notify the Trust Fund Sales Unit once the stock of commissary forms has been depleted. Your completed inmate commissary list will be picked up by the Commissary Officer by 7:30 am two days prior to the scheduled commissary ordering day, from the Commissary box located in each unit.

Request Due	Unit/Floor	Items Delivered to Unit
Monday	8 th Floor & 9 East	Wednesday
Tuesday	9 West / 10 th Floor	Thursday
Wednesday	11 th Floor	Friday
Thursday	5 th & 6th Floors	Monday
Friday	12 th & 7 th Floor	Tuesday

****** The Commissary staff will insure the sale is made to the proper inmate by using the inmate identification card. Inmates will sign the sales receipt and return the original to the Commissary Officer. The Commissary Officer

shall retain the yellow copy of the sales receipt until the original is signed and returned to the officer. All original receipts will be accounted for by the Commissary Officer prior to leaving the housing unit. If an inmate is out to court during the delivery of commissary items, the Commissary Officer will return his/her commissary to the sales unit. There will be a second attempt made to deliver commissary items to those inmates who were not in the unit. If the second attempt at delivery fails, the Commissary Officer will make one final attempt to deliver on the next business day. After the final attempt is made, the commissary items will be credited back to the inmate's account. All sales are final. Warranted items purchased from the Commissary are the inmate's responsibility.

4. Postage Stamps: Postage stamps will be stocked by the Commissary Sales Unit and are available for purchase on regularly scheduled sales days. The purchase of stamps is limited to 20 postage stamps per sales unit order, which is the maximum allowed for retention by an inmate. Postage stamps do not affect the monthly spending limit.

LAUNDRY SERVICES:

Clothing and Linen Issue and Exchange: Inmates will be issued their initial set of clothing from R&D when arriving at the institution. They will receive the balance of their clothing from the Laundry on the next business day.

Each inmate will be issued two laundry bags with their register number. Inmates will sort their soiled laundry and place their color clothes in one bag and their white clothes in the other. On the night before their scheduled laundry day, the inmates will place the laundry bags in the laundry cart labeled "DIRTY" before the 10:00 pm stand up count. The laundry department will pick up the soiled laundry and return the cleaned laundry on the same day.

Monday	A-East, E-West, C-West, C-East, and SHU
Tuesday	D-East, D-West
Wednesday	E-East, E-West, F-West, SHU
Thursday	G-East, G-West, F-East
Friday	B-East, B-West, SHU

Linen exchange will be conducted in the unit utilizing the schedule listed above. Linen will be exchanged on a one for one basis only. Any excess linen will be considered contraband and confiscated.

Inmates requiring clothing exchange will submit an Inmate Request to Staff Member form along with clothes they need exchanged. Inmates are authorized one exchange of clothing per month, only if the clothes are no longer

serviceable. Inmates will give their clothing to the laundry officer on the scheduled day and exchanged clothing shall be returned on the same day. Inmates who willfully damage, alter or mark institution clothing, are subject to disciplinary action and may be required to make monetary restitution.

LINEN AND BEDDING

Upon arrival at FDC Miami, each inmate will be issued the items below by the R&D officer. These items will be considered the standard issue for use by all incoming inmates.

- One Blanket
- Two Washcloths
- Two Sheets
- Two Towels

Care Package: Toothbrush, tooth paste, deodorant, razor and comb

FOOD SERVICE DEPARTMENT:

The Food Service department prepares three meals a day, seven days a week for the institution by utilizing an inmate work cadre of approximately 120 inmates. In addition to the mainline meals, medically required meals, such as diabetic trays, are provided as determined necessary by the Health Services department. A Common Fare tray is provided to meet the religious diet restrictions of all inmates (to be placed on the common-fare program, submit your request to the Chaplains). A No Flesh tray is provided to inmates who request a meatless diet (to be placed on the no-flesh diet, submit your request to the Food Service Administrator).

The mainline menu consists of five weekly menus that rotate. Inmates may make comments and suggestions about the menu by writing an Inmate Request to Staff Member Form to the Food Service Administrator, by the Food Preference Survey, or by addressing the issue with the Food Service staff when they conduct rounds on the housing units. Many enhancements have been made to the menu due to the feedback received from inmates.

The breakfast meal is served at 5:45 am, lunch at 11:00 am, and dinner at 4:30 pm, Monday through Friday. The weekend meal schedule is breakfast at 6:45 am, brunch at 11:30 am, and dinner at 4:30 pm. Special holiday meals are served on the ten federal holidays observed throughout the year.

The Food Service department has a per capita budget. This is to cover not only food items, but also equipment, supplies, and cleaning products. Please be conscious of waste. The more the department spends on replenishing discarded equipment like cups, bowls, and plates, the less we have to spend on some specialty products.

RELIGIOUS SERVICES

The Religious Services department makes available a wide range of religious activities for inmates. Three chaplains coordinate the various programs. Christian and Muslim clergy contractors are available for religious services and instruction for adherents of their respective faith traditions. Clergy and lay volunteers of various faith groups are utilized to supplement all aspects of the religious program.

Religious and personal counseling is available to all inmates upon request. The chaplains strive to make themselves available to inmates at all times. Religious activities are frequently scheduled, as well as the observance of major holy days of all faith traditions. Inmates desiring to participate in holy day observances or activities requiring special arrangements must submit requests to the chaplains well in advance of the occasion to allow time for preparation and planning. Generally, three weeks is sufficient lead time. Inmates wishing to observe lesser known holy days should contact the chaplains for direction.

Religious services and activities are normally held in the unit chapel and are generally open to all inmates.

A chaplain is on duty every day of the week. Their schedules, as well as your unit's religious activity schedule, are posted on the chapel bulletin board. Chaplains can be contacted either by Inmate to Staff Requests or through other staff.

RELIGIOUS DIET PROGRAM: Ordinarily, this religious diet program is available to inmates whose faith tradition dictates dietary restrictions or those who are otherwise religiously motivated to participate in a religious diet program. When requesting participation, you must be specific as to your motivation for participating.

RELIGIOUS ITEMS/ARTICLES: All religious articles must be purchased through the Special Purchase Order (SPO) process. Religious items cannot be sent in from home.

RELIGIOUS BOOKS/PUBLICATIONS: The receipt of religious literature must conform with the procedures delineated in the policy on Incoming Publications.

RELIGIOUS (CLERGY) VISITS: Inmates desiring religious visits from a clergy person with whom they have had a prior relationship should submit a request to the chaplain. The request should contain the following information: name,

telephone and address of clergy, as well as the address of the religious institution they serve or are affiliated with.

Health Services:

Health Care Rights and Responsibilities:

While in the custody of the Federal Bureau of Prisons, you have the right to receive health care in a manner that recognizes your basic human rights.

Right: You have the right to health care services, in accordance with the procedures of this facility. Health services include medical sick call, dental sick call and mental health and all support services. Sick-call at this facility will be conducted on the days and times specified below. Emergency health care services are available twenty-four hours each day, and are addressed by contacting the Correctional Officer.

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

Right: You have the right to be offered the chance to obtain a Living Will (at your own expense), or to provide the Bureau of Prisons with Advance Directives that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient of a hospital.

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

Right: You have the right to participate in health promotion & disease prevention programs, (Preventive Health Care) 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 activity that could result in the spreading or catching an infectious disease.

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

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

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

Responsibility: You have the responsibility to treat staff in the same manner.

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

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

Right: You have the right to be examined in private.

Responsibility: You have the responsibility to comply with security procedures.

Right: You have the right to obtain copies of certain portions of your health record.

Responsibility: You have the responsibility of being familiar with the current policy to obtain these records.

Right: You have the right to address any concern regarding your health care to any member of the institution staff including the physicians, the Health Services Administrator, the members of our Unit Team, and the Warden.

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

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

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.

Right: You have the right to request a routine physical examination, as defined by BOP's policy. (At the age of 50, once a year.)

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

Right: You have the right to dental care as defined in BOP's Policy to include preventative services, emergency care and routine care.

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

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

Responsibility: You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.

Right: You have the right to refuse medical treatment in accordance with BOP's 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.

PATIENT RIGHTS AND RESPONSIBILITIES FOR TREATMENT OF PAIN

RIGHTS - As a patient you can expect:

- *Your reports of pain will be believed.
- *Information about pain and pain relief measures.
- *A concerned staff committed to pain prevention and management.
- * Health professionals who responded quickly to reports of pain.

RESPONSIBILITIES - What we expect:

- *Ask your doctor or health care staff what to expect regarding to pain management.
- *Discuss pain relief options with your doctor or health care staff.
- *Work with your doctor or health care staff to develop a pain management plan.
- *Ask for pain relief when pain first begins.
- *Help your doctor or health care staff assess your pain.
- *Tell your doctor or health care staff if your pain is not relieved.
- *Tell your doctor or health care staff about any worries taking pain medications.

Health Services Department:

The Health Services Unit at FDC Miami functions as an ambulatory outpatient clinic. Some of the services available to inmates are: sick call, x-rays, lab, dental, pharmacy, etc. The Medical Staff consists of physicians, dentists, physician assistants, license practical nurses, and supporting staff. The clinic is open twenty four hours daily. A staff member is on

emergency call for any problems that develop after 4:00 pm. To obtain after hours emergency services, notify a staff member of your emergency immediately. Emergency Medical, Dental care and Mental Health care may be administered if an injury or illness requires emergency treatment.

1. Sick Call Procedures:

- A. A sick call sign-up sheet will be available with the Unit Officer from 6:00 A.M. to 2:00 P.M., Monday, Tuesday, Thursday and Friday. Additionally, the Officer will have a Medical Triage form which MUST be completed in order to be seen by the medical staff.
- B. You MUST bring and present to the Unit Officer your ID card in order to sign the sick call sheet (name and registered number must be included).
- C. Complete the Medical Triage form and give it to the medical provider during the Evening Pill Line.
- D. A healthcare provider will review the forms and you will be examined (if necessary) according to your medical needs, and will sort the forms and distribute them to the Mid-Level Provider (MLP) assigned to your housing unit. (Serious health needs will be attended first and non-urgent health concerns will be scheduled at a later date. Please notify your Unit Officer or supervisor if you are having an emergency).
- E. The sick call sign-up sheet will serve as documentation to verify that you have submitted a request for a medical appointment.

****If your medication has refills, please return your empty prescription containers during the evening pill line before you run out.****

You may request to speak with the Health Systems Administrator personally by obtaining an appointment through Sick Call. You may also send a Inmate Request to Staff Member form to the HSA for his response. You may request an appointment with the physician. Your request will be honored if the physician feels it is necessary and as his schedule allows.

Physical Examinations: Will be done to every inmate (if not completed in another BOP Institution) within 14 days of admission.

2. **Medication Prescriptions:**

Request for prescriptions will be done by turning in empty medication containers during noon pill-line (11:30 - 12:30 hours). Distribution of refill prescriptions will be at evening pill-line. Any prescription that is necessary due to a medical appointment will be filled and dispensed to

you. When requesting a prescription refill, it is mandatory that you turn in the labeled medication container for use by the pharmacist.

Restricted Medications Pill Lines:

Early Morning AM Line	Daily from 6:00 am to 6:55 am
Evening Line	Daily from 5:00 pm to 8:30 pm

3. Idle and Convalescence:

You are restricted to your dorm room unless you are in the shower, at meals, religious services, or authorized visits. An idle cannot be written for more than 3 days without being reevaluated by the medical staff. You are not allowed recreational activities of any kind while on "IDLE" status. To stay in bed during the work day, you must have a signed medical idle slip indicating that you will be allowed to stay in bed under your covers.

If you are allowed to be out and about the unit, you may not participate in any recreational activities other than walking. A convalescence notice may not be written for more than 7 days without being reevaluated by the medical staff.

You will be on sports restrictions if you have been placed on any MEDICAL OFF-DUTY STATUS or WORK RESTRICTIONS.

4. Medical Evaluations:

Within the first 14 days of your admission into FDC Miami, you will receive a complete medical evaluation. Please watch the call-out sheet posted in the unit for your medical appointment. The following medical procedures will be covered in the medical evaluation, if indicated:

Physical Examination	Telemetry Check for age 50+	Urinalysis
Blood Testing	Vision Screen	Tuberculosis
Screening	Audiogram	Immunizations, if indicated
Stool	Blood Screening	Chest X-Ray, if indicated
	Electrocardiogram for age 50+	

5. Universal Precautions:

Due to your enclosed housing conditions, it is imperative that you observe strict UNIVERSAL PRECAUTIONS when handling any body fluids. While you are in our facility, you are prohibited from getting a tattoo or engaging in body piercing. You are discouraged from using any personal items of toiletry, such as razors, tooth brushes etc., other than the ones issued to you.

6. DNA Testing:

Law requires the BOP to obtain DNA samples from every inmate entering FDC Miami within 72 hours or before seven calendar days. The unit team will provide information about this new law, the collection process, consequences of noncompliance and address any concerns regarding the implementation of this law.

7. **Other Medical Services:**

Only for FDC Miami designated Inmates: You will need to complete an Inmate Request to Staff Member form to request to see the optometrist. You may also be referred to the optometrist by a medical staff member if clinically indicated. The medical staff at FDC Miami will make the necessary referral. **For Pre-Sentence, On Hold or WRIT Inmates:** you will be evaluated for glasses request at the Designated Institution.

No inmates will be allowed to order contact lenses from home, nor will they be issued contact lenses through the institution unless medically indicated. Contact lenses may only be prescribed when, in the clinical judgement of the Ophthalmologist, with the concurrence of the clinical Director and Health Services Administrator an eye refractive error is best treated with the prescription of contact lenses. Contact lenses and lens care items are not provided by the Health Services Unit. You will need to discuss your needs with the Health Services Administrator by obtaining an appointment through Sick Call.

8. **Female Health Care:**

- A. Physical exams are done in 3 stages:
 1. Medical history and TB skin test done on admission - immediate needs addressed
 2. Orientation lecture - then visit to Health Services for lab, dental, etc.
 3. Actual physical exam (on call-out).
- B. Eligible for preventive Health Care evaluation every 2 years if under 50. Eligible for PAP and breast exam every year. Option is exercised by coming to sick call when ready to have PAP and breast exam. Do not douche 48-72 hours before reporting for PAP. (May wash away cancer cells).
- C. Eligible for preventive Health Care evaluation every year if 50 or over.
- D. If you are being released, you may request a medical evaluation if you have not had one in the past year. You need to submit a cop-out requesting a physical within 6 months of your release date.

E. A baseline (routine) mammogram is offered to all sentenced female inmates between ages of 35-40. Females between the ages of 40-50 years of age should have a mammogram every 3-5 years. Those over the age of 50 should have an annual mammogram. A MMR (Meales, Mumps, Rubella) vaccination is also offered to all females of childbearing age. If you are interested in having a mammogram or receive an MMR Vaccine, and are in the age groups specified above, please send a copout to Medical Records in the Health Services.

9. Dental Services:

A dentist is on duty Monday through Friday. If you are designated to our institution, you will receive a complete dental screening during the first 14 days of arrival. Until you are designated, only dental emergencies are treated. If you have a dental emergency, sign up for sick call on the unit sick call list. You will be examined in your unit and an appointment will be given as required. For routine care such as a dental cleaning, it is necessary to complete an Inmate Request to Staff Member Form to the Dental Department. Your name will be placed on a waiting list and the appointment date and time will be notified through the use of a Call Out system. For urgent dental care, you must see a medical staff member who will notify the on-call dentist of the emergency.

10. Advance Directive:

An "Advance Directive" is a legal document in which competent adults write their decisions concerning medical care, including the right to accept or refuse medical or surgical treatment, or to appoint someone to make these decisions for them if they are no longer able to do so. In Florida, there are a number of Advance Directives: Living wills, nominating a guardian, power of attorney; and mental health directives. If you are interested in completing an advanced directive, please see the Health Services Administrator for direction.

To summarize, the Health Services Staff at FDC Miami is here to serve your medical, dental, and psychiatric needs. Our philosophy is to provide every inmate with professional health care as comparable to the general public. Your cooperation, patience, and most of all, courteous behavior is always expected.

CO-PAY PROGRAM

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

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

B. Health Care Visits with a Fee:

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

These requested appointments include Sick Call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf for a health service not listed in section C., below, you will be charged a \$2.00 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 Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit.

C. Health Care Visits with no Fee:

We will not charge a fee for:

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

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

- | | |
|-----------------------------|-------------------|
| • Blood pressure monitoring | Vaccinations |
| • TB testing | Patient education |
| • Chronic care clinics | Wound Care |

with Psychology Services staff. The purpose of this interview is to review your history and identify your programming needs. This interview is an ideal time for you to share your interest in specific services, such as drug abuse treatment or mental health counseling.

The Psychology Services department at this institution is staffed by several psychologists and a Drug Treatment Specialist. The department's offices are located on several floors. There are a number of ways to contact Psychology Services at this institution. You may:

- Submit an Inmate Request to a Staff Member (a "Cop-out") to Psychology Services via email.
- Speak with a Psychology Services staff member during mainline or as they make rounds in your unit.
- Or in the case of a crisis situation, notify your Unit Officer, Unit Team, or any other Bureau staff member of your urgent need to speak with Psychology Services.

II. Suicide Prevention

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

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

- threatening to hurt or kill oneself or talking about wanting to hurt or kill oneself

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

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

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

III. Drug Abuse Programs

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

A. Drug Abuse Education Course

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

If your pre-sentence report documents a prolonged history of drug use, evidence that alcohol or drug use contributed to the commission of your offense, a judicial recommendation for treatment, or a violation of community

supervision as a result of alcohol or drug use, you are required to take the Drug Abuse Education Course. Failing to take this required course results in your ineligibility for performance pay above maintenance pay level, as well as ineligibility for bonus or vacation pay. You will also not be eligible for a Federal Prison Industries work program assignment. If you are not sure what this means, you may want to ask your counselor.

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

B. Nonresidential Drug Abuse Treatment

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

- inmates with a relatively minor or low-level drug abuse problem,
- inmates with a drug use disorder who do not have sufficient time to complete the intensive Residential Drug Abuse Treatment Program (RDAP),
- inmates with longer sentences who are in need of treatment and are awaiting placement in the RDAP,
- inmates with a drug use history who chose not participate in the RDAP, but want to prepare for staying sober in the community, and
- inmates who completed the unit-based portion of the RDAP and are required to continue treatment until their transfer to a Residential Reentry Center (half-way house).

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

C. Residential Drug Abuse Treatment

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

To apply for the RDAP you must send an Inmate Request to a Staff Member (a "Cop-Out") via an email to obtain an interview for the program. First, staff

will screen your pre-sentence report to determine if there is any documentation indicating that you have a pattern of drug abuse or dependence. If so, you will be referred to the Drug Abuse Program Coordinator for an interview to determine if you meet the diagnostic criteria for a substance use disorder.

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

The RDAP is operated as a modified therapeutic community where inmates are expected to model the pro-social behaviors expected in a community. This means RDAP participants are role models to other inmates. Therefore, they are to demonstrate honesty, to relate positively with their peers, and to fully participate in all treatment activities in the unit. The RDAP is a half-day program, with the rest of the day devoted to work, school, and other self-improvement activities. The RDAP is available in 62 Bureau institutions. The RDAP is not offered at FDC Miami.

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

D. Early Release

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

E. Community Transition Drug Abuse Treatment

To successfully complete the RDAP, inmates are required to participate in the Community Transition Drug Abuse Treatment component of the program. The Bureau ensures that inmates receive continued treatment when transferred to a residential reentry center (RRC) or to home confinement. The RRC, is

structured to help you adjust to life in the community and find suitable post-release employment. RRCs provide a structured, supervised environment and support job placement, counseling, and other services. Within the structure of the RRC, RDAP participants continue their drug abuse treatment, with a community-based treatment provider. The Bureau contracts with this provider to deliver treatment services in the community. Inmates must continue to participate in transition drug abuse treatment to earn any benefit associated with successful completion of the RDAP, e.g., early release.

In addition to these drug abuse programs, drug abuse treatment services may also be provided within the context of other specialized treatment programs with the Bureau, such as the Resolve Program and the Challenge Program.

IV. The Resolve Program [female institutions only]

Many institutions that house female inmates offer the Resolve Program. The Resolve Program is a non-residential program for female inmates who have a history of physical and/or sexual abuse.

A. The Trauma in Life Workshop

The Resolve Program includes a psycho-educational component, the Trauma in Life Workshop. This workshop addresses the challenges individuals face following exposure to traumatic life events and the strategies these individuals may use to enhance their resilience or ability to survive and thrive following these events. Any female inmate with a history of abuse or an interest in learning about this topic may participate in the Trauma in Life Workshop.

B. Nonresidential Counseling Groups

The Resolve Program also includes a treatment component - non-residential counseling groups. Only those inmates with a history of trauma and an associated mental health problem may participate in Resolve Program counseling groups. These groups are designed to improve coping skills, build healthy relationships, and enhance emotional stability. This institution [has/does not have] a Resolve Program. If you are interested in the Resolve Program, please submit an Inmate Request to a Staff Member (a "Cop-Out") to the Psychology Services Department.

V. The Challenge Program [high security institutions only]

The Challenge Program is an intensive, residential program for inmates with drug abuse and/or mental health problems and is available in all Bureau penitentiaries. Treatment is highly structured and inmates with drug programs and those with mental health programs are housed together in a

treatment unit that is set apart from the general population. The Challenge Unit is a safe harbor for those who want to work out drug abuse and/or mental health problems. Inmates may volunteer for the Challenge program at any time during their incarceration. The Challenge program is typically a 9 month program, but your time in the program depends on your treatment needs and your progress in treatment.

To apply for the Challenge Program you must send an Inmate Request to a Staff Member (a "Cop-Out") to obtain an interview for the program.

VI. Specialized Mental Health Programs

The Bureau also has several residential mental health programs designed to help inmates with severe emotional, cognitive, and behavioral problems. These programs are indicated for inmates who are having difficulty functioning in a mainline institution due to a psychological disorder. They are designed to improve the day to day functioning of inmates with the goal of helping them return to a mainline institution or preventing the need for hospitalization. Psychology Services has additional information about these programs and can make recommendations for participation.

VII. The Sex Offender Management Program [male institutions only]

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

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

A. The Residential Sex Offender Treatment Program

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

B. The Non-residential Sex Offender Treatment Program

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

When you volunteer for treatment, Bureau staff will determine whether the

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

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

VIII. Counseling Programs

At this time, in addition to Drug Abuse programs, we provide crisis intervention, brief counseling session, individual counseling, and follow-up with inmates who are prescribed psychotropic medication. When a group is to be offered, notices will be displayed in each housing unit and inmates must submit an Inmate Request to a Staff Member ("Cop-Out") in order to participate.

IX. Confidentiality

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

In the community, certain situations require mental health providers to violate client confidentiality. For example, many states mandate reporting of child or elder abuse. Providers also must notify authorities if a client threatens suicide or serious harm to others. Similarly, prison mental health providers violate confidentiality when an inmate is at risk of serious harm to themselves or others, such as when an inmate presents a clear and present risk of escape or when an inmate is responsible for the creation of disorder within a facility. Confidentiality may also be limited when prison mental health providers share information on a need-to-know basis with prison officials or other federal law enforcement entities. For example, before you are transferred to a residential reentry center, mental health providers must communicate your mental health needs to your unit team.

If you tell a staff member, including a Psychology Services staff member that you are going to harm or kill yourself or someone else, or engage in a behavior

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

SEXUALLY ABUSIVE BEHAVIOR PREVENTION AND INTERVENTION

You Have the Right to be Safe from Sexually Abusive Behavior

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

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

What Can You Do To Prevent Sexually Abusive Behavior

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

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

- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

What Can You Do if You Are Afraid or Feel Threatened

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

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

What Can You Do if You Are Sexually Assaulted

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

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you may want to clean up after the assault **it is important to see medical staff.**

BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom. Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported. **Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.**

How to 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 confidentiality report sexually abusive behavior if you are not comfortable talking with staff.

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

**Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, D.C. 20530**

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

Note: These e-mails:

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

Understanding the Investigative Process

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

Counseling Programs for Victims of Sexually Abusive Behavior

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

Contact your local Rape Crisis Center (RCC): Your institution may have a Memo of Understanding (MOU) with a local RCC. If so, Psychology Services can provide you with the contact information. If no MOU exists, you may seek services through Psychology Services.

Management Program for Inmate Assailants

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

Policy Definitions

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

Code 114/(A): Sexual Assault By Force

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

Code 206/(A): Making a Sexual Proposal

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

Code 229/(A): Sexual Assault Without Force

Code 300/(A): Indecent Exposure

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

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

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

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

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

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

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

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

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

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

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

An incident is considered **Inmate-on-Inmate Abuse/Assault** when any sexually abusive behavior occurs between two or more inmates. An incident is considered **Staff-on-Inmate Abuse/Assault** when any sexually abusive behavior is initiated by a staff member toward one or more inmates. It is also

considered Staff-on-Inmate Abuse/Assault if a staff member willingly engages in sexual acts or contacts that are initiated by an inmate.

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

Contact Offices

<p>U.S. Department of Justice Office of the Inspector General Investigations Division 950 Pennsylvania Avenue, NW Suite 4706 Washington, D.C. 20530-0001</p>	<p>Federal Bureau of Prisons Central Office National PREA Coordinator 320 First Street, NW, Room 554 Washington, D.C. 20534</p>
<p>Federal Bureau of Prisons Mid-Atlantic Regional Office Regional PREA Coordinator 302 Sentinel Drive, Suite 200 Annapolis Junction, MD 20701</p>	<p>Federal Bureau of Prisons North Central Regional Office Regional PREA Coordinator Gateway Complex Tower II, 8th Floor 400 State Avenue Kansas City, KS 66101-2492</p>
<p>Federal Bureau of Prisons Northeast Regional Office Regional PREA Coordinator U.S. Customs House, 7th Floor 2nd and Chestnut Streets Philadelphia, Pennsylvania 19106</p>	<p>Federal Bureau of Prisons South Central Regional Office Regional PREA Coordinator U.S. Armed Forces Reserve Complex 344 Marine Forces Drive Grand Prairie, Texas 75051</p>
<p>Federal Bureau of Prisons Southeast Regional Office Regional PREA Coordinator 3800 North Camp Creek Parkway, SW Building 2000</p>	

EDUCATION AND RECREATION DEPARTMENT

The mission of the Education/Recreation Department is to provide mandatory Literacy and ESL programs as required by law, and such other education/leisure and related programs which meet the needs and interests of the inmate population, and which provide program options for the positive use of inmate time and enhance successful reintegration into the community.

VCCLEA/PLRA

The Violent Crime Control and Law Enforcement Act and Prison Litigation Reform Act (VCCLEA/PLRA) mandates that an inmate whose offense was on or after September 13, 1994 but before April 26, 1996 and who **lacks** a high-school credential, participate in and make satisfactory progress to attain a GED in order to vest Good Conduct Time. The PLRA provides that in determining GCT awards the Bureau will consider whether an inmate with the date of offense on or after April 26, 1996, who **lacks** a high-school credential, participates and makes satisfactory progress towards attaining GED credential in order to be eligible to earn the maximum amount of GCT. The mandatory enrollment period is 240 hours. GED verification is established when an inmate furnishes the original credential or official GED scores, or when the achievement is officially verified in a pre-sentence investigation report.

English-as-a-Second Languages (ESL) (Mandatory Program)

ESL is a mandatory program that was implemented with the Crime Control Act of 1990. This act mandates that all sentenced inmates with limited English proficiency, must attend an ESL program for a minimum of 240 instructional hours, or until functioning at the eighth grade level.

Class schedules are posted on the unit's Education bulletin board. If you are interested in any of the courses listed on the schedule, please submit an Inmate Request to Staff Member form to the Education Department.

Main and Basic Law Libraries

The Main Electronic Law Library is located in the 3rd floor Education Department. The basic ELL is provided in the Special Housing Unit (SHU). These libraries are maintained by the Education Department staff. Materials are mandated by Program Statement 1315.07 Legal Activities. Each housing unit has an ELL with a kiosk for printing or legal materials. All library clerks are trained by the

staff in the Education Department.

Indigent Inmates/Use of Law Library Materials: Inmates who do not have the financial ability to pay for printing or copying of legal materials may request these materials be provided at no cost. An inmate without funds is defined as an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days. Inmates who meet this definition and have a verified need for limited reproduction of legal materials will also have to demonstrate to staff that these materials are essential to meeting an imminent court deadline or time-sensitive legal issue.

Typewriters: Inmates have access to typewriters (for the preparation of legal documents only) in the main law libraries and in various units. These typewriters are not to be used for social correspondence. Misuse of these typewriters may result in disciplinary action in accordance with Program Statement 5270.07, Inmate Discipline and Special Housing Units.

The Education Department has two leisure libraries. All designated inmates housed on AW and B units can visit the leisure library located on the 3rd floor Education Department, Monday thru Friday 7:30 a.m. to 10:30 a.m. (B Unit) and 12:15 p.m. to 3:15 p.m. (AW Unit). Inmates on AW and B-Unit may also access the unit leisure library seven days a week as indicated in this manual. The purpose of the leisure library is to provide inmates with an array of materials for education and leisure purposes. Furthermore, designated AW and B unit inmates can participate in the interlibrary loan program conducted on a monthly basis and/or as needed.

RECREATION

Inmates may take advantage of the wide range of leisure activities when not performing assigned duties. Leisure activities include participation in organized and informal games, wellness activities, curricular and extracurricular activities, sports, social activities, art work, hobby crafts, physical fitness, table games, and board games. Recreation staff are available to provide assistance in planning and organizing recreational activities.

Recreational Programs

Board Games: Chess, checkers, dominoes, table tennis, monopoly, uno, scrabble, risk, parcheesi, backgammon, and card games.

Leisure Activities: Crocheting, step aerobics, stair stepping machines, calisthenics, exercise bikes, walking, and crocheting for work cadre inmates only.

Art Work Activities: Portrait drawing

Holiday Activities: Competitive tournaments conducted on a weekly basis:
basketball, soccer, handball, dominoes, spades,
bingo, bowling, and hula hoops.

SAFETY AND SANITATION DEPARTMENT:

It is the philosophy of the Safety Department to maintain a clean and safe living environment. The following regulations and procedures will be strictly adhered to. Any questions concerning these regulations and procedures will be directed immediately to the attention of the Safety Manager.

Inmate Safety Training: All inmates assigned to job detail will receive training on the following topics before they perform any job duties:

- Job Safety
- Job Training
- Personal Protective Equipment
- Rules and Regulations
- Hazardous Communication Program

It is the responsibility of each inmate worker to use the safety equipment issued to protect themselves against physical injury and/or health hazards. Make certain you have all required personal protective equipment on properly, such as goggles, safety shoes, aprons, arm guards, hard hats, and respirators, before you begin working. Detail supervisors are responsible for providing personal protective equipment. You must wear safety goggles when performing any grinding, chiseling, filing, chipping, or similar operations.

Report all safety hazards immediately to your work supervisor. Do not continue to work in any area or on any machinery or equipment that is unsafe or improperly guarded. If your work supervisor does not agree that an unsafe condition exist, the fact should be reported to the institution Safety Manager. Inmate employees will only perform work that is assigned to their operating machines, and performing any operation that has not been specifically assigned is strictly forbidden, and may result in disciplinary action.

Operating the equipment without the safety guards provided or removal of the safety guards is forbidden and subject to disciplinary action.

The fabrication or repair of personal items on government equipment (except when authorized in the hobby shop) is against safety regulations and is prohibited.

Do not try to adjust, oil clean, repair, or perform any maintenance on any machine while in motion. Stop the machine first. The power should be turned off at the source.

Do not participate in any weight lifting activities until authorized by the Medical Department.

Do not ride on the draw bars of vehicles. The operators are the only people authorized to ride on a tractor, forklift or tow vehicle.

Do not stand up on moving vehicles. Sit on seats provided and where applicable, keep chains across the back in place. Do not attempt to dismount until the vehicle has completely stopped. Inmates who are injured while performing their assigned duties will immediately report such injury to their work supervisor (staff member). Failure to report a work injury to your supervisor within a maximum of forty-eight (48) hours may disqualify you from eligibility for lost time, wages and compensation. It is the responsibility of each inmate worker to exercise care, cooperation, and common sense in conducting his assigned work. Horseplay on the job will not be tolerated. Any injury resulting from willful violation of rules and regulations may prevent an award of compensation. Any inmate who sustains a work injury and still remains some degree of impairment at the time of release should contact the Safety Manager not less than thirty (30) days prior to release for the purpose of submitting a claim for compensation. This claim must include a medical evaluation before any compensation can be considered.

All fire alarms and fire drills are to be adhered to at this facility.

Sanitation: It is the responsibility of both inmates in a room to maintain a high standard of sanitation at all times. All rooms will have a daily sanitation inspection. Failure to attain a satisfactory sanitation rating may result in disciplinary action. These instructions are a guide to assist inmates in maintaining their individual room areas on a daily basis. The following requirements will be met for room sanitation on a daily basis.

Common Areas: Each individual inmate has a responsibility for the maintenance and sanitation of all common areas of the units, such as the: outside recreation area, showers, unit bathrooms and TV viewing areas. Each inmate should leave these areas as they would hope to find them.

Overall Room Appearance: You must maintain your assigned room in an overall appearance that is clean and orderly at all times. You are required to have your bed made and your room cleaned by 7:30 a.m. each work day. On weekends and

holidays, however, your bed should be made and your area cleaned by 10:00 a.m. At other times, inmates may lay in beds on top of the bedding, as long as the bed stays neat.

Personal Property: All personal property will be kept to the allowed amounts. Personal property will be maintained in a neat and orderly manner at all times. The following are requirements for specific personal items: All clothing will be kept inside of lockers, except for dirty items in laundry bags, coats and shoes. Laundry, coats and shoes not kept in lockers will be stored in a neat and orderly fashion at all times. Wet towels may also be on the coat hook until dry.

Due to fire, safety and sanitation regulations, no more than five (5) books, three (3) magazines, and one (1) newspaper will be allowed in each inmate room. No books, magazines or newspapers will be displayed in the open at any time, unless being used or read at the time by the area occupant.

All finished hobby crafts will be mailed from the institution as soon as possible after completion.

Any other personal items not mentioned previously will be kept inside the inmates' locker when not in use and when the room occupant is not present.

Storage of any items will not be permitted under mattresses. At no time will any items such as wood, paper, plastic or cardboard boxes be brought to any area for inmate use, unless approved by the Safety Manager. At no time will any changes be made in any inmate area to any physical plant structure or fixture without specific approval. Inmates should inspect their own living areas and follow all stated guidelines listed. If there are any problems which need to be corrected, report these to the appropriate staff member.

Hurricane Preparedness: In the event hurricane preparations are necessary, town hall meetings will be conducted in all housing units. Specific instructions will be given during the town hall meetings.

Sanitation is a major area of concern in the Bureau of Prisons. Sanitation will be strictly enforced at the Federal Detention Center, Miami, Florida. Each unit will have orderlies assigned who are expected to keep the common areas of the unit clean. It is important to keep sanitation set at high standards to help eliminate dust and dirt and germ-causing bacteria.

INMATE DISCIPLINE:

It is the policy and responsibility of this institution to provide a safe and orderly environment for staff and inmates. In order to accomplish this, it is necessary to establish procedures to deal with those individuals who violate institutional rules and regulations. All inmates committed to this facility will be subject to these procedures.

When a staff member witnesses, or has reasonable belief that a violation of institutional rules and regulations has occurred, an incident report will be submitted, or the staff member may attempt to resolve the matter informally (depending on the seriousness of the incident). If the staff member submits an incident report, a Lieutenant or designated person will investigate the matter.

Unit Discipline Committee (UDC)

The Lieutenant may attempt to informally handle the incident in some cases. If informal resolution fails or is not considered appropriate, the Lieutenant will process the incident report and forward it to the Unit Disciplinary Committee (UDC), after the investigation of the incident has been completed.

The UDC, which may consist of one or more unit staff members, has the authority to impose minor sanctions. The UDC may decide that the offense warrants stronger sanctions and may forward the report to the Discipline Hearing Officer, (DHO) for a hearing.

Discipline Hearing Committee

The DHO is a certified official who conducts disciplinary hearings. If your case goes before the DHO, a formal hearing will be held. If you are found to have committed a prohibited act, the DHO will impose sanctions as punishment. You will be notified of the hearing date and given ample time to prepare.

Appeals to all disciplinary actions may be made through Administrative Remedy Procedures. On appeals, the following items will be considered.

Whether the UDC or DHO substantially complied with the regulations on inmate discipline.

Whether the UDC or DHO based its decisions on some facts, and if there was conflicting evidence, whether the decision was based on the greater weight of the evidence.

Whether an appropriate sanction was imposed according to the severity level of the prohibited act and other relevant circumstances.

Contraband:

Contraband is defined as anything that is not purchased through the commissary, issued by the institution, or authorized for retention by the Bureau of Prisons.

Hostages:

The Bureau of Prisons functions under a "no hostage" rule. This means no entrance will be opened to allow exit to a hostage situation, regardless of the hostage's position.

FBI Referrals:

The laws governing the public sector also govern this institution. Any action including the use/possession of a weapon, narcotics, hostage taking, escape attempts, assaults, rape, or any area which causes imminent danger to another individual are subject to an FBI referral. The result may include additional federal charges.

Attached you will find the list of the Prohibited Acts along with your Rights and Responsibilities. If you violate any of these acts, you may be subject to disciplinary action.

PROHIBITED ACTS AND AVAILABLE SANCTIONS

GREATEST SEVERITY LEVEL PROHIBITED ACTS

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

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

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
 - B.1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 12 months).

- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (*e.g.*, visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person.
- 202 (Not to be used).
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using,

- or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 210 (Not to be used).
- 211 Possessing any officer's or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 (Not to be used).
- 215 (Not to be used).
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 (Not to be used).
- 223 (Not to be used).
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the

- person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

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

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

MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.
- 301 (Not to be used).
- 302 Misuse of authorized medication.
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.

- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, *e.g.* failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, *e.g.*, counterfeiting release papers to effect escape, Code 102).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 322 (Not to be used).
- 323 (Not to be used).
- 324 Gambling.

- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).
- 332 Smoking where prohibited.
- 333 Fraudulent or deceptive completion of a skills test (*e.g.*, cheating on a GED, or other educational or vocational skills test).
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.
- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336 Circulating a petition.
- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
- 397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
- 398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the

listed Moderate severity prohibited acts.

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

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

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

LOW SEVERITY LEVEL PROHIBITED ACTS

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

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

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

- E. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- F. Change housing (quarters).
- G. Remove from program and/or group activity.
- H. Loss of job.
- I. Impound inmate's personal property.
- J. Confiscate contraband
- K. Restrict to quarters.
- L. Extra duty.

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

Prohibited Act Severity Level	Time Period for Prior Offense (same code)	Frequency of Repeated Offense	Additional Available Sanctions
Low Severity (400 level)	6 months	2 nd offense 3 rd or more offense	1. Disciplinary segregation (up to 1 month). 2. Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended). Any available Moderate severity level sanction (300 series).
Moderate Severity (300 level)	12 months	2 nd offense 3 rd or more offense	1. Disciplinary segregation (up to 6 months). 2. Forfeit earned SGT or non-vested GCT up to 37 1/2% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended). Any available High severity level sanction (200 series).
High Severity (200 level)	18 months	2 nd offense 3 rd or more offense	1. Disciplinary segregation (up to 12 months). 2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended). Any available Greatest severity level sanction (100 series).
Greatest Severity (100 level)	24 months	2 nd or more offense	Disciplinary Segregation (up to 18 months).

INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS

1. You have the right to expect that you will be treated in a respectful, impartial, and fair manner by all staff.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation and voluntary regard.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing,- and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.
5. You have the opportunity to visit and correspond with family members and friends, and correspond with members of the news media, in accordance with Bureau rules and institution guidelines.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)

RESPONSIBILITIES

1. You are responsible for treating inmates and staff in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this worship.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband, and not to violate the law or Bureau guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.

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

CONCLUSION

This booklet is intended to be a guide. Changes in procedures may occur that effect procedures outlined in this booklet. Every effort will be made to inform the inmate population of these changes, any significant changes will be posted on your Unit Bulletin Board. Changes will not be made to this booklet until reprint. Should you have any further questions or concerns, see your unit staff who will be pleased to respond or redirect to an appropriate resource.

**This A&O Manual is to be re-issued.
Please dispose in marked mail
containers for re-issue.**