

**FEDERAL DETENTION CENTER  
OAKDALE, LA**

**ADMISSION AND ORIENTATION  
HANDBOOK**

**FEBRUARY 2012**



2020 年 1 月 1 日起施行的  
 《中华人民共和国民法典》

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**FEDERAL DETENTION CENTER  
Oakdale, Louisiana**

**PREFACE**

This handbook has been developed to assist and acquaint you with the daily routine at the Federal Detention Center (FDC), Oakdale, Louisiana. Your understanding of the following information is essential to your successful adjustment to this facility. The information in this handbook is subject to change and does not override newly issued Bureau of Prisons (BOP) Program Statements, Institution Supplements or Operation Memoranda.

The mission of the FDC is structured toward preparing you to return to your country. Your self-initiative, behavior and responsibility will have a direct bearing on your confinement. Staff at this facility will make every effort to provide you with a safe and secure living environment, therefore, you are expected to abide by the rules and regulations of this facility and to maintain a positive attitude.

The FDC is different from other institutions in that Bureau of Immigration and Customs Enforcement (ICE) detainees are housed at this facility. Thus, the physical structure of the facility and inmate/detainee populations dictate the need for strict compliance with rules and regulations. Misconduct will not be tolerated and could result in placement in the Special Housing Unit (SHU).

The information in this booklet will serve as a valuable resource both initially and for future reference. Your cooperation with staff and other detainees will contribute to a positive, orderly environment at the FDC.

**INTRODUCTION**

The information in this booklet is designed to ensure a better understanding of the policies that govern this institution's operation. The Admission and Orientation Program (A&O) is designed to assist you with expectations and opportunities that you will encounter as a new arrival at the FDC. Detainees must participate in the institution A&O Program. Information will be made available, which will provide you with specific policies, procedures, rules and regulations currently in effect at the FDC.

## **IMMIGRATIONS AND CUSTOMS ENFORCEMENT (ICE)**

Most of you are now in the FDC, under Bureau of Prisons guidelines, because you are not a citizen of the United States and are being detained for ICE. Some of you may be completing the final six (6) months or less of a federal sentence. This information is provided to you so that you will have a basic understanding of what to expect during your confinement.

Most of you have come to this institution from different places in the United States. The Federal Detention Center is a facility with access to ICE officers and Executive Office of Immigration Review (EOIR) judges. ICE's goal is to process your removal hearings as expeditiously as possible. For some, hearings and paperwork may be finalized within one month after your arrival, however, the majority will have more complicated and involved cases and your stay at Oakdale could be several months or longer.

All of you will go through these basic procedures:

1. Interview by ICE officer, if not interviewed prior to your arrival.
2. Removal proceedings before an immigration judge.
3. A judge will order you removed or released.
4. You may appeal your case or accept the judge's decision.

At this point ICE will:

1. Request travel documents for your return to your country.
2. After receipt of travel documents, your case will be sent to the ICE travel section for airline flight arrangements.

The actual flight to your country may be affected by weather or other adverse conditions in your native country. Individual questions/cases will be discussed at the time of your interview with an ICE officer.

Detainees deported to their country will be limited in the property that they may take on their trip back home. No detainee shall be allowed to bring more than what can be placed in a box measuring not more than 12 inches high by 15 inches wide and 18 inches long. All other property will be mailed to an address supplied by the detainee at the detainee's expense. FDC Oakdale cannot provide storage for any detainee property except for release clothing. If the detainee does not have a forwarding address, the property will be disposed of in accordance with BOP policy.

The Immigration and Customs Enforcement (ICE) office at Oakdale, Louisiana, will only transport a limited amount of detainee personal property when taking custody of the detainee from the Federal Detention Center. Personal property will be limited to the following items:

1. Wedding Band (plain, no stones)
2. Prescribed Medication/medical device
3. Legal Materials (ongoing case)
4. Photographs (10, no Polaroid)
5. Shoes (1 pair only)
6. Currency/Negotiable Instrument
7. Religious Medal/or medallion
8. Watch (value less than \$100.00)
9. Prescription Eyeglasses
10. Personal Letters (5)
11. Soft-black Bible

You are allowed to purchase items through the Commissary while housed at the FDC. However, prior to your transfer to ICE custody, you must mail at your expense, all items not authorized by ICE or donate for disposal in accordance with BOP policy. If you elect to mail out excess items, you must fill out an Authorization to Mail Package, Form BP-329, with your Counselor. You will be responsible for all costs associated with mailing out the excess or unauthorized items. Any property returned to the institution, after you are transferred to ICE custody, will be held for 30 days. If you have not made arrangements to claim this property after 30 days, it will be considered as abandoned property and destroyed in accordance with established Bureau of Prisons policy on abandoned property. Property that is not on the above list will not accompany the detainee.

## **UNIT (HOUSING) INFORMATION**

### **Intake Screening**

You are provided with a copy of the institution's rules and regulations, which includes information on your rights and responsibilities, prohibited acts and disciplinary severity scale in this booklet.

During the first two weeks, following arrival at the institution, detainees will be assigned to attend the A&O program. While attending the A&O program, detainees will learn about various services, policies and procedures regarding INS and the institution through a representative from each department.

### **Teams (Unit Team)**

The staffing of the housing units consists of a Unit Manager, Counselors, Unit Officers and Secretaries. The Unit Staff Offices are located in the housing units, allowing staff to be readily accessible to detainees.

### **Town Hall Meetings**

Town Hall Meetings are conducted on a monthly basis in the unit. These meetings are held to communicate with the detainees about changes in the policy and procedures of the unit, institution operation and programs, as well as receive feedback from the population.

### **Sanitation**

It is your responsibility to check your living area immediately after being assigned and to report all damage to the Correctional Officer or Counselor. An inmate/detainee will be held financially liable for any damage to his personal living area. Each inmate/detainee is responsible for making his bed in accordance with regulations before work call (including weekends and holidays) or prior to leaving the area. Each inmate/detainee is also responsible for sweeping and mopping his personal living area, cleaning the sink and toilet and the walls to ensure that it is clean. Lockers must be neatly arranged inside and with nothing posted or pasted on the outside. Room bulletin boards must be shared and nothing pasted on it. Thumb tacks or staples are available for your use.

Toothpaste, toothbrushes, combs, razors and soap are available for issue in the housing units from the Unit Officer.

### **Personal Property Limitations**

Items which may be retained by an inmate/detainee are limited for sanitation and security reasons.

Storage space consists of an individual locker. Locks may be purchased in the Institution's Commissary. Each inmate/detainee will be permitted to have one (1) locker and one (1) chair. At no time will personal property be stored under the bed, other than as noted below. Under no circumstances will any materials be accumulated to such a point that they become a fire, sanitation, security or housekeeping hazard. Government property will not be defaced by inmates/detainees.

Civilian clothing of any type is not authorized in this institution. Individual washcloths and towels are issued to inmates/detainees. Authorized footwear may include one pair of steel-toed safety shoes, one pair of shower slippers and one pair of leisure shoes. Footwear will be placed neatly under the bed.

### **Commissary Items**

Purchase of items will be authorized only to the point where they can be contained in the locker provided for your use. Each inmate/detainee will have ample opportunity to make weekly

commissary purchases. An inmate/detainee may not have commissary items in excess of \$320.00 in value. Inmates/Detainees are not permitted to exchange or engage in any form of bartering. Immediately following the purchase of commissary items, the purchaser must place the purchased items in his locker.

### **Legal Materials**

Inmates/Detainees will only be allowed to maintain legal material which is necessary for current legal actions. The amount of legal material must be neatly stored in the inmate/detainee's locker. Any questions concerning excess legal material should be referred to your assigned Counselor.

### **Food Storage**

Food items which are left opened create a health hazard. These items must be properly sealed at all times. Empty jars may not be used as drinking containers and are to be thrown away. Food service items are not to be stored in the unit.

### **Letters, Books, Photographs, Newspapers and Magazines**

A total of two (2) magazines and two (2) newspapers may be kept in the rooms. Pictures cut from magazines or newspapers must be kept in the lockers and not openly displayed. Newspapers may be retained for five (5) days from the date of receipt. Newspapers must be received directly from the publisher.

### **Radios and Watches**

An inmate/detainee may not own or possess more than one (1) approved Walkman type radio with headset, with a declared value of no more than \$100.00 and one (1) watch, with declared value of no more than \$100.00. Proof of ownership through Form 383 (Personal Property Form) and/or commissary receipts will be required. An inmate/detainee will mail out any watch or radio (at his expense) prior to the purchase of another watch or radio. Radios with a tape recorder and/or tape player are not authorized.

### **Jewelry, Religious Items, Medals**

Plain wedding bands, without stones, are permitted. Religious articles such as a Bibles, Qurans, medals and other articles of specific religious significance, not valued over \$100.00, may be retained by an inmate/detainee, after approval by the Chaplain. Inmates/Detainees will sign the Form 383 stating the items' value upon receipt.

## Quarters Rules

An inmate/detainee is responsible for his room and will be held responsible for any contraband found in his room. All rooms will be cleaned and ready for inspection by 7:30 a.m. Rooms will be kept clean at all times. You are required to dress in your khaki pants and shirts while you are working. Those assigned to Food service will wear the issued white uniform when at work. During inclement weather, you are allowed to wear a sweatshirt over your khaki shirt. When you leave the unit during the work day, you are required to have your shirt, including the sweatshirt if worn, tucked into your pants. You are also required to be dressed in your khaki pants and shirts while in the visiting room. **Inmates are not allowed to sag their pants, they must be pulled up around your waist.** Sweat pants and shirts are not to be worn to call-outs and/or in program areas during the work day. You are allowed to wear sweat pants and sweat shirts if you are going to the recreation area during the work day and are allowed to wear this attire in all areas after the 4:00 p.m. count. During regular work days, inmates/detainees are expected to be fully dressed in properly fitting institutional clothing by 7:30 a.m. or before they go to the dining room. If inmates/detainees are scheduled as a late worker or have a day off, you may sleep late. However, the room must be ready for inspection by 7:30 a.m. You will be permitted to sleep on top of the neatly made bed. Beds must be remade and tightened up before you leave the room.

The floors will be cleaned daily.

Two (2) pictures may be displayed in authorized picture frames. No paper or homemade picture frames will be authorized. **Nude magazine(s) or nude snapshot pictures are not allowed. No photos of people wearing skimpy clothing are allowed to be displayed outside or inside your locker, they must be in a photo album inside your locker.**

Calendars will be kept inside your assigned lockers and not on any furniture or walls.

Cardboard boxes of any type will not be allowed in the rooms.

Sheets and pillowcases will be exchanged according to the posted Laundry Room schedule.

Inmates/Detainees should check the unit bulletin boards twice per day (morning and evening) for call-outs and other important information. Call-outs are appointments that direct you to report to a stated place at a specific time. Failure to do so can result in disciplinary action against you.

Unit orderlies work 35 hours per week and are responsible for the unit sanitation. However, everyone is responsible for cleaning up after themselves. Trash and wastebaskets are to be emptied and cleaned prior to 7:30 a.m. each day.

Showers are available everyday, but inmates/detainees may not be in the shower during an official count. Showers will be available from 6:30 a.m. – 7:30 a.m. At 9:30 a.m., two showers

on the top range and two showers on the bottom range will be open until 4:00 p.m. After 4:00 p.m., all showers will be opened until 9:00 p.m. Weekends and holidays, the showers will be open per the same schedule. Inmate/detainee telephones are available from 6:30 a.m. – 9:00 p.m., although, telephone calls are not permitted during official counts. Telephones will be on during late night TV hours on weekends and Federal holidays. Your call is limited to 15 minutes per call to ensure that other inmates/detainees have access to the telephones.

Unit quiet hours are from 9:00 p.m. – 6:30 a.m. No loud or disruptive noise will be tolerated. Inmates/Detainees are not allowed in inter-room/cell visitation at any time. Television hours are weekdays from 6:30 a.m. – 9:00 p.m. Those inmates/detainees viewing television at the time viewing ceases will be responsible for cleaning the television room.

### **Job Assignments**

All inmates/detainees are expected to maintain a regular job assignment. All jobs are controlled through the Inmate Performance Pay System. This provides monetary payment for work. Unit staff assign and approve job changes. Changes are posted on the Daily Change Sheet on the Unit bulletin board. Institutional maintenance jobs are usually the first assignment an inmate/detainee receives. These might include work in Food Service, as a Unit Orderly or in a Maintenance Shop.

Detainees may waive work assignments. However, your access to institution activities will be restricted to after 4:00 p.m. This does not apply to meals, health services visits and/or religious services. If you have questions, discuss this with your assigned Counselor.

### **Counseling Activities**

There are many options for inmates/detainees who have personal problems and desire help with them. The institution has professional staff who are trained in various social science fields. The staff in each unit are available for informal counseling sessions. Additionally, the Staff Psychologist conducts the following programs: 40-hour Drug Education Program, Stress Management Group, Psychological-Educational Support Group and Anger Management Group. Each of these groups meets weekly.

### **Notary Public**

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

### **Freedom of Information/Privacy Act of 1974**

The Privacy Act of 1974, forbids the release of information from agency records without a written request by, or without the prior written consent of, the individual to whom the record pertains, except for specific instances. All formal requests for access to records about another person and/or agency records other than those pertaining to themselves (including Program Statements and Operations Memoranda) shall be processed through the Freedom of Information Act, 5 USC 552. Such requests should be sent to Federal Bureau of Prisons, Section Chief FOIA, 320 First Street, Washington, D.C. 20534.

### **Unmonitored Legal Telephone Calls**

Inmates/Detainees need to contact their unit team to make unmonitored legal calls.

### **Emergency Telephone Calls**

In case of a family crisis (i.e., death in the family, natural disaster, etc.), inmates will be allowed to make emergency calls on a monitored telephone in the housing unit conference room or in Religious Services.

## **FOOD SERVICE**

The Food Service Department provides nutritious, appealing meals at FDC Oakdale. The hours of operation are posted on the unit bulletin board, as well as in Food Service.

3. All Food items served on the mainline will be placed on the serving tray.
4. A no flesh alternative will be made available upon request.
5. Only one (1) 20 oz. glass per person will be issued during the lunch and dinner meal. This glass may be refilled as necessary.
4. Inmates/Detainees assigned to Food Service are required to work 90 days in that job at the FDC prior to requesting another work assignment.

Inmates/Detainees assigned to Food Service are given the opportunity to acquire the skills and ability for gaining employment upon release. There are a variety of jobs available in Food Service. Inmates/Detainees interested in employment may contact the counselor or send a request to a staff member in the Food Service Department.

### **Dress Code on Compound**

Shirts will be buttoned and tucked into trousers. **Oversized clothing is not** authorized. The uniform is not to be altered. Food Service whites are not to be worn with the khaki uniform. Shirts must be worn at all times.

### **Dress Code for Dining Hall**

On Monday through Friday, during breakfast and lunch meals, shirts must be buttoned and tucked into trousers. Shoes, socks and shirts with sleeves are required in the dining hall area. Headgear, unless approved for religious purposes, is not authorized. Sandals and shower shoes are prohibited, unless medically prescribed. Athletic type shorts, sweat suits and warm-ups, that are neat and clean in appearance, may be worn on weekends, holidays and after the 4:00 p.m. count.

No kitchen white uniforms are to be worn to the recreation yard.

### **Dining Hall Policies**

1. Inmate dress code shall be followed at all times.
2. When finished eating, each inmate/detainee will take his tray and utensils to the tray room to be cleaned.
3. Inmates/Detainees will not interrupt (skip, break, etc.) the food lines.
4. No outside food or drinks will be brought inside the Food Service Department. The only exception is a bottle of hot sauce (**Commissary purchased**).
5. No food is to be removed from the dining room.

## **FINANCIAL MANAGEMENT COMMISSARY SERVICES/INMATE ACCOUNTS CLOTHING REQUESTS/LAUNDRY PROCEDURES TELEPHONE REGULATIONS/PROCEDURES**

**Commissary Services/Inmate Accounts** - *Commissary is a privilege and can be restricted as the result of a disciplinary sanction.*

Account balances may be obtained over the inmate telephones and TRULINCS Systems, between the hours of 6:00 a.m. and 9:00 p.m.

**Rules for Commissary** - ALL SALES ARE FINAL!! If you have questions concerning your sale, you must address them prior to leaving the commissary. There will be No Exchanges or Refunds once you leave the Commissary. Defective items, such as radios and watches, must be dealt with through your Unit Counselor. Your Counselor will be able to help you with these types of problems utilizing the manufacturer's return and replacement policy. There will be no eating, drinking or loitering in the commissary lobby. While at the Commissary, you are there to shop and/or attend commissary business only.

**Depositing of Money in Your Account** - The Federal Bureau of Prisons operates a centralized collection and processing site for all inmate funds. All funds being sent to inmates/detainees at FDC Oakdale must be sent to the National Lockbox location at the following address:

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

Cash that is brought in will normally be posted to your account upon receipt. Please notify all persons who send you funds that they must send all funds to the National Lockbox mailing address shown above and they must adhere to the following instructions:

- # Instruct them NOT to enclose personal checks, letters, pictures or any other items in the envelope. Enclose only the allowable negotiable instrument. The National Lockbox cannot forward any items enclosed with the negotiable instrument to the inmate. Items, personal in nature, must be mailed directly to the Bureau of Prisons institution, where the inmate is housed.
- # Instruct them that they must have the inmate's committed name and register number printed on the envelopes, Postal Money Orders. U.S. Treasury, state and local government checks will be posted to your account within 24 hours upon receipt by Lockbox.
- # All other money orders and checks, including business checks, will be held in suspense for 15 days for bank clearance. Personal checks are no longer accepted.
- # All checks drawn on a foreign bank will be held in suspense for 45 days for bank clearance.
- # Instruct them that their name and return address must appear in the upper left hand corner of the envelope to ensure that their funds can be returned to them in the event that they cannot be posted to the inmate's account.

Funds may also be sent via Western Union Quick Collect. These funds will be posted to your account within four hours upon receipt by Western Union. The individual sending the funds

may send up to \$5,000.00. Information is posted on the housing unit bulletin boards outlining how an inmates family and friends will be able to send funds in from a Western Union Office.

**Commissary Services** - The Commissary is operated as a privilege to the inmate population. Please keep in mind that your conduct dictates this privilege and privileges can be taken away. When shopping, you must have your inmate account card in your possession. You will not be allowed to shop without it. Your inmate account card must be carried with you at all times. Do not tamper or alter your inmate account card in any way. If you lose or damage your account card or alter your appearance so that you cannot be easily identified using your account card, you may be charged a \$5.00 fee for a replacement card. For identification purposes, you will be required to remove any type of hat or glasses that you wear when shopping in the Commissary.

**Commissary Sales Operation** - The Commissary will open on Tuesday, Wednesday and Thursday from 11:00 a.m. until 12:00 p.m. and again from 2:00 p.m. until 2:45 p.m. for sales to the general population. In the event the shopping schedule changes, a memorandum will be posted on the commissary bulletin board, five days in advance of the change. Also, an announcement will be noted within the TRULINCS announcement screen. The Commissary will be closed the last week of each quarter for inventory. A memorandum to that effect will be posted five days in advance. An announcement will be noted within the TRULINCS announcement screen. You are allowed to shop once each week. For all open general population inmates, your shopping day is determined by the fourth and fifth digits of your BOP register number. The regular weekly schedule is listed below:

Tuesday	00000-000 thru	00032-000
Wednesday	00033-000 thru	00065-000
Thursday	00066-000 thru	00099-000

You are allowed to spend \$320.00 per month at the Commissary. Once this amount is reached, you will only be allowed to purchase postage stamps, NRT patches, over the counter medication, kosher/halal shelf-stable entrees for inmates who are FRP Refuse and copy cards. This amount will be reset on a monthly basis utilizing the schedule, which is posted on the commissary bulletin board. Special Purpose Orders may be initiated by contacting the Chaplain for religious items and the Recreation Supervisor for all other items. These staff members have been designated as the approving officials for Special Purpose Orders in their respective areas. Inmates with orders to be picked up will be notified via the institution call-out list. Photo Tickets are purchased in the Commissary and may be redeemed in the Visiting Room or on the Recreation Yard for one picture. Photo Tickets print at the end of the sales receipt. The inmate=s name, register number and the date purchased are printed on each Photo Ticket. Photo Tickets are valid only for 30 days from the date of purchase. Pictures are issued by the Recreation Department. Inmates sanctioned with a Commissary restriction for loss of privileges by the UDC or the DHO will only be permitted to purchase stamps, copy cards, over the counter medications and hygiene items for the duration of the restriction. Copy cards are classified as

disposable cards, which are local use only items. Any balance remaining on a copy card at the time an inmate is released or transferred will not be refunded to the inmate.

**Commissary Lists** - Blank Commissary Lists are available in your housing unit. Lists are not available in the Commissary. Your list must be completed with your full name, register number, date and all items requested. No other marks will be allowed on your commissary list. Once you have submitted your list, items will not be added. You will be permitted to make substitutions for like items when an item is out of stock. After submitting your commissary list, remain quiet and listen for your name to be called by the Commissary Officer. Prices are subject to change without notice. The commissary list is updated quarterly.

## **LAUNDRY SERVICES**

### **Procedures for Inmate/Detainee Laundry Bags**

Laundry bags should be placed in the laundry carts located in the unit and sent to the laundry by 6:00 a.m. on that unit's scheduled laundry day. To insure proper cleaning and to prevent possible loss of clothing items, the laundry bag should be secured with one (1) knot at the top. Any problems that arise with inmate/detainee laundry bags or issued clothing may be brought to the laundry staff, during normal operating hours. The laundry hours of operation are posted in the unit and outside the laundry plant.

Laundry bags will be picked up as follows:

Monday	-	Ville Platte A&B, Oberlin A
Tuesday	-	Alexandria A&B, Oberlin B
Thursday	-	Ville Platte A&B, Oberlin A
Friday	-	Alexandria A&B, Oberlin B

### **Personal Clothing**

Inmate/Detainee=s personal clothing items that are authorized by the institution may be brought to the laundry on Thursday from 6:00 a.m. - 7:30 a.m. Inmates/Detainees must present their I.D. (Commissary) Card and the receipt and/or release of the clothing items will be documented by laundry staff. Clothing items may be picked up on the following day between the hours of 6:00 a.m. - 7:30 a.m.

### **Problems With Shoes Issued by The Laundry**

Inmates/Detainees who have problems with shoes issued by the laundry should notify their work supervisor or unit staff to arrange a visit to the laundry after 8:00 a.m.

## **Sheets, Pillow Case and Blanket Exchange Procedures**

Two sheets and one pillow case may be sent to the laundry each Wednesday in your laundry bag with the assigned unit's laundry cart. On the last Wednesday of each month, inmates/detainees are to send soiled blanket in laundry bag with the assigned unit's laundry cart. The carts are picked up by 7:00 a.m.

## **Inmate/Detainee Clothing Issue**

Inmate/Detainee clothing issue consists of the following items.

- 1 pair of safety shoes (if assigned to a work detail)
- 3 pair of white pants (Food Service Workers Only)
- 3 white shirts (Food Service Workers Only)
- 1 winter coat (when required)
- 4 pair of socks
- 4 t-shirts
- 2 towels
- 3 pair of khaki elastic waist pants
- 1 pair of deck shoes
- 1 laundry bag
- 4 pair of underwear
- 1 wash cloth
- 3 khaki pullover shirts
- 1 commissary bag

## **Holiday Laundry Schedules**

Holiday laundry schedules will be posted in the unit at least one week before it takes effect.

## **Food Service Workers Kitchen Whites**

Food Service workers are issued two laundry bags. Dirty clothes can be sent on the assigned day for unit's laundry bags. If an inmate/detainee is removed from the Food Service Detail, the kitchen whites must be returned to the Laundry.

## **Clothing Exchange**

Inmates/Detainees may exchange clothing items as determined by laundry staff based on physical damage or wear and tear of clothing or incorrect sizing. Clothing exchange is conducted on Mondays and Tuesdays, between the hours of 6:00 a.m. and 7:30 a.m. Clothing is exchanged for clean wearable clothing, not always new.

## **INMATE TELEPHONE SYSTEM**

### **Inmate Telephone System II (ITS II)**

**Telephone Regulations/Procedures** - The telephones for inmate use operate under the Inmate Telephone System II (ITS II). The ITS II is a telephone system which allows inmates to place both collect and debit local, long distance and international calls. Telephones are considered a privilege and can be taken away as a disciplinary sanction.

**Operation of the ITS - Personal Access Code (PAC):** An ITS account is created for each inmate within one (1) working day after his arrival. At the time the ITS account is created, the ITS computer generates a nine (9) digit random PAC number. The PAC number is secured and delivered to the inmate in his housing unit. The PAC is a unique number and may not be given to another inmate. Any inmate who believes his PAC has been compromised (i.e., stolen or lost) should notify his unit staff immediately. Inmates may be charged a \$5.00 replacement fee for a compromised PAC number.

Prior to utilizing the system you must register your name with the voice verification system. You must dial 111, enter your PAC number. In a clear and natural voice, state your first and last name after the tone (beep). The system will ask you to do this procedure twice. Do not hang up if you get a message that your voice did not match. Do not change your voice when prompted to restate your name. Keep your voice natural and unforced. If you successfully registered, your name will be repeated back to you. If you did not successfully register you will have to go through the registration again. After the third bad attempt you will need to start over by dialing 111 and enter your PAC number. Every call will be verified with the recorded name that you registered with. If the name recordings do not match, your call will not process.

Telephone Number Request Form: The blue form is no longer used for submitting telephone numbers. Inmates housed in the general population will create/manage their own telephone list via use of the TRULINCS system. Inmates housed in the Special Housing Units will be listed under the TRUFONE-No Phone List Required setting.

a. Any telephone call which cannot be immediately deducted from an inmate's ITS account is not authorized (i.e. 1-800, 1-900, 1-976, etc. telephone numbers are not allowed).

Transferring Funds from Your Commissary account to your Telephone account: Funds may be transferred from your commissary account to your telephone account using any telephone on the Inmate Telephone System. Transfers must be done in whole dollar amounts. There is no maximum amount which may be transferred to your ITS account. However, all funds placed on your ITS account will remain there until you are released or transferred from this institution. Funds may be transferred from your commissary account to your telephone account twice a day

between the hours of 6:00 a.m. and 9:00 p.m. daily. To transfer funds from your commissary account to your telephone account, you must dial 118 and your PAC number. You will be given a menu of options. Press 3 to transfer credits. You will then be given both your commissary and ITS balances. The system will prompt you to enter in whole dollar amounts the amount you wish to transfer followed by the # sign. You will be asked to confirm the amount you entered by pressing 1. Once you have confirmed the amount, the system will tell you your new Commissary and ITS balances. The funds on your ITS account are available for immediate use.

**Billing Information** - A complete list of billing information is located in the Education Department. All billing rates are established at the national level.

*\*Note - Local calls are numbers in the immediate Oakdale area with a 335 or 215 prefix only.*

**Use of the ITS System** - The ITS system is in operation daily from 6:00 a.m. until 9:00 p.m. Telephone calls are to be placed only from your assigned housing unit. ITS balance inquiries and the cost of each call can be checked by dialing 118 and your PAC number from an ITS telephone or utilizing the TRULINCS system. Your commissary account balance may also be checked using the ITS telephones or TRULINCS system. Total amount of calls per month is 300 minutes with the exception of November and December which will be 400 minutes per month. This is a combined total of collect and debit calls. Minutes will be reset according to the 5<sup>th</sup> digit of your register number: 0-1st day of each month, 1-4th day, 2-7th day, 3-10th day, 4-13th day, 5-16th, 6-19th day, 7-22nd day, 8-25th day, and 9-28th day of each month. Collect telephone rates are established by the telephone company. Collect telephone calls will include a collect call charge, which will be billed at the time the call is accepted plus a per minute charge, which is significantly higher than the debit telephone rates. All local and long distance telephone calls will be announced to the called party. For a direct dial call, the message will state the following: AThis call is from a Federal Prison. This is a prepaid call. You will not be charged for this call. This call is from (Inmate=s recorded name). Hang up to decline the call or to receive the call, dial 5 now. To block future prepaid calls from this person, dial 7.@ For a collect call the message will state the following: AThis call is from a Federal Prison. This is a VAC collect call. The cost of this call will be (\$) for the first minute and (\$) for each additional minute. This call is from (Inmate=s recorded name). Hang up to decline the call or to accept the call, dial 5 now. To block future collect calls from this person, dial 7.@ You will not be charged for the time that the prerecorded announcement is playing. Billing will not begin until the call is accepted for both debit and collect telephone calls.” The portion of the message AThis call is from a Federal Prison@ will play twice randomly during a 15 minute telephone call.

If a called party wishes to block future calls, as described in the call announcement, they must respond to a confirmation prompt after entering 7. If the called party makes the required entries to both prompts and does block future calls, the telephone number will remain blocked until ITS staff receive a written request for reinstatement with a copy of a recent telephone bill from the called party. A number which is blocked for collect calls may still be called utilizing a debit; likewise, a call which is blocked debit may still be called collect. All ITS telephones are subject

to monitoring and recording. If you need to place an un-monitored attorney call, contact unit staff for assistance. All telephone calls are limited to fifteen (15) minutes. Three-way telephone calls are not permitted. Inmates found to be placing three-way telephone calls are subject to disciplinary action. Your ITS II telephone account will transfer with you to other Bureau of Prison facilities. Upon your arrival at another institution, you will be able to immediately place debit/collect telephone calls using your existing PAC and telephone list. Inmates, who violate established telephone regulations, who have demonstrated an inability or unwillingness to conduct themselves properly with members of the public, who use the telephone to engage in criminal activities, and/or violate other institution regulations will be subject to disciplinary action and/or the possible restriction of telephone privileges.

A thirty (30) minute time out period is set between completed telephone calls. This prevents the telephones from being monopolized by individual inmates/detainees and promotes better access for all inmates/detainees.

**Telephone Account Inquiries** - Any questions or concerns you have regarding your ITS account may be addressed either through your Counselor, who will contact ITS staff or by submitting an AInmate Request to Staff Member@ form (Cop-Out) to ITS staff.

### **TRULINCS SYSTEM**

TRULINCS is a privilege, therefore, the Warden or an authorized representative may limit or deny the privilege. By participating in the TRULINCS program, inmates and the persons in the community with whom they correspond, voluntarily consent to having all incoming and electronic messages monitored and retained by Bureau staff. In order for an inmate to participate in TRULINCS electronic messaging program he must sign an agreement form (BP-0934). The contact will receive a generated message. Messaging may begin after the contact approves communication. In order to approve messaging the contact must register with CorrLinks. They must enter the email address that was received with the message along with identification code: **S62T72RX**. The identification code will expire in 10 days. For additional information the contacts can visit - [www.bop.gov/inmate\\_programs/trulincs\\_faq.jsp](http://www.bop.gov/inmate_programs/trulincs_faq.jsp).

**TRULINCS Restrictions** - Inmates are excluded from electronic messaging when it is determined that their use would threaten the safety, security or orderly running of the institution or the protection of the public and staff. Inmates housed in SHU & SMU will have access to the Education Law Library, print services and access to purchasing TRU-Units.

**Use of the TRULINCS system** - Hours of operation are: 6:00 a.m. until 9:00 p.m., daily. You will need the following to login; register number without hyphen (-), phone access code (PAC) and personal identification number (Commissary PIN). Inmates assigned to the general population housing units will have access to the following TRULINCS Services: Purchase of TRU-Units, view account transactions, send funds (BP-199s), contact list management, print services, and electronic law library. Public messaging or email is available to sentenced inmates only.

You will be charged 1 unit per minute while in the Public Messaging Service. You may purchase TRU-Units at .05 per unit. The minimum amount of TRU-Units to purchase is 40 units; the maximum amount is 600 units.

You will create/manage your own contact list. Your contact list will consist of: telephone numbers, mailing address, fund transfers (BP-199), etc. You are allowed a maximum of 100 total contacts and a total of 30 telephone numbers. Your telephone numbers will be available for calling approximately 15 minutes after being entered. You must enter a name and postal mailing address for each contact you wish to call. When an email address is entered, the system will send an email to the contact requesting their approval to communicate. You may check the status of each contact's email address by viewing your contact list message list.

Account transactions - You can view your current balances and transactions for the past 30 days for the following accounts using TRULINCS at no cost: Commissary, TRUFONE/ITS & TRULINCS

You may now print you account statements for a fee.

BP - 199 forms: You will now key all information related to sending Commissary funds to an outside person into TRULINCS. You will be required to print the form at no cost, sign it in the presence of Unit Management staff, and give the form to Unit Management staff. The payee must be on your contact list. You will select the payee from a list of your contacts on the send funds screen. Recurring scheduled payments already established will continue.

Print Services :

Free Print Services: Mailing Labels & BP-199s

Pay Print Services: (cost is .15 per page)

Emails, Account Transactions, Contact Lists, Electronic Law Library Research

## **CORRECTIONAL SERVICES / SECURITY PROCEDURES**

### **Counts**

One of the first realities of institutional life is security counts. It is necessary for staff to count inmates/detainees on a regular basis. During a count, inmates/detainees are expected to stay quietly in their cell until the count is announced as clear. You are expected to be in your room during official counts.

Official counts will ordinarily be conducted at 12:00 midnight, 3:00 a.m., 5:00 a.m., 4:00 p.m. (stand-up) and 9:00 p.m. On Saturday, Sunday and Holidays there is an additional (stand-up) count at 10:00 a.m.

An officer will initiate disciplinary action against an inmate/detainee for failure to be in the assigned area during a count. Disciplinary action will also be taken against an inmate/detainee for leaving an assigned area before the count is cleared. An inmate/detainee must actually be seen during all counts by the officer, even if the inmate/detainee must be awakened. It is your responsibility to ensure the officer can see you during the count.

### **Call-Outs**

Call-Outs are a scheduling system for appointments (which include health services, dental, educational, team meetings and other activities). Call-Outs are posted each day on the unit bulletin boards after 4:00 p.m. It is the inmate/detainee's responsibility to check the call-out sheet for appointments on a daily basis. All scheduled appointments are to be kept. Failure to appear may subject you to disciplinary action.

### **Controlled Movement**

The purpose of a controlled movement is to ensure the movement of inmates/detainees in an orderly fashion. During the regular work day, (7:45 a.m. - 4:00 p.m.), inmates/detainees will move from one area to another during open movement, i.e., movement to assigned work details, going to meals or for a recall and call outs. Each movement will be announced on the institution's public address speaker system. Inmates/Detainees are permitted a limited amount of time to travel to and from each area. If more than ten minutes is used to travel from one area to another, the inmate/detainee maybe subject to disciplinary action.

### **Controlled Movement**

7:40 a.m. - 8:00 a.m. (work call)  
8:00 a.m. - 8:10 a.m.  
9:00 a.m. - 9:10 a.m.

- 10:00 a.m. - 10:10 a.m.
- 10:30 a.m. - yard is closed**
- 10:40 a.m. - Short line
- 11:00 a.m. - Open Compound/Mainline
- 11:45 a.m. - 12:00 p.m. (CMS work call)
- 12:15 p.m. - 12:25 p.m. (work call)
- 1:00 p.m. - 1:10 p.m.
- 2:00 p.m. - 2:10 p.m.
- 3:00 p.m. - 3:10 p.m.
- 3:30 p.m. - yard is closed**

### **Contraband**

Contraband is defined as any item not authorized or issued by the institution, received through approved channels or purchased through the Commissary. Staff are alert to the presence of contraband and confiscate contraband found in the institution. Any item in an inmate/detainee's personal possession must be authorized and a record of the receipt of the item should be kept in the inmate/detainee's possession. Inmates/Detainees may not purchase radios or any other items from other inmates/detainees. Inmates/Detainees may not give anything of value to another inmate/detainee. Items purchased in this manner are considered contraband and will be confiscated. An altered item, even if approved or issued, is considered contraband. Altering or damaging government property is a violation of institutional rules and the cost of the damage will be levied against the violator through disciplinary action.

### **Shakedowns**

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

### **Urinalysis Testing**

The Bureau of Prisons operates a drug surveillance program which includes mandatory random testing, as well as testing of certain other categories of inmates/detainees. If a staff member orders an inmate/ detainee to provide a urine sample for this program and the inmate/detainee does not do so, that inmate/detainee will be subject to disciplinary action.

### **Alcohol Detection**

A program for alcohol surveillance is in effect at this institution. Random samples of the inmate/detainee population are tested on a routine basis, as well as those suspected of alcohol

use. A positive test will result in an incident report. Refusal to submit to the test will also result in an incident report.

### **Visiting**

Inmates/Detainees are encouraged to have visits in order to maintain family and community ties. Visiting hours are:

Saturday, Sunday and Holidays 8:30 a.m. - 3:00 p.m.

**NOTE: Processing for inmate/detainee visitors will terminate 30 minutes prior to the scheduled ending time.**

All proposed visitors, to include immediate family members, will be required to complete a Request to Visit form, and a background check will be conducted. If the form is not filled out completely, the visit will be denied. Once the background check is clear, the proposed visitor will be added to the inmate/detainee visiting list.

### **ADMINISTRATIVE REMEDY PROGRAM**

**Administrative Remedies** - Governing Program Statement 1330.13 and Institution Supplement 1330.13 are available in the law library. Inmates must attempt informal resolution prior to filing remedy. You must meet with your Unit Counselor to discuss the complaint and attempt an informal resolution. The Counselor will complete the information resolution form BP-8. If the Counselor is not able to resolve the complaint, he/she will then issue an administrative remedy BP-9. This remedy must be returned to the Counselor within 20 days of the date the event occurred. The 20 days include the time spent trying to informally resolve the problem. Once received, the Warden has 20 days in which to respond. There are only two times when informal remedy is not appropriate:

1. Appealing decision of the Unit Discipline Committee (UDC). Once a decision is reached, it cannot be overturned, except by the Warden.
2. Appealing decision of the Disciplinary Hearing Officer (DHO). Must be appealed on a BP-10 to the Regional Director within 20 days of the date. The inmate receives a copy of the DHO report. This report is delivered to the inmate by a staff member and the staff member will date the document to show when it was delivered.

### **Consular Visits**

If you are a citizen of a foreign country and would like to contact your consulate, please see your Unit Counselor.

Special visits will be handled through a member of your Unit Team.

Approved visitors will be notified by the inmate/detainee requesting their placement on his approved visiting list. An inmate/detainee may request family members or friends to be approved and these persons will be notified by the requesting inmate/detainee if approval is granted.

Visitors are required to present photo identification, such as a driver's license or other official photo identification, which bears a signature of the visitor.

Visiting groups are ordinarily limited to five persons at one time. When Overcrowding conditions exist, visits may be limited by the visiting room officer, normally on a first come, first leave basis.

**Minor children** (under 18 years of age): Children under the age of 16 may not visit an inmate/detainee unless accompanied by the parent or legal guardian on the approved visiting list. If the minor child is accompanied by an approved visitor, other than the parent or legal guardian, the supervising adult must have written approval of a parent or legal guardian allowing the minor child to visit. Visitors who are 16 or 17 years of age may visit without the adult supervision, provided they have written approval of a parent or legal guardian or immediate family member at least 18 years of age prior to the visitation.

Vending machines are available in the visiting area. Smoking is **not** permitted in the visiting room.

Limited handshaking, embracing and kissing is permitted within the bounds of good taste at the beginning and end of the visit.

Visitors are not permitted to bring handbags, purses, shopping bags, electronic equipment, food items (including gum), etc., into the visiting room. All other items must be secured in their vehicle.

**Note: Only the amount of prescription medication needed by the visitor during the visit will be permitted. The medication will be held by the visiting room officer.**

Only items needed for an infant's stay will be authorized in the visiting room, to include the following items:

- 1 - Diaper Bag
- 6 - Disposable diapers
- 1 - Container of baby wipes
- 1 - 24oz. of formula mix, pre-mixed in bottles
- 3 - jars of baby food, unopened
- 1 - Plastic serving spoon
- 2 - Changes of clothing, 1 blanket, 1 pacifier, 1 teething toy

Visitors must be properly dressed. Visiting room officers will ensure all visitors are dressed\ appropriately. This list is not all inclusive.

- No shorts or variations of shorts, such as: pedal pushers, capri pants, scooter skirts and leggings
- No shower shoes or slippers
- No see through clothing
- No clothing exposing the mid-section
- No tank tops or halter tops
- No hats
- No military clothing
- No dresses shorter than mid-thigh
- No hot pants
- No body contour type attire

The visiting room officer will notify the shift supervisor and the institution duty officer (IDO) of any potential visitor who is dressed inappropriately.

Money may not be left for deposit in the inmate/detainee=s commissary account. Visitors may not give any items to inmate/detainees.

Once a visitor leaves the visiting room for any reason, the visit is terminated for that day. When visiting is over, visitors should depart from the grounds immediately.

Violation of these instructions may result in the denial of future visits.

The Federal Detention Center and Federal Prison Camp, Oakdale, Louisiana, are located on the north side of Oakdale, Louisiana, approximately one mile east of Highway 165. From Alexandria, take Highway 165 South to Whatley Road, turn left on Whatley Road and turn right into the Federal Correctional Complex. The Federal Detention Center is at the end of the Federal Correctional Complex road. The Federal Prison Camp is immediately preceding the Federal Detention Center. A parking lot is provided. Vehicles must be locked and no one will be allowed to remain in parked vehicles on the facility property. There is no public transportation available in Oakdale, Louisiana.

**Federal Detention Center  
2105 East Whatley Road**

It is a federal crime to bring upon the grounds any firearm, destructive device, ammunition, other objects designed to be used as a weapon, narcotic drug, controlled substance, alcoholic beverage, currency, or any other object that threatens the order, discipline or security of a prison or the life, health or safety of an individual without the knowledge and consent of the Warden. Title 18

U.S.C. 1791 and 3571 provides a penalty of imprisonment for not more than 20 years, a fine of not more than \$250,000 or both, to a person who provides or attempts to provide, any prohibited object to an inmate. All persons entering upon these premises are subject to routine searches of their person, property (including vehicles) and packages.

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**EDUCATION SERVICES**  
**GENERAL INFORMATION**

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**HOURS OF OPERATION**

Monday - Friday      7:40 a.m. - 10:30 a.m.  
   12:30 p.m. - 3:30 p.m.

Tuesday - Thursday    5:00 p.m. - 8:00 p.m.

**PROPER ATTIRE IS REQUIRED BETWEEN 7:40 a.m. - 3:30 p.m. (Khaki pants and shirts (tucked), shoes and socks. HATS, SHORTS, SWEATS, RADIOS, FOOD AND DRINKS ARE PROHIBITED.**

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**ACADEMICS**

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**A. LITERACY PROGRAM**

1. Description - The program is designed for inmates who lack a high school diploma. To meet their needs, high school equivalency courses are offered.
2. Length - A minimum of 240 classroom hours is required or until a GED is achieved, whichever occurs first.
3. Certification - A GED Diploma from the State of Louisiana.

4. Violent Crime Control and Law Enforcement Act (VCCLEA) 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 toward attaining a General Educational Development (GED) credential to vest earned Good Conduct Time (GCT).
5. Prison Litigation Reform Act (PLRA) provides that, in determining GCT awards, the Bureau shall consider whether an inmate, with a date of offense on or after April 26, 1996, who lacks a high school credential, participates and makes satisfactory progress toward attaining a GED credential, in order to be eligible to earn the maximum amount of GCT. Inmates/Detainees with an order for deportation, will not need to enroll in the Literacy program in order to receive the maximum GCT.
6. Requirements - Mandatory for all inmates in federal institutions to attend the literacy program except for:
  - a. Pretrial inmates/detainees.
  - b. Inmates committed for the purpose of study and observation under the provisions of 18 U.S.C. 4205 and 4241-4246 or, effective November 1, 1987, 18 U.S.C. 3552(b).
  - c. Other inmates who, for good cause, the warden may excuse from attending the Literacy Program.
  - d. Those already possessing a verified GED or a High School Diploma (verification of education must be initiated by the inmate).

**B. ENGLISH AS A SECOND LANGUAGE (ESL)**

1. Description - The English as a Second Language Program is designed for non-English speaking inmates who have a need to learn English, and who have not previously passed the CASAS exam.
2. Length - The class begins with basic English and each student progresses at his own rate.
3. Certification - A Certificate of completion upon successfully passing the CASAS exam.
4. Requirements - Inmates who wish to enroll should submit a cop-out to the ESL Coordinator.

**C. PARENTING EDUCATION**

1. Description - The Parenting Program is designed to teach inmates specific parenting skills, which will result in improved communication and interaction with their children.
2. Certification - Certificate of completion
3. Requirements - None

**D. CORRESPONDENCE STUDY**

1. Description - These are self-paced programs which are chosen by the student from available outside sources.
2. Length - Varies
3. Certification - Varies
4. Requirements - The student is responsible for all fees and must receive approval for all courses from the Correspondence Coordinator prior to enrollment.

**E. ADULT CONTINUING EDUCATION (ACE)**

1. Description - The program is designed to provide continuing education in various areas of interest in a traditional classroom environment. Also, offered under the ACE program are self-study courses and video programs.
2. Length - Varies
3. Certification - Certificate of Completion

**F. KEYBOARDING**

1. Description - The program is designed to teach inmates skills in keyboard familiarization, speed and accuracy.
2. Length - Approximately one month in duration. The class meets approximately 4 hours per week.
3. Certification - Certificate of Completion
4. Requirements - None

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## OCCUPATION EDUCATION

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Currently there are no Vocational Training Programs offered at the Federal Detention Center.

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## EDUCATION SERVICES

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### A. LAW AND LEISURE LIBRARY

1. Description - It is the policy of this institution that inmates have reasonable access to legal material and to counsel for preparation of legal documents. It is also our policy to provide inmates with library services necessary for education, as well as cultural and leisure activity. A variety of newspapers, reference materials and periodicals are available. Titles unavailable in the library may be obtained through the interlibrary loan services.
2. Library services are extended to all inmates. Commissary cards are required to check out all library materials.
3. Legal copies are made in Education Department during these hours:  
  
Monday - Friday      9:00 a.m. - 10:30 a.m.  
Monday - Friday      2:00 p.m. - 3:30 p.m.  
Tuesday, Wednesday and Thursday      6:30 p.m. - 8:00 p.m.
4. Inmates/Detainees are given 25 free legal copies per month and each additional legal copies will cost five cents per copy. No copies of books, photographs, magazines and etc. **(LEGAL COPIES ONLY!)**.

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## INCENTIVE AWARDS

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1. \$25.00 will be awarded to inmates who complete a GED class by passing the Official General Education Development Examination (GED). A Certificate of Achievement will be awarded for completion of Levels 1 and 2 of the Literacy Program.
2. \$15.00 will be awarded to inmates who complete ESL class by passing the Comprehensive Adult Student Assessment System Examination (CASAS).

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## RECREATION FACILITIES

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### A. GYMNASIUM AREA

The Gymnasium area offers a basketball court for league and free play.

**B. HOBBY CRAFT AREA**

The Hobby Craft area is located in the research section of the Leisure Center. This area offers crafts classes as well as Health Awareness programs.

**C. RECREATION YARD**

The Recreation Yard area is surrounded by a one-third mile asphalt track. Located on the Recreation Yard are the soccer and football fields, two handball/racquetball courts, a softball field, weight pile and one volleyball court. Housed on the Recreation Yard are staff offices and an issue room for the weight lifting area from which inmates may check-out weight equipment.

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**RECREATION ACTIVITIES**

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**A. HOBBY CRAFT**

The Hobby Craft program offers a number of activities designed to allow the inmates to express themselves in a creative manner. There are classes for the beginner and advanced in all of the activities offered in the HOBBY CRAFT program. The activities, which are available for inmate participation, are Leather craft, bead work, clay, and crochet.

**B. COURT GAMES**

The institution offers a number of games which are played on regulation courts. They consist of handball, racquetball, tennis, horseshoes, basketball, cricket, boccie ball, pickle ball and badminton.

**C. INTRAMURAL SPORTS**

The Intramural sports cover a wide range of interests including: basketball, volleyball, soccer, flag football and softball.

**D. BOARD GAMES**

Inmates have a wide range of games which are available in the housing units and in the Hobby Craft area. They include Dominoes, chess, card games, checkers, Yahtzee, Backgammon and Scrabble.

**E. PFHE (PHYSICAL FITNESS/HEALTH EDUCATION)**

The Recreation Department has created a number of organized fitness activities which are designed to offer each inmate a choice of being involved in a variety of exercise programs. These include run/walk clubs, fitness clubs and a Wellness Program.

**F. MUSIC PROGRAM**

Instructions in guitar are offered and guitars are available for check-out.

**G. HEALTH PROMOTION/DISEASE PREVENTION**

Inmates are able to participate in the Health Promotion/Disease Prevention (HPDP) program on a voluntary basis. This is a joint effort by both the Medical Services Department and the Recreation Department. Flyers are posted in the housing units announcing upcoming classes.

**MEDICAL SERVICES**

**GENERAL INFORMATION**

Health services are provided on a 24-hour basis through routine clinic and Urgent Care. You will be provided necessary medical, dental and mental health services by professional staff, consistent with acceptable community standards.

**You may request any or all of these services at routine triage sick call in the Medical Department, Monday, Tuesday, Thursday and Friday from 6:15 a.m. to 6:30 a.m. or by requesting a staff member to contact the Health Services Department for an Urgent Request. You may also talk with Health Services Staff at the lunch mainline, Monday through Friday.**

Triage is defined as the classification of patients according to priority of need for examination and/or treatment. Triage allows truly urgent conditions to be addressed adequately on the same day, while also allowing more routine conditions or concerns to be addressed at a scheduled appointment. Appointments will be scheduled with the appropriate Mid-Level Provider (MLP) within a time frame appropriate for the inmate's condition and medical needs. If no follow-up appointment is warranted, the inmate will be advised of other options (e.g., obtaining over-the-counter medications from the Commissary, submitting an Inmate Request to Staff Member@ form BP-A148, etc.

Inmates must complete the top portion of the triage form located in the Medical Department. Virtually all clinical services provided to the inmates will be by appointment, scheduled several days to weeks in advance, through a request from the inmate or follow-up appointments determined by the providers.

Failure to report to your scheduled appointment may result in an incident report. Your sick call appointment may not necessarily be on the date that you signed up. You are responsible for notifying your Detail Supervisor or Unit Officer of your scheduled upcoming appointment. There is no sick call on weekends, federal observed holidays or Wednesday. If you become ill or receive an injury during this time frame, you must have a staff member contact the Health Services Department for you. The medical staff will then triage your medical needs and provide medical treatment, if indicated. Levels of care, that are not generally provided and medically acceptable, but not medically necessary are for your convenience. The Clinical Director will make the determination as to what is medically acceptable, but not medically necessary. Medical services are provided by Bureau of Prisons staff and consultants from the surrounding communities.

While you are in A&O status, you will be given a medical examination and necessary immunizations shots. If you are returning from a writ, a stay at a BOP Medical Center or transferring from one of our other facilities, your medical files will be reviewed. A complete physical may not be necessary. When properly cleared by appropriate clinical staff, you will be released from A&O.

## **INMATE COPAYMENT 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 FCC Oakdale provide notice of the Inmate Copayment Program for health care, effective October 3, 2005.

**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 copay fees.

### **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 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 below, you will be charged a \$2.00 copay fee for that visit.*

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

### **Health Care Visits with no Fee:**

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. Diagnosis or treatment of chronic infectious diseases,
6. Mental health care or
7. Substance abuse treatment.

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

- \$ Blood pressure monitoring,
- \$ Glucose monitoring,
- \$ Insulin injections,
- \$ Chronic care clinics,
- \$ TB testing,
- \$ Vaccinations,
- \$ Wound Care and/or
- \$ Patient education.

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

**Indigency:** An **indigent inmate** is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days.

If you are considered indigent, you will not have the copay fee deducted from your Inmate Commissary Account.

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

**Complaints:** You may seek review of issues related to health service fees through the Bureau=s Administrative Remedy Program (see 28 CFR Part 542).

## **OVER-THE-COUNTER MEDICATIONS**

FCC Oakdale will stock at least 25 OTC medications as referenced in the Trust Fund/Warehouse/Laundry Manual. During institution triage/sick call, medical staff will refer inmates to the Commissary in response to complaints related to cosmetic and general hygiene issues or symptoms of minor medical ailments.

1. Inmates will have access to Over-the-Counter (OTC) medications in the Commissary.
2. Personal resources will be used by inmates to obtain OTC medications that are indicated for cosmetic, general hygiene issues or symptoms of minor medical ailments. Examples of such complaints are:
  - \$ Occasional Constipation
  - \$ Seasonal Allergies
  - \$ all Allergies
  - \$ GI Upset
  - \$ Dandruff
  - \$ Athlete's Foot
  - \$ Muscle Aches from Exertion
3. Inmates will purchase OTC medications from the Commissary with their personal funds.

## **INDIGENT INMATES**

1. An inmate without funds is an inmate who has had an average daily trust fund account balance of less than \$6.00 for the past 30 days.
2. An inmate without funds may obtain additional OTC medications at sick call, if health services staff determine that you have an immediate medical need, which must be addressed before you may again apply for OTC medications.
3. All indigent inmates must come to the pharmacy on Wednesday between the hours of 8:00 a.m. - 8:30 a.m., to request medication (Form BP-S788).
4. One request per inmate per week will be accepted.
5. Inmates will select no more than two items on the Over-the-Counter Medications Request Form. If you need more than two items, you must attend triage/sick call.

6. When the pharmacy staff receives the form, they will verify the requesting inmate is without funds (indigent) by reviewing the TRUFACS Report for inmates without funds (indigent inmates).
7. Pharmacy will maintain a record of the OTC items issued to a given inmate for 30 days.

**The DNA Analysis Backlog Elimination Act of 2000:** On December 19, 2000, Public Law 106-546, "The DNA Analysis Backlog Elimination Act of 2000", was enacted. This law requires the Bureau of Prisons to obtain DNA samples from inmates convicted of qualifying offenses. The law applies to inmates with a current or past qualifying offense. The collection of DNA samples will be a routine part of the admission process for new inmates with an offense which qualifies for DNA testing. Contact your Unit Manager or Case Manager to determine if this requirement applies to you.

**Diagnostic studies for infectious disease are mandatory and should you refuse, you will be maintained in the Special Housing Unit status, unless released by the Clinical Director.**

## **PERIODIC HEALTH EXAMINATIONS**

The Medical Director will ensure the availability of age-specific preventive health examinations (e.g., cancer screening) for the inmate population.

Information regarding these examinations will be posted in the Health Services Department and individual patient education associated with clinical encounters.

## **URGENT DENTAL CARE**

Urgent dental care requests will be evaluated by the Registered Nurse or Emergency Medical Technician, who signs up inmates/detainees during routine sick call from 6:15 a.m. - 6:30 a.m.

## **ROUTINE DENTAL CARE**

Routine requests for dental care will be sent to the Chief Dental Officer via a cop-out. When you are to be evaluated by the Dentist for routine care, you will be placed on the daily call-out sheet.

## **HEALTH SERVICES DEPARTMENT (HSD)/FDC**

You will be given an appointment to return to the Health Services Department prior to the early morning census count at 8:00 a.m. for evaluation by the Dentist, who will determine if you have a dental problem requiring immediate attention. Urgent care services are provided for relief of pain and/or infection. Due to the transient nature of the population, long term dental treatment cannot be scheduled.

## **CALL-OUTS/CHRONIC CARE**

All call-outs for medical and dental appointments will be posted in your unit and you are responsible to check it daily. Failure to report for a call-out will result in an incident report. You have a fifteen minute grace period prior to being identified as a call-out failure to report at the Health Services Department. Only the Clinical Director will be authorized to refer you to a medical specialist in the community. This process starts at routine sick call by an evaluation from a Mid-Level Provider. If you have a longstanding medical problem, you will be placed on a specialty/chronic care clinic list and will be scheduled for an appointment via call-out. You are responsible to check the call-out and make your appointments.

## **MEDICATIONS - PILL LINE**

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

### Monday - Friday

6:15 a.m. - 6:30 a.m.  
11:30 a.m. - 12:00 p.m.  
5:00 p.m. - 5:30 p.m.  
7:30 p.m. - 7:40 p.m.

### Saturday, Sunday, & Holidays

8:00 a.m. - 8:30 a.m.  
12:00 p.m. - 12:30 p.m.  
5:00 p.m. - 5:30 p.m.  
7:30 p.m. - 7:40 p.m.

Medications, that require refills, will be taken to the 6:15 a.m. pill line and picked up at the 7:30 p.m. pill line. To pick up any medication, you must have your medical pass and ID card. Refills will not be filled on the weekend by the Physician's Assistant. The Pharmacist will fill all prescriptions Monday through Friday.

## **MEDICAL RESTRICTIONS**

Occasionally, it may be necessary to restrict an individual's activity without placing him in a clinical setting. In these cases, individuals are placed on Medical Idle or Convalescent Status or Medically Unassigned Status. Medical Idle is written for up to three (3) days. You must stay in your assigned cell except for meals, sick call, medical call-outs or religious services. Medical Convalescent is written or authorized by the Clinical Director for up to 30 days. You may be allowed out of the unit, if approved by the Clinical Director. Medically Unassigned is written or authorized by the Clinical Director. This is a ANo Work@ Status. **You MAY NOT**

**PARTICIPATE IN RECREATIONAL ACTIVITIES** on either of these statuses, unless specifically authorized by the Clinical Director. Only the Physician may extend the days off beyond three days, for a Medical Idle. Only a Physician may place you on a Medically Unassigned or Convalescence Status.

## **HEALTH PROMOTION/DISEASE PREVENTION**

The Health Promotion Disease Prevention (HPDP), Recreation and Psychology Services offers a health promotion and disease prevention activity in the following areas:

1. Stress Management
2. Nutrition Counseling for Diabetes/Hypertension
3. Dental Hygiene/Personal Hygiene
4. Infectious Disease
5. Low Back Pain
6. Cardiopulmonary Health/Stroke
7. Cancer, Effects of Smoking
8. Substance Abuse
9. Hyperlipidemia
10. Exercise, Weight Loss (Fat Loss), Stretching/Calisthenics

If you desire to be a participant in one or more of these programs, contact the Mid-Level Provider via a cop-out. To request an appointment with the Psychologist, you should submit an inmate request to your Unit Staff who will forward the request to the Psychology Department.

## **ON-THE-JOB INJURIES**

If you are injured while performing an assigned duty, you must immediately report this injury to your Detail Supervisor. The Detail Supervisor will then contact the Health Services Department to have you evaluated. The Mid-Level Provider will complete an injury report and provide a copy to the institution Safety Manager. If injured while performing an assigned duty and the Mid-Level Provider determines you will be impaired to some degree, you may file a claim with the Safety Manager for processing under the Inmate Accident Compensation Act (DEMKO Claim). A medical evaluation must be included in the claim when submitting the same.

## **EYEGLASSES**

An Optometrist is scheduled to visit the institution on a monthly basis. Those requesting to see the Optometrist must make a sick-call appointment for an initial eye screening and referral. You will be scheduled at the earliest possible date. Once you have been evaluated by the Optometrist, glasses will be ordered from UNICOR. Inmates will be placed on call-out to receive their glasses upon arrival (usually

within 6 - 8 weeks). If an inmate wishes to purchase his own glasses, he must obtain a package authorization through his Unit Team and approval from the Health Services Administrator.

## **CONTACTS**

Inmates, reporting to the institution with contact lenses, will be evaluated for the medical necessity of contact lenses. If contact lenses are not medically indicated, the inmate will be required to purchase eyeglasses from the community or have the institution provide him with glasses. Upon the arrival of these glasses, the inmate will be required to send his contact lenses home. If contact lenses are medically indicated, the Health Service Department will purchase the contact lens and provide the cleaning solutions for their upkeep.

## **MEDICAL DIETS**

There are no medical diets at this institution. Inmates will pick and choose from available entrees on the serving line.

## **SEXUAL ASSAULT PREVENTION/INTERVENTION**

### **I. Introduction**

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.

### **II. What is sexually abusive behavior?**

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

- Rape
- Sexual Assault with an Object
- Sexual Fondling
- Sexual Misconduct by staff

Additionally, according to Bureau policy, the following behaviors are acts prohibited by the inmate code of conduct:

- Code 101/(A): Sexual Assault
- 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 300/(A): Indecent Exposure
- Code 404/(A): Using Abusive or Obscene Language

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.

It is important to understand that sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts and/or 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 who knowingly file false reports will face disciplinary measures.

### III. Protecting Yourself and Others from Sexually Abusive Behavior

There are strategies you can use to protect yourself and others from sexually abusive behavior. These strategies include:

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

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.

### IV. What Should You Do if You Are Sexually Assaulted?

If you become a victim of sexually abusive behavior, immediately report the incident to a staff member. Staff 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. 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.

#### V. Understanding the Investigative Process

Once the sexually abusive behavior is reported, the Bureau 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.

#### VI. Supportive Services

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.

#### VII. Consequences for Assailants

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

#### VIII. How Do You Report an Incident of Sexually Abusive Behavior?

It is important that you tell a staff member if you have been sexually assaulted. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, counselor, chaplain, psychologist, work supervisor, your unit officer, an SIS officer, the Warden or any other staff member you trust.

Bureau staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis. Any discussions with appropriate officials are directly related to the victim's welfare or law enforcement and investigative purposes.

There are other means to confidentially report sexually abusive behavior if you are not comfortable talking with staff. You can:

- Write directly to the Warden, Regional Director or Director. You can send the Warden an Inmate Request to Staff Member (a “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 management staff.
- Write the Office of the Inspector General (OIG) which investigates allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

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

This address and more detailed information about Sexually Abusive Behavior Prevention and Intervention are contained in your brochure.

## **MENTAL HEALTH AWARENESS AND NOTIFICATION TO STAFF**

You should notify staff if you observe other inmates/detainees appearing to be depressed, anxious or displaying abnormal or unusual behavior.

## **ADVANCE DIRECTIVES (LIVING WILLS)**

1. You may request to place a Living Will in your medical record for use should you become incompetent, comatose, mentally or physically incapable of communication or decision making. Advance Directives may be implemented only at Community Health Care Facilities. The declaration regarding your decision, relating to medical procedures, must be legally valid in the State of Louisiana. An attorney can assist you with executing a valid declaration.

**Do Not Resuscitate Orders (DNR):** In all cases, decisions a competent inmate expressed supercede any previously executed advance directive to the contrary.

DNR orders **will never** be invoked while an inmate is housed at a general population institution. Emergency resuscitative measures must always be performed on an inmate who suffers cardiopulmonary arrest at a general population institution.

## **Sexually Transmitted Diseases**

## Questions & Answers as You enter this Correctional Facility

Your health is important to those who work in this facility. Medical staff members are willing to discuss any health concerns you have. An important health issue is Sexually Transmitted Diseases or STDs. STDs are among the most common infectious diseases in the U.S. Anyone who has unsafe (unprotected) sex can get an STD. If you have had unprotected sex (without a condom) with a woman, you may have come into contact with vaginal fluid, genital sores or lesions. This contact may have exposed you to an STD. If you have had unprotected sex with a man, you may have come into contact with semen, genital sores or lesions. This contact may have exposed you to an STD. This information will tell you about common STDs and what their symptoms look like. You may have been infected with a STD in the past. You may have ignored or not noticed the symptoms. Because untreated, STDs can cause serious health problems, you may want to be tested. If you have questions about STDs or think you have any symptoms, sign up for sick call. It is okay to ask questions and talk with medical staff members.

This information will be handled confidentially. When you arrive at a Bureau of Prisons (BOP) facility, you are advised in writing of the disciplinary system. Engaging in sexual acts, as noted in the AHigh Severity Category,@ is prohibited and you can be subject to sanctions as defined in the BOP policy on Inmate Discipline and Special Housing Unit.

***Stay Safe: Don't have sex with other inmates***

### Things to know about STDs –

1. Men and women who have any form of unprotected sex are at risk for STDs. This is true, regardless of age, race, ethnic background or income. It is true whether your partners are of the same sex or the opposite sex.
2. You can prevent STDs. The best way is to avoid having sex. Sex with other inmates is not allowed and can be dangerous.
3. Many STDs can be cured with medicine. Other STDs can be treated to avoid more problems. Even after you have been treated for an STD, you can become reinfected. Treatment is not a vaccine. It cannot prevent future infections.
4. You may be infected with an STD and not have any symptoms. If you have had unsafe sex and not been tested for STDs talk to a health care worker.
5. If you have HIV, being infected with a STD can make the HIV worse.

**Talking to the Medical Staff** - If you have had unsafe sex and have not been tested for STDs or have any reason to think that you may have an STD, talk with the medical staff. Ask any questions you have about symptoms and testing, even if you were treated for an STD before coming to a correctional facility. If you have had unprotected sex since then, you may be

infected. The medical staff can provide more information and help you decide about being tested. If you have an STD and don't get treatment, you may have worse health problems in the future.

**If you have a STD, what treatment is offered?**

Getting treated right away will help reduce the long-term problems found with STDs. If you have an STD, your health care provider may treat you with pills, liquid medicine or an injections.

If you are given pills, you must take them exactly as your doctor tells you. Do not share pills with partners or friends. STDs caused by bacteria, such as chlamydia, gonorrhea or syphilis can be treated with antibiotic medicines. STDs caused by viruses, such as HIV and herpes, cannot be cured. You will have these diseases for life. Treatment can help reduce or control these illnesses, but here are no cures.

**What are common STDs in the U.S.?**

<i>Health Problems</i>	<i>STD</i>	<i>Key Facts</i>	<i>Symptoms</i>
<b>Chlamydia Gonorrhea</b>	caused by bacteria spread during vaginal, anal, and oral sex	may or may not be any symptoms	<i>without</i> treatment: <b>Men</b> -can spread to the epididymis (a tube that carries sperm from the testis) and cause pain, fever, and sterility <b>Women</b> -can spread into the womb or fallopian tubes and cause pelvic inflammatory disease (PID) and infertility
<b>Syphilis</b>	caused through contact with lesions or open sores on the outer genital, vagina, anus, or in the rectum	one or more sores lasting 3-6 weeks at the spot where bacteria entered the body; sores will heal but infection remains; maybe a rash on the palms of the hands or bottoms of feet; rashes clear up on their own	<i>without</i> treatment <i>initial</i> symptoms-fever, swollen lymph glands, sore throat, patchy hair loss  <i>later</i> symptoms-damage to brain, nerves, liver bones, joints, eyesight, and death
<b>Human Immunodeficiency (HIV)</b>	caused by a virus spread through unsafe vaginal, anal, and oral sex  Antiretroviral drugs can help build your body's resistance to deadly illnesses and cancers; they do not cure HIV	you may be infected with HIV and not have any symptoms for 7-10 years	HIV attacks and weakens your immune system; a weakened immune system can lead to serious illness and possible death
<b>Hepatitis B Virus (HBV)</b>	spread through unsafe sex with an infected person  there is a vaccine to prevent HBV	about 30% of persons with HBV have no signs or symptoms.  HBV symptoms: fatigue, abdominal pain, jaundice (yellowish skin), and loss of appetite	chronic HBV infections occur in about 6% of adults  death from chronic liver disease occurs in about 15-25% of infected persons

<b>Human Papilloma Virus (HPV)</b>	spread through unsafe sexual contact	you may have HPV and not be able to see it; you may notice genital warts (soft, moist, pink or red swellings around the genitals)	infection often goes away on its own, but HPV that does not go away can lead to cancer
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**Joint Commission:** The Joint Commission has a toll-free hot line to provide patients, families, care givers and others with an opportunity to share concerns regarding quality of care issues at accredited health care organizations. The toll free number is 800-994-6610 and is available 24 hours a day, seven days a week. However, staff members are available to answer calls only on weekdays between 8:30 a.m. and 5:00 p.m. Central Standard Time.

Upon request from any party, the Joint Commission releases the following aggregate information relating to complaints about an accredited organization for the three-year period prior to receipt of the request:

1. The number of standards related written complaints filed against an accredited organization that have met criteria for review.
2. The applicable standards area involved in a specific complaint review.
3. The standards area in which requirements for improvement were issued as a result of complaint evaluation activities.
4. When an unannounced or unscheduled survey is based on information derived from a complaint or public sources, the standard areas related to the complaint.

The Joint Commission also provides the following information as appropriate to complainants regarding their complaints:

1. Any determination that the complaint is not related to Joint Commission standards.
2. If the complaint is related to standards, the course of action to be taken regarding the complaint.
3. Whether the Joint Commission has decided to take action regarding an organization=s accreditation decision following completion of the complaint investigation.
4. If the Joint Commission has decided to take no action, the complainant is to be so advised.
5. If the Joint Commission has taken action, the complainant is to be advised in conformance with the guidelines for release of complaint information as set forth above.
6. Any change in an organization=s accreditation decision following completion of the complaint investigation.

**FEDERAL BUREAU OF PRISONS**  
**HEALTH CARE RIGHTS AND RESPONSIBILITIES**

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

<b>Your Health Care Rights:</b>	<b>Your Responsibilities:</b>
1. You have the <b>right to access</b> health care services based on the local procedures at your institution. Health services include medical, dental and all support services. If inmate copay system exists in your institution, Health Services cannot be denied due to lack (verified) of personal funds to pay for your care.	1. You have the responsibility to comply with the health care policies of your institution and follow recommended treatment plans established for you by health care providers. <b>You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.</b>
<b>Your Health Care Rights:</b>	<b>Your Responsibilities:</b>
2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.	2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
3. You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden and the Warden.	3. You have the responsibility to address your concerns in the accepted format, such as the <i>Inmate Request to Staff Member</i> form, main line or the accepted <i>Inmate Grievance Procedures</i> .

4. You have the right to provide the Bureau of Prisons with <b>Advance Directives or a Living Will</b> that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.	4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the right to be provided with information regarding your diagnosis, treatment and prognosis. <b>This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.</b>	5. You have the responsibility to keep this information confidential.
6. You have the right to obtain copies of certain releasable portions of your health record.	6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the right to be examined in private.	7. You have the responsibility to comply with security procedures should security be required during your examination.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.	8. 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.
<b>Your Health Care Rights:</b>	<b>Your Responsibilities:</b>
9. You have the right to report complaints of pain to your health care provider, <b>have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.</b>	9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.

10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.	10. You have the responsibility to be honest with your health care provider(s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.	11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the right to request a routine physical examination, as defined by the Bureau of Prisons Policy. (If you are under the age of 50, once every two years, if over the age of 50, once a year and within one year of your release).	12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the right to dental care as defined in Bureau of Prisons= Policy to include preventive services, emergency care and routine care.	13. You have the responsibility to maintain your oral hygiene and health.
14. You have the right to a safe, clean and healthy environment, including smoke-free living areas.	14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.

<b>Your Health Care Rights:</b>	<b>Your Responsibilities:</b>
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<p>16. 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:</p> <ul style="list-style-type: none"> <li>a. Health care services based on health care staff referrals,</li> <li>b. Health care staff-approved follow-up treatment for a chronic condition,</li> <li>c. Preventive health care services,</li> <li>d. Emergency services,</li> <li>e. Diagnosis or treatment of chronic infectious diseases,</li> <li>f. Mental health care or</li> <li>g. Substance abuse treatment.</li> </ul>	<p>16. You <b>HAVE THE RIGHT TO SEEK</b> review of issues related to health service fees through the Bureau=s Administrative Remedy Program (see 28 CFR Part 542).</p>
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**PSYCHOLOGY SERVICES/DRUG ABUSE PROGRAM**

The Psychology Services Office is located across the courtyard from Receiving and Discharge (R&D). Services provided by the Psychology Department include crisis intervention (suicidal risk assessments), psychotherapy (individual and group), psychological assessments, drug abuse programs and psycho-education (self- help and audio/visual material).

Psychological Assessment - All inmates/detainees will complete, sign and date a Psychology Services Inmate Questionnaire (PSIQ), provided by Medical Staff, on their arrival at Receiving & Discharge (R&D). This is a mandatory assessment. Inmates/Detainees in the Special Housing Unit will receive mandatory 30 day reviews by Psychology Staff. Assessment using psychological testing will be completed as determined by the Psychologist.

Drug Abuse Program - Drug Abuse Education classes may be available, staff permitting. Relapse prevention and transitional services (upon successful completion of residential treatment) will be provided as needed.

Psycho-Education (Self-Help and Audio/Visual Material) - Call-Outs may be submitted for self-help audio/visual material related to anger management, stress management, family and interpersonal relationships, as well as specific issues as needed.

Types of Problems Addressed - The Psychology Services Department addresses issues relating to adjustment problems (for example, stress, anxiety, depression, anger, frustration, etc.), family issues, substance abuse and relapse prevention, major mental illnesses and suicide prevention.

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

Types of Problems not Addressed - The Psychology Services Department does not address issues relating to Immigrations and Customs Enforcement (ICE), Unit Management issues (i.e., job change, room change, quarters change and transfers) or any problem for which the inmate/detainee is not willing to take responsibility or assist in their treatment. Inmates/Detainees who have a serious mental illness may be referred to a Federal Medical Center for care, if they are unable or unwilling to cooperate with their treatment.

Appointments to see Psychology staff are to be made via an Inmate Request to Staff Member form (Cop-Out) or by staff referral for crisis intervention. Generally, the Psychology Department is available for appointments from 8:00 a.m. - 3:00 p.m. Certain exceptions may exist from time to time.

Records and Confidentiality - Inmates/Detainees are not given written records of psychological services provided. Psychological records fall under the Freedom of Information Act Guidelines. Request for records, which are exempt, must be made to Washington, D.C.

## **MECHANICAL SERVICES**

### **Maintenance Needs**

Mechanical or maintenance problems detected in the unit housing area or outside areas should be reported to staff. The staff member will contact mechanical services for repairs.

## **INMATE SYSTEMS MANAGEMENT (R&D/MAIL SERVICES)**

Open house hours are conducted on Tuesday and Thursday from 7:00 a.m. - 7:30 a.m. Open House may be canceled if large inmate/detainee movements are being processed.

## **Correspondence**

In most cases, inmates/detainees are permitted to correspond with the public, family members and others. Mail service is provided Monday through Friday, excluding holidays. Incoming general correspondence is opened and screened prior to delivery. The outgoing envelope must have your name, registration number and return address and the name of the institution(Federal Detention Center, not FDC). It is not to be sealed by the inmate/detainee. It is screened and sealed by staff prior to delivery to the post office.

To assist the mail room technicians in prompt handling of mail, please observe the following directives:

Address the envelope as follows:

Name & Register Number  
Federal Detention Center  
P. O. Box 5010  
Oakdale, LA 71463-5010

Inmates/Detainees must assume responsibility for the contents of all their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of federal laws.

Inmates/Detainees may be placed on restricted correspondence status based on misconduct or as a matter of classification. The inmate/detainee will be notified of this placement and will have the opportunity to respond.

## **Incoming Correspondence**

Incoming general correspondence is opened and screened prior to delivery. First class mail is distributed Monday through Friday (except holidays) by the evening watch officer in each housing unit. Newspapers and magazines may also be delivered at this time. Legal and Special Mail will be delivered by the Counselor as soon as possible after it is received. The number of incoming letters an inmate/detainee may receive will not be limited unless the number received places an unreasonable burden on the institution. You should advise those writing you to put your register number and unit on the envelope to aid the prompt delivery of mail. All inmate/detainee packages received at the institution must have prior authorization. If not, packages will be returned to the sender.

## **Incoming Publications**

The Bureau of Prisons permits inmates/detainees to subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of a magazine or newspaper or materials addressed to a specific inmate/detainee, such as advertising brochures, flyers, and catalogs. An inmate/detainee may receive soft-cover publications (paperback books, etc.) and

hard-cover publications only from a publisher or a book club. Because of sanitation and fire safety reasons, accumulation of publications will be limited to five (5) magazines (not more than three months old) and to the amount that can be neatly stored in the locker. The Warden will reject a publication if it is determined to be detrimental to the security, good order, or discipline of the institution or if it might facilitate criminal activity. Publications which may be rejected by the Warden include, but are not limited to, publications which meet one of the following criteria:

1. It depicts or describes procedures for the construction or use of weapons, ammunition, bombs or incendiary devices.
2. It depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings or similar descriptions of Bureau of Prisons Institutions.
3. It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.
4. It is written in code.
5. It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.
6. It encourages or instructs in the commission of criminal activity.
7. It is material that depicts nudity, is sexually explicit and that by its nature or content poses a threat to the security, good order or discipline of the institution.

### **Special Mail**

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

Special Mail also includes mail received from the following: President and Vice-President of the United States, Attorneys, Members of U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons), other Federal Law Enforcement Officers, U.S. Attorneys, State Attorney General, Prosecuting Attorneys, Governors, U.S. Courts and State Courts.

A designated staff member will open incoming Special Mail in the presence of the inmate/detainee. This is usually done by the Counselor. These items will be checked for physical contraband and for qualification as Special Mail. The correspondence will not be read or copied, if the sender has accurately identified himself/herself on the envelope and the front of the envelope clearly indicates that the correspondence is ASpecial Mail - Open Only in the Presence of the Inmate/Detainee.@ Without adequate identification as Special Mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read and inspected.

### **Special/Legal Mail Procedures**

Special/Legal Mail must be delivered to the Correctional Systems Department between 6:15 a.m. and 6:30 a.m., Monday through Friday. You must show your commissary card to R&D staff at the time of delivery. If the envelope for which you are requesting Special Mail handling does not belong to you, you may be subject to disciplinary action. Outgoing Special Mail must be clearly identified as going to an attorney, court, etc. Incoming Special Mail must clearly be identified as coming from an attorney, court, etc. and contain wording which indicates it is to be treated as Special Mail, i.e., ASpecial Mail - Open Only in the Presence of the Inmate/Detainee.

If the piece of mail is submitted without an accurate return address, it will not be processed. If the Special Mail weighs 16 ounces or more, a Form BP-329, Request Authorization to Mail Inmate Package, must be obtained through your Unit Team. The package and form will then be hand delivered to the Mail Room by unit staff.

### **Correspondence with Representatives of the News Media**

An inmate/detainee may write through Special Mail procedures to representatives of the news media, if specified by name or title.

The inmate/detainee may not receive compensation or anything of value for correspondence with the news media. The inmate/detainee may not act as a reporter, publish under a byline or conduct a business or profession, while in Bureau of Prisons custody.

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

### **Correspondence Between Confined Inmate/Detainees**

An inmate/detainee may be permitted to correspond with an inmate/detainee confined in another penal or correctional institution. This is permitted if the other inmate/detainee is either a member of the immediate family or is a party in a legal action (or witness) in which both parties are involved. The following additional limitations apply:

Such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate/detainee).

The Unit Manager at both Federal institutions must approve the correspondence. If an inmate is at a non-federal institution, the Wardens must at both facilities approve of the correspondence.

Members of the immediate family are defined as: mother, father, step-parents, foster parents, brothers and sisters, spouse and children. The relationship must be verifiable through inmate records at the penal facility.

### **Rejection of Correspondence**

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

Matter which is non-mailable under law or postal regulations.

Information of escape plots or plans to conduct illegal activities or to violate institution rules.

Conducting a business while incarcerated (Code 408). An inmate/detainee may not direct a business while confined or otherwise detained.

This does not, however, prohibit correspondence necessary to enable an inmate/detainee to protect property or funds that were legally his at the time of his commitment.

For example, an inmate/detainee may correspond about refinancing a mortgage for his home or sign insurance papers, however, the inmate/detainee may not operate, for example, a mortgage or insurance business while confined in the institution.

### **Notification of Rejection**

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

### **Certified/Registered Mail**

Inmates/Detainees desiring to use certified, registered or insured mail may do so.

### **Private Carriers**

The U. S. Postal Service should be used to receive incoming mail and authorized packages. Private couriers (DHL, Federal Express, UPS, etc.) should not be used. These carriers deliver to the warehouse and not to the mail room, which will result in a delay of receiving these items. If a delivery (even Special Mail) is received at the Warehouse on Friday, it will not be delivered to the Mail Room until the following Monday. The correspondence or package will not be delivered to the inmate/detainee until Monday afternoon.

### **Funds Received Through Lockbox**

To assure the correct posting of accounts of monies received through Lockbox, checks and money orders must contain the inmate/detainee's name and register number. Funds will not be accepted if they are incorrectly prepared and will be returned to the sender. All funds mailed to the institution will also be returned to the sender. Funds are to be mailed to:

Federal Bureau of Prisons  
Insert inmate name  
Insert inmate register number  
Post Office Box 474701  
Des Moines, Iowa 50947-0001

## **CHAPLAINCY SERVICES**

### **Religious Programs**

The institution offers a wide range of religious programs to inmates/detainees. A Chaplain is available, as well as contract and volunteer representatives of various faiths.

Special religious diets, holiday observances and other worship activities are coordinated through the Chaplain's office. Information about these programs is available in the orientation program and from the Chaplains.

If an inmate/detainee's religious practices require a special diet and/or apparel, the inmate/detainee should contact the Chaplain for approval and documentation.

The Chaplain's office maintains a religious library of reading material, audio tapes and video tapes. Much of the material is available for distribution to inmate/detainees. Other reading material may be checked out of the library. Audio and video tapes are available for listening and

viewing in the chapel area. In order to retrieve equipment for these items, it is necessary to use the inmate/ detainee's Commissary Card.

Other items, such as cards, etc., when available, are for distribution during regular Chapel operating hours, except when services are in session.

When an inmate/detainee is confined to a restricted area, the Chaplain is available to visit. If an inmate/detainee desires a visit from the Chaplain, the inmate/detainee should forward a request for a visit to the Chaplain.

The Chaplain seeks to develop community interest, awareness and participation in religious programs through recruiting volunteers for ministry to various faith groups. Contract services are provided for ministry to faith groups not provided by the Staff Chaplains.

## **SAFETY AND SANITATION**

### **Fire Prevention and Control**

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

1. All personal property and clothing will be stored in lockers.
2. No cardboard boxes, trash bags or commissary bags of any type will be allowed in your cell.
3. Unit rails or other fixtures will not be used as clothes lines.
4. No plastic trash bag liners are allowed in the inmate/detainee garbage cans.
- 5.

### **Federal Tort Claim**

If the negligence of institution staff results in personal injury or property loss or damage to an inmate/detainee, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates/detainees must complete a Standard Form 95. Inmates/Detainees can obtain this form by requesting the form from the business office, paralegal or unit staff.

### **Uniform Basic Safety Regulations**

Every effort will be made to provide a safe working environment. As a new commitment, you will be provided with a copy of the safety regulations as reflected below.

1. Each inmate/detainee is required to exercise care, cooperation and common sense in the performance of his work assignment. Horseplay on the job will not be tolerated.
2. An inmate/detainee will perform only that work to which he is assigned. Unauthorized use of machines or equipment or performance of work in an area not specifically assigned forbidden and subject to disciplinary action. Machines or equipment in work areas is in work areas shall not be used to fabricate or repair personal items. Prior to operating any piece of equipment, all inmates/detainees will be given hands on training and be required to sign a job analysis report acknowledging this training has been given and understood.
3. Operating machinery without the use of safety guards as provided is forbidden and subject to disciplinary action.
4. Do not adjust, oil, clean, repair or perform any other maintenance to any machinery while it is in motion. Stop the machinery first and use lock-out devices when provided.
5. To protect against physical injury and/or health hazard, each inmate/detainee is required to use all safety equipment provided. Personal protective equipment such as hard hats, hearing protection, goggles, respirators, aprons, arm guards, wire mesh gloves and safety shoes are to be used in designated areas and must be worn properly.
6. Safety goggles must be worn when performing any grinding, chiseling, filing or sanding operation. Landscape operations involving the operation of weed-eaters or edgers also require the use of safety goggles.
7. Vehicle drivers must obey all institutional driving rules.
8. Do not ride on tractors, forklifts or any other vehicles in tow. The operator is the only person authorized in the use of such machinery and seat belts must be worn, if equipped with.
9. Do not stand up in a moving vehicle or attempt to dismount before the vehicle has come to a complete stop. Sit on seats provided and keep safety chains in place on open back vehicles.
10. Smoking is prohibited in all areas of the Federal Correctional Complex, Oakdale, Louisiana.
11. Safety hazards are to be immediately reported to your Work Supervisor. If the Work Supervisor does agree that an unsafe condition exists, you are to report the unsafe condition to the institution's Safety Manager for further consideration.

12. If you are injured while performing your work assignment, no matter how minor it may seem, report the injury to your Work Supervisor. Failure to report a work injury within a maximum of 48 hours may result in the forfeiture of lost time, wages and/or inmate accident compensation.
13. If you suffer a work injury and feel your injury has resulted in some degree of physical impairment, you may file a claim under the Inmate Accident Compensation Act. To do so, you should contact the Institution's Safety Manager prior to your removal from this institution by ICE. The Safety Manager will assist you in completing your claim and will arrange a medical evaluation, which must be performed with regard to your claimed injury.

### **Hazardous Communications**

Upon assignment to your specific job, it is your supervisor's responsibility to ensure that you become familiar with all materials in and around your area. You shall be given an initial review of all Material Safety Data Sheets (MSDS), in which you shall become familiar with. Once you review these MSDS, you shall sign the "Right to Know" statement to acknowledge your understanding of the Hazardous Communications Program.

### **NOTICE TO INMATE OF BUREAU OF PRISONS RULES**

1. **NOTICE TO INMATE OF BUREAU OF PRISONS RULES '541.11.** Staff shall advise each inmate in writing promptly after arrival at an institution of:
  - a. The types of disciplinary action which may be taken by institution staff,
  - b. The disciplinary system within the institution and the time limits thereof,
  - c. The inmate's rights and responsibilities,
  - d. Prohibited acts and disciplinary severity scale and,
  - e. Sanctions by severity of prohibited act, with eligibility for restoration of forfeited and withheld statutory good time.
2. **INFORMATION** - This information identified is to be provided to each inmate as part of the institution's admission and orientation program. A signed receipt is to be obtained from each inmate acknowledging that a copy of this information was received.

## INMATE RIGHTS AND RESPONSIBILITIES

### RIGHTS

1. You have the right to expect that as a human being you will be treated respectfully, impartially and fairly by all personnel.
2. You have the right to be informed of the rules, procedures and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation and worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.
5. You have the right to visit and correspond with family members, and friends and correspond with members of the news media in keeping with Bureau rules and
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 have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the responsibility to now and abide by them.
3. You have the responsibility to recognize and respect the voluntary religious rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedules, maintain neat and clean living quarters, to keep your area free of contraband and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your institution guidelines.  
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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 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 education, vocational training and employment as far as resources are available 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.
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 utilize 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 may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs and for other obligations that you may have.

12. You have the right to an administrative hearing before an immigration judge, depending on the particular fact and circumstances of your case. Alternative removal proceedings (as authorized by statute) may be used to determine your status in the United States. Should you have any questions in these areas, you should discuss them with our deportation officer.

13. You have the right to apply for political asylum if you believe that you could be persecuted in your native country because of your race, religion, or nationality, your membership in a particular social group, or your political opinions.

14. You have the right to request voluntary departure, if statutorily eligible, prior to a hearing. If voluntary departure is granted, you waive your right to have your case presented at a hearing.

16. It is your responsibility to act responsibly and follow the rules of the facility and lawful instructions of the staff. The failure to follow these rules and instructions may result in disciplinary action taken against you, as necessary to ensure the order and security of the facility.

ICE officers will be available for the noon meal daily, except on weekends. You should discuss any issues of concern with those officers.

12. It is your responsibility to arrange methods of payment for your bond.

13. You may be authorized for release on bond until your scheduled administrative hearing.

14. It is your responsibility to prepare and submit the proper forms requesting consideration for political asylum in the United States.

15. It is your responsibility to inform an ICE officer that you request voluntary departure.

## **PROHIBITED ACTS AND DISCIPLINARY SCALE**

a. There are four categories of prohibited acts - Greatest, High, Moderate and Low Moderate. Specific sanctions are authorized for each category. Imposition of a sanction requires that the inmate first is found to have committed the prohibited act.

1. Greatest Category Offenses: The Discipline Hearing Officer (DHO) shall impose and execute one or more of the sanctions A through E. Sanction B.1 must be imposed for a

VCCLEA inmate rated as violent (i.e., an inmate who, as specified in the Violent Crime Control and Law Enforcement Act of 1994, committed a crime of violence on or after September 13, 1994) and for a PLRA inmate (i.e., an inmate who has been sentenced for an offense committed on or after April 26, 1996). The DHO may impose and execute sanction F and/or G only in addition to execution of one or more additional sanctions A through G.

2. High Category Offenses: The DHO shall impose and execute one or more of the sanctions A through M, except as noted in the sanction, may also suspend one or more additional sanctions A through M. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. The Unit Discipline Committee (UDC) shall impose and execute one or more of sanctions G through M and may also suspend one or more additional sanctions G through M. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. The UDC shall impose and execute one or more of sanctions G through M, except for a VCCLEA inmate rated as violent. All high category offense charges for a VCCLEA inmate rated as violent and for a PLRA inmate must be referred to the DHO.
  3. Moderate Category Offenses: The DHO shall impose at least one sanction A through N, but, except as noted in the sanction, may suspend any sanction or sanctions imposed. Sanction B.1 ordinarily must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. Except for charges referred to the DHO, the UDC shall impose at least one sanction G through N, but may suspend any sanction or sanctions imposed. The UDC ordinarily shall refer to the DHO a moderate category charge for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate had been found to have committed a moderate category offense during the inmate's current anniversary year (i.e., the twelve month period of time for which an inmate may be eligible to earn good conduct time). The UDC must thoroughly document in writing the reasons why the charge for such an inmate was not referred to the DHO.
  4. Low Moderate Category Offenses: The DHO shall impose at least one sanction B.1 or E through P. The DHO may suspend any E through P sanction or sanctions imposed (a B.1 sanction may not be suspended). Except for charges referred to the DHO, the UDC shall impose at least one sanction G through P, but may suspend any sanction or sanctions imposed. The UDC ordinarily shall refer to the DHO a low moderate category charge for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate had been found to have committed two low moderate category offenses during the inmates current anniversary year (i.e., the twelve month period of time for which an inmate may be eligible to earn good conduct time). The UDC must thoroughly document in writing the reasons why the charge for such an inmate was not referred to the DHO.
- b. Aiding another person to commit any of these offenses, attempting to commit any of these offenses and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offense itself. In these

cases, the letter AA@ is combined with the offense code. For example, planning an escape would be considered as Escape and coded 102A. Likewise, attempting the adulteration or any food or drink would be considered 209A.

- c. Suspensions of any sanction cannot exceed six months. Revocation and execution of a suspended sanction require that the inmate first is found to have committed any subsequent prohibited act. Only the DHO may execute, suspend or revoke and execute suspension of sanction A through F. The DHO or UDC may execute, suspend or revoke and execute suspensions of sanctions G through P. Revocation and execution of suspensions may be made only at the level (DHO or UDC) which originally imposed the sanction. The DHO now has the authority for suspensions, which were earlier imposed by the Inmate Disciplinary Committee.
- d. If the UDC has previously imposed a suspended sanction and subsequently refers a case to the DHO, the referral shall include an advisement to the DHO of any intent to revoke that suspension if the DHO finds that the prohibited act was committed. If the DHO then finds that the prohibited act was committed, the DHO shall so advise the UDC who may then revoke the previous suspension.
- e. The UDC or DHO may impose increased sanctions for repeated, frequent offenses.
- f. Sanctions by severity of prohibited act, with eligibility for restoration of forfeited and withheld statutory good time, are presented in Table 6.

**TABLE 3 - PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE**  
**GREATEST CATEGORY**

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

<b><u>CODE</u></b>	<b><u>PROHIBITED ACTS</u></b>	<b><u>SANCTIONS</u></b>
100	Killing	A. Recommend parole date rescission or retardation
101	Assaulting any person (includes sexual assault) or an armed assault on the institution=s secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
102	Escape from escort; escape from a	B.1 Disallow ordinarily between 50 and

	secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution with violence	75% (27-41 days) of good conduct time credit available for a year (a good conduct time sanction may not be suspended)
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, i.e., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)	C. Disciplinary Transfer (recommended) D. Disciplinary Segregation (up to 60 days) E. Make monetary restitution F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed)
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	G. Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed)

**TABLE 3 (CONT=D)**  
**GREATEST CATEGORY (CONT=D)**

<b><u>CODE</u></b>	<b><u>PROHIBITED ACTS</u></b>	<b><u>SANCTIONS</u></b>
105	Rioting	Sanctions A - G
106	Encouraging others to riot	
107	Taking hostage(s)	
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; i.e., hack-saw blade). <b>POSSESSION OF ELECTRONIC ITEMS</b> Be advised that the unauthorized possession, manufacture, or introduction of electronic items, and components of electronic items, such as MP3 players, chargers, cell phones, and SIM cards, etc., constitutes a prohibited act under the inmate	

discipline system. Such unauthorized possession, manufacture, or introduction may be sanctioned as, among other things, a Code 108, Possession, Manufacture, or Introduction of a Hazardous Tool, or Conduct Which Disrupts and Interferes with the Security or Orderly Running of a BOP Facility.

- 109 (Not to be used)
- 110 Refusing to provide a urine sample or to take part in other drug-abuse testing
- 111 Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff
- 112 Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff

**TABLE 3 (CONT=D)**  
**GREATEST CATEGORY (CONT=D)**

<b><u>CODE</u></b>	<b><u>PROHIBITED ACTS</u></b>	<b><u>SANCTIONS</u></b>
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.	Sanctions A - G
197	Use of the telephone to further criminal activity	
198	Interfering with a staff member in the performance of duties. (Conduct must be of the Greatest Severity nature) This charge is to be used only when another charge of greatest severity is not acceptable.	
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Greatest Severity nature) This charge is to be used only when another charge of greatest severity is not applicable.	

**TABLE 3 CONT=D**  
**HIGH CATEGORY**

<b><u>CODE</u></b>	<b><u>PROHIBITED ACTS</u></b>	<b><u>SANCTIONS</u></b>
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions- <u>without</u> violence	A. Recommend parole date rescission or retardation  B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
201	Fighting with another person	
202	(Not to be used)	
203	Threatening another with bodily harm or and 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	B.1 Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for a year (a good conduct time sanction may not be may not be suspended)
205	Engaging in sexual acts	C. Disciplinary transfer (recommended)
206	Making sexual proposals or threats to another	D. Disciplinary segregation (up to 30 days)

207	Wearing a disguise or mask	E. Make monetary restitution
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (including keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure	F. Withhold statutory good time G. Loss of privileges: Commissary, movies, recreation, etc. H. Change housing (quarters)
209	Adulteration of any food or drink	I. Remove from program and/or group activity
210	(Not to be used)	J. Loss of job
211	Possession of any officer=s or staff clothing	K. Impound inmate=s personal property
212	Engaging in, or encouraging a group demonstration	L. Confiscate contraband M. Restrict to quarters

**TABLE 3 CONT=D**  
**HIGH CATEGORY**

<b><u>CODE</u></b>	<b><u>PROHIBITED ACTS</u></b>	<b><u>SANCTIONS</u></b>
213	Encouraging others to refuse to work, or to participate in a work stoppage	Sanctions A-M
214	(Not to be used)	
215	Introduction of alcohol into BOP facility	
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 purposes of introducing contraband or for any other illegal or prohibited purposes	
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, or damaging life-safety devices (i.e.,	

fire alarm) regardless of financial value

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

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

**TABLE 3 CONT=D**  
**HIGH CATEGORY CONT=D**

<b><u>CODE</u></b>	<b><u>PROHIBITED ACTS</u></b>	<b><u>SANCTIONS</u></b>
221	Being in an unauthorized area with a person of the opposite sex without staff permission	Sanctions A-M
222	Making, possessing, or using intoxicants	
223	Refusing to breathe into a breathalyser or take part in other testing for use of alcohol	
224	Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)	
297	Use of the telephone for abuses other than criminal activity (i.e., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number, third-party calling, third-party billing, using credit card numbers to place telephone call, conference calling, talking in code)	

- 298 Interfering with a staff member in the performance of duties. (Conduct must be of the High severity nature) This charge is to be used only when another charge of the high severity is not applicable.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons (Conduct must be of the High Severity nature). This charge is to be used only when another charge of high severity is not applicable.

**TABLE 3 CONT=D**  
**MODERATE CATEGORY**

<b><u>CODE</u></b>	<b><u>PROHIBITED ACTS</u></b>	<b><u>SANCTIONS</u></b>
300	Indecent exposure	A. Recommend parole date rescission or retardation
301	(Not to be used)	B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
302	Misuse of authorized medication	B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for a year (a good conduct time sanction may not be suspended)  C. Disciplinary transfer (recommended)
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized	D. Disciplinary segregation (up to 15 days)

304	Loaning of property or anything of value for profit or increased return	E. Make monetary restitution
305	Possession of anything not authorized for retention or receipt by the inmate and not issued to him through regular channels	F. Withhold statutory good time. G. Loss of privileges: Commissary, movies, recreation, etc.
306	Refusing to work, or to accept a program assignment	H. Change housing (quarters)
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; i.e., 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 □□□ □□□ □ □□□ □□□□□□□ □ □□□ □□ □□□□□□□ □□ Code 110)	I. Remove from program and/or group activity.

**TABLE 3 CONT=D**  
**MODERATE CATEGORY CONT=D**

<b><u>CODE</u></b>	<b><u>PROHIBITED ACTS</u></b>	<b><u>SANCTIONS</u></b>
308	Violating a condition of a furlough	Sanctions A-N
309	Violating a condition of a community program	J. Loss of job
310	Unexcused absence from work or any assignment	K. Impound inmate=s personal property L. Confiscate contraband
311	Failing to perform work as instructed by the supervisor	M. Restrict to quarters N. Extra duty
312	Insolence toward 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; i.e., counterfeiting release papers to effect	

- escape, Code 102 or Code 200)
- 315 Participating in an unauthorized meeting or gathering
- 316 Being in an unauthorized area
- 317 Failure to follow safety or sanitation regulations
- 318 Using any equipment or machinery which is not specifically authorized
- 319 Using any equipment or machinery contrary to instructions or posted safety standards
- 320 Failing to stand count

**TABLE 3 CONT=D**  
**MODERATE CATEGORY CONT=D**

<b><u>CODE</u></b>	<b><u>PROHIBITED ACTS</u></b>	<b><u>SANCTIONS</u></b>
321	Interfering with the taking of count	Sanctions A-N
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, damaging government property, or the property of another person, having a value of \$100.00 or less	
330	Being unsanitary or untidy; failing to keep one's	

person and one's quarters in accordance with posted standards

331 Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics)

332 Smoking where prohibited

397 Use of the telephone for abuses other than criminal activity (i.e., conference calling, possession and/or use of another inmate's PIN number, three-way calling and/or providing false information for preparation of a telephone list).

**TABLE 3 CONT=D**  
**MODERATE CATEGORY CONT=D**

<b><u>CODE</u></b>	<b><u>PROHIBITED ACTS</u></b>	<b><u>SANCTIONS</u></b>
398	Interfering with a staff member in the performance of duties. (Conduct must be of the Moderate Severity nature). This charge is to be used only when another charge of moderate severity is not applicable.	Sanctions A-N
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Moderate Severity nature). This charge is to be used only when another charge of moderate severity is not applicable.	

**LOW MODERATE CATEGORY**

<b><u>CODE</u></b>	<b><u>PROHIBITED ACTS</u></b>	<b><u>SANCTIONS</u></b>
400	Possession of property belonging to another person	B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for a year (to be used only where inmate found to have committed second violation of the same prohibited within 6 months);

Disallow ordinarily up only where  
 Inmate found  
 to have committed a third violation of  
 the same prohibited act within 6  
 months) (a good conduct time  
 sanction  
 may not be suspended)

- 401 Possessing unauthorized amount of otherwise authorized clothing
- 402 Malingering; feigning illness
- 403 (Not to be used)
- 404 Using abrasive or obscene language
- 405 Tattooing or self-mutilation
- 407 Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)

- E. Make monetary restitution
- F. Withhold statutory good time
- G. Loss of privileges: commissary, movies, recreation, etc.

**TABLE 3 CONT=D**  
**LOW MODERATE CATEGORY**

<b><u>CODE</u></b>	<b><u>PROHIBITED ACTS</u></b>	<b><u>SANCTIONS</u></b>
408	Conducting a business	H. Change housing (quarters)
409	Unauthorized physical contact (e.g., kissing, embracing)	I. Loss of Job
410	Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)(May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institutions secure perimeter,would be charged asCode101,Assault)	J. Loss of Job K. Impound inmate=s personal property L. Confiscate contraband M. Restrict to quarters N. Extra Duty
497	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone call; using the telephone in an unauthorized	O. Reprimand P. Warning

area and/or placing of an unauthorized individual on the telephone list)

- 498 Interfering with a staff member in the performance of duties. Conduct must be of the Low Moderate Severity nature). This charge is to be used only when another charge of low moderate severity if not applicable.
- 499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Low Moderate severity nature.) This charge is to be used only when another charge of low moderate severity is not applicable.

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

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

**NOTE: Change Notice 8, 5270, Inmate Discipline and Special Housing Units, dated 9/29/1997, became effective 11/3/1997.**

**Code 109 is abolished and replaced by Codes 111, 112, and 113. Code 109 will be used for all positive urine specimens and other drug related acts that occurred prior to 11/3/1997 - The date the U/A was taken establishes whether Code 109 or 112 is used. Code 220 has been modified somewhat but still is to be used for practicing martial arts or other forms of physical encounter and boxing (unless using a punching bag).**

**The DHO will also be required to impose certain good time sanctions also for VCCLEA violent computations. The DHO may make the final disposition on a prohibited act in the Greatest or High categories when the High category act has been committed by a PLRA or VCCLEA violent**