

FEDERAL TRANSFER CENTER  
HOLDOVER  
ADMISSION AND ORIENTATION



HANDBOOK

FEDERAL TRANSFER CENTER  
P.O. BOX 898801  
OKLAHOMA CITY, OK 73189-8801

REVISED: August 2017

**INTRODUCTION:** You are housed at the Federal Transfer Center (FTC), Oklahoma City, Oklahoma. This facility is primarily designed to house holdover inmates in-transit to other facilities. This booklet will provide you with basic information about how the holdover units operate and what resources are available to meet your legitimate needs. It will also describe what we expect of you. You are expected to follow the rules, conduct yourself in a responsible fashion, and respect the rights of others. All staff are expected to be respectful towards you and extend fair treatment to all inmates.

**MISSION STATEMENT:** The mission of the Federal Transfer Center is to confine, on a short term basis, inmates who are being transported through the U.S. Marshal Service, Immigration & Customs Enforcement, U.S. Parole Commission, and the Federal Bureau of Prisons transportation system. Security of the offender is maintained in a controlled prison environment, in a safe and efficient manner, with all due regard for the protection of the public, staff, and inmate population.

## **INTAKE, CLASSIFICATION AND THE UNIT TEAM**

**Orientation:** Inmates are given a social screening by Correctional Systems staff and medical screening by Health Services and Mental Health staff at the time of arrival. Inmates are advised that a copy of the institution rules and regulations, which include information on inmate rights and responsibilities, and information on sexual assault and abuse, is posted on the unit bulletin board and on the TRULINCS bulletin board.

**CLASSIFICATION/PROGRAM REVIEW MEETINGS:** In-transit holdovers are not afforded a classification and/or program review. Classification/program reviews are conducted at designated facilities. Parole Violators will remain in holdover status until release. The Unit Team will conduct a classification/program review for Parole Violators being released from the FTC.

## **GENERAL FUNCTIONS OF UNIT STAFF**

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

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

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

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

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

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

**UNIT TEAM SCHEDULE:** Your Unit Team conducts frequent rounds throughout all housing units to address inmate issues/concerns. A schedule listing specific days of the week staff conduct rounds is posted in each unit's bulletin board.

**COUNSELING:** Individual counseling is conducted by all unit staff. Inmates may either request to see a Unit Staff member via an Inmate Request to Staff Form or address issues during staff daily rounds.

**TOWN HALL MEETINGS:** Town hall meetings are held on an as-needed basis (monthly) and may occur more frequently if necessary.

**FOREIGN CONSULAR:** You may request the phone number and address from the Unit Team via an Inmate Request to Staff form.

**HOUSING:** The FTC houses both male and female holdover inmates. Housing units consist of double bunked cells equipped with a toilet, sink, and common showering facility. Inmates may be placed in the Special Housing Unit for security, individual safety concerns, pending disciplinary action, population pressures, etc. **General population cell and/or room assignments are made by the housing unit officer.**

Inmates housed in the Special Housing Unit are subject to the same rules and regulations as outlined in Program Statements for Inmate Discipline and Special Housing Units.

**DESIGNATIONS:** Requests for re-designation are not reviewed at this facility for holdovers. If you have security concerns in reference to your designation, you must address your concerns immediately upon arrival at that facility, during the intake screening process.

**LENGTH OF STAY:** In-transit inmates are held at the FTC for a variety of reasons (i.e., ICE, USM, BOP, WRIT, etc.). It is not uncommon for an inmate to be held for more than 60 days due to a re-designation while in-transit, WRIT, ICE releases, airplane/vehicle repairs, etc. The Unit Manager and Case Management Coordinator begin tracking inmates to ensure they are not unnecessarily delayed once they are at the FTC for more than 30 days. The average length of stay is 4 to 6 weeks. Inmates are not housed at the FTC any longer than necessary. It is not unusual for other inmates to arrive after you and depart before you. Movement is normally based upon when you were designated; not when you arrived at the FTC. For security reasons, staff WILL NOT tell you when you are leaving.

**CELL SANITATION AND EXPECTATIONS:** Emphasis is placed on cell cleanliness.

- It is the inmate's responsibility to check his/her cell immediately after being assigned there and report all damages to the Unit Officer. An inmate may be held financially liable for any damage to his/her personal living area.
- Inmates are required to clean their cell prior to departure, to include turning in their linen and extra clothing to the Unit Officer.

- Beds are to be made by 8:00 a.m. daily, in accordance with posted instructions. When not in use, the mattress will be neatly covered with sheets and a blanket. The top-sheet and blanket will be utilized with the blanket being folded down at the top. Both the top-sheet and blanket will be neatly tucked in with a pillow/pillow case placed at the head of the bed. During the day, an inmate may lie on top of a properly made bed and cover themselves with the second sheet.
- Room or cell doors are closed when inmates are not in them.
- Everyone is responsible for cleaning up after themselves.
- No storing items on the desk, on the window ledge, or under the mattress.
- No covering lights, vents, or windows (including cell door or external windows).
- No graffiti/tape/stickers/engraving/carving on walls, beds, desks, chairs, windows, toilets, etc.
- No string/clothes/curtain lines of any kind.
- No excess books, toilet paper, hygiene items, envelopes, linens, clothing, etc.
- No water bags or homemade weight lifting items.
- No keeping food or food trays after the food carts have left the unit, unless authorized by medical staff.
- With the exception of the female housing unit, no keeping razors after the unit officer has directed they be returned on razor issuance days.
- No removing razor blades from razors.
- No tampering with light or electrical fixtures; plumbing fixtures; window seals; caulking, etc.
- No using trash cans for other than trash (e.g., ice chests)

**GRAFFITI:** Graffiti on chairs will result in its confiscation. Graffiti discovered on TV Room/Recreation Deck walls will result in the TV Room(s)/Recreation Deck closure by the Unit Manager, until repairs are completed or the graffiti is cleaned off. Graffiti on cell walls, lights, desk, chairs, windows, ceiling, floor, or bed is prohibited. Confiscated chairs will be returned to the individual inmate at the discretion of the Unit Officer and only after all graffiti has been removed. Graffiti discovered in cells may result in disciplinary action.

**SMOKING:** Inmate smoking is prohibited in all BOP facilities. Inmates violating this policy will receive an incident report for smoking and/or the possession of tobacco.

**UNIT INSPECTIONS:** Each housing unit is formally inspected monthly for sanitation purposes. These inspections are ordinarily conducted by the Environmental and Safety Compliance Department (ESCD) and/or Unit Manager. Cells are to remain inspection ready daily from 8:00 a.m. through 3:30 p.m. Informal inspections are made weekly.

**Cell inspections include, but are not limited to: graffiti, light covers, vents, food items, excessive hygiene items, beds, desk, desk chair and windows.**

**INDIVIDUAL PROPERTY LIMITS:**

Toilet Paper	1	T-Shirt	2
Mattress	1	Pants	2
Pillow	1	Boxer Shorts	2
3-in-1 Soap	12	Panties	6 (Female only)
Deodorant	12	Bra	2 (Female only)
Comb	1	Towel	1
Toothpaste	12	Pajama	1 (Female only)
Toothbrush	2	Socks	2

Cup	1	Envelope	3
Books	3	Religious Cap	1
Shower Shoes	1	Prayer Mat	1
Soft Shoes	1	Paper/Pencil	3

**Cleaning supplies, food trays (to include Styrofoam trays) and plastic/paper bags are not authorized to be stored in cells. Pajamas (Female only) are not authorized to be worn outside the cell.**

**INMATE PERSONAL PROPERTY:** Inmate personal property is not received at the FTC unless you are traveling on a WRIT or you are a Parole Violator (PV) being held for a revocation hearing at the FTC. Authorized WRIT and PV property is limited to on-going litigation and legal correspondence. No other property will be authorized or accepted at the FTC. **Requests for authorized personal property should be addressed to the R&D Property Officer.** Stored personal property is forwarded to your designated institution after you leave the FTC.

**ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS):** The FTC has an active EMS program established to provide a comprehensive environmental awareness and pollution prevention program. The ESCD is the primary stakeholder who procures items that promote recycling and source reduction, and implement waste reduction and conservation initiatives through laws, regulations, Executive Orders, and other regulatory requirements.

**CLOTHING:** Upon arrival, you will be issued clothing along with a standard bed roll consisting of a blanket, towel, two sheets, and a pillow case. Clothing exchange will be conducted on a one-for-one exchange basis only. Clothing exchange will be held on Monday, Wednesday, and Friday (pants, shirts, socks, underwear and towel). Bed linens will be exchanged every Tuesday for units on the 3rd floor and every Thursday for units on the 5th floor regardless of when you arrived here.

**INMATE DRESS CODE/PERSONAL APPEARANCE:** Inmates will be dressed in authorized institution attire only. Altered clothing is considered contraband and will result in confiscation and disciplinary action if you are found in possession of it. Inmates are not authorized to leave their cell unless they are wearing pants, shirt, and shoes. This includes coming from or going to the shower, recreation deck, medical pill line, etc. **Towels and bedding of any type are not to be worn as clothing or head covers, and cannot be taken to the TV rooms or Recreation Deck.** Shower shoes are made available to holdover inmates by the Unit Officer. Shower shoes will be worn only when showering.

**GROOMING:** Haircut requests will be considered after an inmate is housed at the FTC for more than 30 consecutive days. A request will be made via an electronic Inmate Request to Staff addressed to the Captain. Haircuts are completed based upon the availability of the Cadre Barber and escorting staff. Haircuts outside of these guidelines are prohibited.

**RAZOR ISSUANCE (MALE HOLDOVER UNITS):** On Monday, Wednesday, and Friday, a sign-up sheet will be made available at approximately 6:00 a.m. At approximately 7:00 a.m. the list will be retrieved. The Unit Officer will issue a maximum of **two** razors to each inmate that properly signed-up on the list prior to the A.M. census count. Inmates will be afforded approximately 30 minutes to use the razors. The Unit Officer will then make an announcement for the razors to be returned to the Officer's office to collect the razors from each individual. **The razors must be returned in the same manner as they were issued to include the cover for the head of the razor. You will not modify or break the razor. If you do, you will be subject to disciplinary action. Additionally, any razors found in your room or in your possession will be considered contraband and you will be subject to disciplinary action.**

**SHOWERS:** Showers are open daily from 6:00 a.m. to 8:00 a.m. and from 5:00 p.m. to 9:00 p.m. Showers are closed for cleaning during the day from 8:00 a.m. to 5:00 p.m.

**INMATE COUNTS/ACCOUNTABILITY:** In a correctional setting, accountability of inmates is essential. Inmate movement outside the unit will be under direct staff escort at all times. Official counts are conducted to ensure accurate accountability of inmates throughout the day. The counts are as follows: 1:00 a.m., 3:00 a.m., 5:00 a.m., (10:00 a.m. Saturday, Sunday, and Federal Holidays only) 4:00 p.m. and 10:00 p.m. The mandatory stand-up counts are 10:00 a.m., 4:00 p.m., and 10:00 p.m. **YOU WILL STAND WITH BOTH FEET ON THE FLOOR AND NO HEAD COVERINGS FOR COUNT - NO EXCEPTIONS!!!!** Inmates will remain still and eliminate all noise during the count procedures. Interfering in any way with the count procedures will result in disciplinary action. All counts will occur with the inmates locked in their cells.

**INMATE CENSUS:** The unit officer will conduct an AM and PM census of the unit Monday through Friday, excluding holidays. This census will be conducted at approximately 8:15 a.m., and 12:45 p.m. Inmates are required to report to their assigned cell during the census and remain in there until the unit officer clears the census.

**INTRA-UNIT VISITING:** Inmate visitation may occur within their designated housing unit between 6:00 a.m. and 9:15 p.m., in the common area, on the recreation deck, and for designated religious activities. Inmate visitation between cells is authorized provided at least one of the occupants is assigned to the cell. You must return to your assigned cell for all census and official counts.

**TELEVISION/RECREATIONAL ACTIVITIES:** All physical recreational activities will occur on the unit's adjacent outside recreation deck. Various board games, paperback books, and television viewing are available within the unit. ***All physical activities will be conducted on the outside recreation deck (only), this includes walking, running, push-ups, sit-ups, etc.*** Recreational and television activities occur from 6:00 a.m. until 9:15 p.m., daily. The Unit Officer will maintain control over the TV remote control. Inmates may request the remote control from the Unit Officer to change the channel, and return it immediately after the change has been made. Inmate cell chairs are authorized to be used in the cell, on the lower common area concrete floor, on the recreation deck, or in the TV rooms only. **Chairs must remain in the cell when not utilized for these purposes. Chairs left unattended on the recreation deck or in the TV rooms may be confiscated.** Clothing is required during recreational activities.

**LATE NIGHT TV VIEWING:** Late night TV viewing requests should be addressed via electronic messaging to the Captain who will review the request with Recreation. Ordinarily, arrangements will be made to accommodate events such as the Super Bowl; finals of the MLB World Series; finals of the NBA/NCAA Championship series; finals of the World Cup Soccer series; etc. Approval for late night TV viewing will be posted in writing.

**QUIET HOURS/LIGHTS OUT:** During institution counts, inmates are to remain silent and stop all movement until count is clear. Between the hours of 9:15 p.m. and 6:00 a.m., all board games, television viewing, recreational activities, or other types of noise making activities will cease. Leisure reading or letter writing is authorized during quiet hours.

**COMMISSARY:** Commissary privileges are only available to holdover orderlies that satisfactorily perform work at this facility during their current stay. Spending is limited to only the funds earned at the FTC.

**PERFORMANCE PAY:** Unit orderly job assignments are available for holdovers that have no medical

restrictions which would prevent an inmate from performing work safely. Orderlies are compensated for 5 hours of work daily at grade 4 pay (.12 cents per hour). Inmates restricted to maintenance pay (i.e., FRP Refuse, Drug & Alcohol violations, education, etc.) will receive no more than \$5.25 monthly and will be considered after all other inmates in good pay standing are exhausted.

Orderly positions will be filled by request on a first come basis. The performance pay system is utilized to compensate orderlies for satisfactory work. Orderlies may select to purchase authorized commissary items at this facility or have the money posted to their commissary/trust fund account for use at their designated institution. Failure to complete work assigned (unless you are transferred) will result in an unsatisfactory work performance rating which will not be compensated with performance pay. Inmates who sign-up for orderly positions may be removed from the list by the Unit Officer for failure to maintain a tidy cell; understand or follow the officers instructions; complete tasks timely; etc. The Unit Officer has total control over the hiring and firing of inmates signed-up for orderly positions and is responsible for completing the inmate pay sheets.

## **DEPOSITS TO ACCOUNTS**

### **U.S. Postal Service**

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

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

The deposit must be in the form of a money order made out to the inmate's full committed name and complete eight-digit register number. Effective December 1, 2007, all non-postal money orders and non-government checks processed through the National Lockbox will be placed on a 15-day hold. The BOP will return to the sender funds that do not have valid inmate information, provided the envelope has an adequate return address. Personal checks and cash cannot be accepted for deposit. The sender's name and return address must appear on the upper left-hand corner of the envelope to ensure the funds can be returned to the sender in the event that they cannot be posted to the inmate's account. The deposit envelope must not contain any items intended for delivery to the inmate. The BOP shall dispose of all items included with the funds.

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

### **Western Union Quick Collect Program**

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

1) At an agent location with cash: The inmate's family or friends must complete a Quick Collect Form. To

find the nearest agent, they may call 1-800-325-6000 or go to [www.westernunion.com](http://www.westernunion.com).

2) By phone using a credit/debit card: The inmate's family or friends may simply call 1-800-634-3422 and press option 2.

3) ONLINE using a credit/debit card: The inmate's family and friends may go to [www.westernunion.com](http://www.westernunion.com) and select "Quick Collect".

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

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

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

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

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

### **MoneyGram ExpressPayment Program**

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

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

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

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



Please note that the inmate's committed name and eight-digit register number must be entered correctly. If the sender does not provide the correct information, the transaction cannot be completed. Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned.

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

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

### **Commissary Fund Withdrawals**

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

### **TRULINCS**

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

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

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

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

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

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

Electronic Law Library – This service allows inmates to perform legal research.

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

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

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

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

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

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

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

**LITERACY:** Staff will assist inmates when a literacy problem exist and staff will utilize all available translation resources for non-English speaking inmates.

**LEGAL REFERENCE MATERIALS:** The Electronic Law Library (ELL) is your source of access to Law Library Materials. The ELL is available during open unit hours. Should you have need to reproduce legal materials for an imminent court date, please submit an electronic message to the Education Department or the Unit Counselor. Copied pages will be charged a fee of .15 cents per page; unless it can be proven you are indigent. Legal material may be transferred, but is subject to inspection for contraband. Inmates are expected to handle the transfer of legal materials through the mail as often as possible. Typewriters and ink pens are not provided to holdover inmates. If an inmate explains their situation as an in-transit holdover inmate to the court through correspondence, the courts will allow handwritten correspondence. Notices or bulletins pertaining to Educational and Recreational activities and Litigation updates will be posted on a separate bulletin board in each housing unit.

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

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

**TELEPHONE CALLS:** Every inmate entering the Federal Transfer Center will be issued a Phone

Access Code (PAC) number and a Personal Identification number (PIN) within a 24 hour period upon arrival, excluding weekends and Federal Holidays. Once an inmate receives their PAC and PIN number, they will be able to use the Inmate Telephone System. If the inmate is new to the federal system, he/she will only be able to call his/her parties collect. Inmates that have transferred from another Federal Prison and have an established phone list will be able to call their parties direct and/or collect. Inmates calling collect do not require funds to be transferred from their commissary account to their phone account. Inmates can only transfer funds from their commissary account to their phone account twice per day. Inmates' family and friends can set up a prepaid account to VAC 1-800-913-6097 for collect calls at a discount. International called parties can contact (VAC) by dialing 972-367-0070 International parties with prepaid accounts can be called by dialing 01 + country code + city code + phone number + PAC number.

Inmates calling direct require funds to be transferred to their phone account. All inmates will receive 300 minutes that is established in the re-validation cycle that is posted in the units. Phone minutes will not reset until their next re-validation date. Once an inmate uses all their minutes during their validation cycle, the system will not allow the inmate to make calls until their next re-validation cycle. The 300 minutes are a combination of collect and direct calls. When an inmate makes their first phone call, they will be prompted, by the system, to say their "full legal name." The inmate must state their full legal name clearly and this name should be a name that all parties will recognize once the call has been answered.

The telephones will ordinarily be turned on between 6:00 a.m. and 9:15 p.m., daily. Telephones may be utilized when inmates are out of their cells. All calls will be limited to 15 minutes in duration. All telephone calls are recorded and monitored by staff.

Special emergency telephone call requests may be directed to your Unit Team or the Chaplain and are ordinarily approved if a death or serious illness of an immediate family member can be verified. Emergency telephone calls are not authorized due to a telephone "block" or a parties' refusal to accept the telephone call.

**TELEPHONE UNMONITORED ATTORNEY CALLS:** In order to make an unmonitored phone call with an attorney, the inmate must demonstrate to the Unit Team the need, such as an imminent court deadline. Inmates are responsible for the expense of unmonitored attorney telephone calls. When possible, it is preferred that inmates place an unmonitored, collect legal call. Phone calls placed through the regular inmate phones are subject to monitoring. Unmonitored attorney telephone calls may be requested through your Unit Counselor. Approved attorney calls will be placed to the respective party on an unmonitored telephone.

**VISITING:** Visits may be approved for **immediate** family only, upon the holdover's request to the Unit Team. Immediate family member verification is determined by your Pre-Sentence Investigation Report, current visiting list located in your Central File, or the Bureau of Prisons online visiting program. Foreign national inmates have access to their diplomatic representative by initiating an inmate request to the unit counselor. A copy of your visiting list will be returned to you once it has been reviewed by staff, with a notation indicating who is approved for visitation. **DO NOT** tell anyone to come visit you until you are certain approval has been granted by your Unit Team. Please consider the distance your visitor will travel, expenses involved with travel, and the possibility of you being transferred prior to their arrival.

Visiting hours are from 8:00 a.m. until 3:00 p.m. each Saturday, Sunday, and Federal Holiday. Special visits for clergy, attorney, and institution-based programs may be approved by staff. A point system limits (4 points) the number of visits authorized monthly. You can check your point status during your visit, with the Visiting Room Officer. One point is used per visiting day. Two points are used per visit on federal

holidays. No more than 5 visitors may enter the visiting room per inmate at one time, to include children. Ensure your visitors know they must possess a government issued photo identification card (required). Visitors will not be allowed to visit if they arrive after 2:15 p.m. Prohibited clothing for visitors includes but is not limited to Khaki, hunter green, or orange clothing, shorts, miniskirts, sheer or revealing clothing, tight fitting or provocative clothing, and underwire bras. Female visitors must wear a bra. All visitors over the age of 16 must provide at least one photo identification card issued by the state or federal government. Attorneys require additional identification (i.e., state bar card). Foreign national inmates may request access to their diplomatic representative by initiating an inmate request to the Unit Counselor. Once verified, the diplomatic representative will be added to the approved visiting list. Visitors are authorized to bring into the visiting room, one small coin purse (transparent) with coins, one small-quilted blanket (2X2), three disposable diapers per child, and a baby bib. Children will sit with the visiting adult or watch TV in the play area. Children are not authorized to visit with other visitors, play in areas other than designated, and may be limited to sitting next to the supervising adult. Visitors are not authorized to bring any items or receive any item from an inmate.

Visitor parking is designated with parking signs. Visitors will not be processed unless appropriately parked in the designated area. Visitors are not allowed to stay in their car in the parking lot. Visits may be terminated, or a visitor may be turned around for reasons such as: national/institution emergency, inclement weather, failure to clear initial screening at the front entrance (i.e., metal detector, search, etc.), no documentation of visit approval, insufficient visiting points, misconduct on the part of the inmate or visitor, inappropriate dress, improper identification, and overcrowding.

**VISITOR TRANSPORTATION DIRECTIONS:** The institution is located seven miles South of I-40, Oklahoma City, OK. From I-40 exit at MacArthur Blvd and proceed south. Continue south to the stop light at 74<sup>th</sup> street and turn left. The institution will be straight ahead. From I-44, exit on 104<sup>th</sup> Street and travel west to MacArthur Blvd. Turn right and the institution will be on the right approximately one mile down the road. Follow signs to properly park your vehicle. Please ensure your vehicle is locked at all times. Commercial transportation is available through Yellow Cab (405) 232-6161, Greyhound Bus Line (405) 235-6425 and Will Rogers World Airport (405) 681-3000.

**EMERGENCIES - FIRE EVACUATION:** Emergency evacuation plans which detail the relocation of inmates to fire-safe, secure areas of the institution are posted in all housing units. Should an emergency develop, you are to follow these routes and staff instructions to ensure your safety. *Sitting on the floor, stairs, or railings is prohibited.*

**ADVERSE WEATHER CONDITIONS:** The geographic location of the FTC subjects us to weather conditions that are not generally present in other areas of the country (i.e., high winds, tornadoes, etc.). During National Weather Alert Warnings, you will be instructed by the Unit Officer as to the appropriate action to take. Ordinarily, you will be directed to immediately return to your cell, stay away from the window, and, if warranted, cover yourself with a mattress.

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

immediately. Psychologists are available 24 hours a day, 365 days a year to respond to these emergencies, and you should not hesitate to talk to any staff member who will immediately contact appropriate mental health resources to help you deal with suicidal issues.

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

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

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

**PSYCHOLOGY:** Psychology Services provides a variety of mental health services to the holdover population. Please contact Psychology Services if you have a mental health concern you would like to discuss with a mental health professional.

Psychology Services at the FTC, Oklahoma City, will speak with you following an allegation of sexual assault. If you are interested in receiving support and advocacy services from an outside agency, the FTC has a Gratuitous Services Agreement (GSA) with the YWCA Oklahoma City Rape Crisis Center, located at 2460 N.W. 39th. Street, Oklahoma City, Oklahoma. 405-943-7273. You will need to add this number to your phone list prior to calling.

**RELIGIOUS PROGRAMS:** If you wish to have individualized contact with a Chaplain, it is necessary to complete an Inmate Request to Staff form or send an electronic message to the Chaplain. Chaplains routinely visit the Holdover Units on a weekly basis. Group activities will be coordinated by the Chaplain. Chaplains are available for pregnancy counseling.

Inmates are not authorized to assemble in a group unless it has been recognized by a Chaplain as a religious program. Once recognized, the Chaplain will schedule and provide an area for such programs and its participants. Individual prayer should be conducted in the privacy of your own cell, unless otherwise approved by Religious Services. A religious book cart is also available for your leisure religious reading activities. A Religious Services schedule is posted on the Unit's bulletin board. If your religious group is not listed, you may contact the Chaplain, to discuss the approval process for time/space, in the Units multi-purpose room.

**MEDICAL/DENTAL CARE:** Sick call sign-up is conducted in each unit between 6:00 a.m., and 7:00 a.m., on Monday, Tuesday, Thursday, and Friday. Utilizing the sick call sign-up sheet, Medical Staff will conduct sick call triage in each unit, , between the hours of 8:00 a.m. and 8:00 p.m. Those needing more extensive evaluation may receive an appointment and be escorted to the institution hospital. A \$2.00 co-pay will be deducted from the inmates commissary account for each sick call visit not related to established chronic care. Chronic care includes, but is not limited to heart conditions, diabetes, high blood pressure, etc. Medical or dental emergencies should be immediately directed to the Unit Officer who will contact appropriate medical staff. Dental care will be provided on an as-needed basis only. Inmates desiring dental treatment will utilize the sick call sign-up list. Dental care for holdovers is generally limited to emergency treatment.

In order to obtain medication refills, you will need to obtain from the pill line nurse, a Medication Refill Sheet. Fill out the form and return the Medication Refill Sheet to the brown box hanging inside the unit near the Officers Station. Please note: Do NOT remove labels from pill bottles that still contain medication. All bottles that have medications in them and no label will be considered contraband and proper discipline will be administered.

All food allergies will be directed to sick call for proper provider evaluation. The current high-rise menu is designed to be “Heart Healthy”, therefore, do not ask for such a diet. As stated below, “no-flesh” and religious diets will need to be directed to Religious Services staff.

Do not utilize the inmate cop-out system via email to report medical ailments or problems. Please see sick call during the days of the week stated above. Remember, all emergencies should be reported to the Unit Officer who will then contact the appropriate medical staff. Lastly, utilize the chain of command when addressing medical or dental issues. If you are not satisfied with the sick call visit, your next step should be to discuss with the Health Services Administrator. After that, you are encouraged to utilize the administrative remedy process.

There is an inmate pay, over-the-counter medication program in place that occurs once a week (the day of the week can be altered due to holidays, etc., discuss with the Unit Officer for assistance). Basic medications are provided but NOT guaranteed to be on the list such as: Tylenol, steroid cream, allergy tabs, acid-reflux tablets, to name a few. If you are considered to be “indigent” the pharmacy will fill them for you, up to two medications per week.

**INMATE CO-PAYMENT PROGRAM:** PS 6031.04, Patient Care, implements the Federal Prisoner Health Care co-payment Act of 2000, Public Law 106-294, 18 U.S.C. S4048. The program statement explains the Bureau of Prisons may, under certain circumstances, charge you, an inmate under our care and custody, a fee for providing you with health care services. You must pay a fee of \$2.00 for a health care service, if you receive health care services in connection with a health care visit that you requested. Co-payment fees are waived when appointments or services, including follow-up appointments, are initiated by medical staff. Needed health care is not denied due to lack of available funds. If you are not satisfied with the treatment you are receiving, you may submit an Inmate Request to Staff Form to the Health Services Administrator for informal resolution, or utilize the administrative remedy process.

**INDIGENT MEDICAL CARE:** An indigent inmate is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days. Health Services will provide up to two OTC medications per week for an indigent inmate.

### **FOOD SERVICE**

The BOP offers a standardized National Menu for High Rise institutions. This menu is offered at all high

rise institutions and includes approved menu items based on standard recipes and product specifications. The National Menu offers regular, heart healthy and no-flesh dietary options. This menu differs from the regular National Menu. The National High Rise Menu offers heart healthy and no-flesh dietary options. The Federal Transfer Center serves a continental breakfast from the National High Rise Menu Sunday through Saturday.

Medical diets must be approved by Medical staff, during Sick Call. Food Service does not approve medical dietary medical needs. All food allergies must be addressed with Medical staff during Sick Call. Food allergies that are verified by Health Services will be forwarded to Food Service. If Health Service determines a Special Diet is required to ensure adequate nutrition or to meet a medical need, a diet tray will be provided.

Inmates may submit a request to participate in the religious diet program, called the Alternative Diet Program, to Religious Services or Food Services staff for approval. The program consists of two distinct components: one component includes a no-flesh option and the other component accommodates dietary needs through nationally recognized, religiously certified processed foods. An inmate that requires a no-flesh option must email the Food Service Department for approval. An inmate that is approved for the no-flesh list will remain on that list for the duration of their stay at the institution.

**MEALS:** General population holdovers will eat all meals in the unit. Meal schedules are as follows: Breakfast 6:00 a.m., Lunch 10:30 a.m., Dinner following the 4:00 p.m. count. All food trays will be returned to the food cart no later than 30 minutes after the last tray was passed out for the meal period.

**MAIL PROCEDURES:** Incoming general correspondence mail will be passed out by staff, Monday through Friday, excluding Federal Holidays, after the 4:00 p.m. count has been cleared. All general correspondence outgoing personal mail must remain unsealed and must include a complete institution return address, your committed name and register number on each envelope.

**Do not use aliases.** Mail which does not have the proper (legible) return address will not be mailed (returned to sender). You are allotted U.S. Postage for three (3) U.S. first-class (one ounce) letters per week for personal mail. Unit Staff will issue stamps on Wednesdays of each week. Letters must be written and ready for postage when Unit Staff arrive on the unit.

**Inmates are not authorized to possess stamps. Correspondence will immediately be deposited in the appropriate mail box UPON STAFF PLACEMENT OF STAMPS ON THE ENVELOPE. Inmates are not authorized to retrieve correspondence once it is deposited in the mail box.**

Mail that exceeds affixed postage or is improperly addressed will be returned to you. If you are no longer at this institution, the letter will be forwarded to you at your designated institution. Do not request your family or friends to send you stamps, etc., as **YOU ARE NOT AUTHORIZED TO RECEIVE ANYTHING OF VALUE UNLESS AUTHORIZED BY A STAFF MEMBER.** Do not draw pictures, signs, symbols, etc., on the external portion of the envelope prior to mailing.

Correspondence between incarcerated inmates is prohibited without prior staff approval. If either inmate is not in federal custody and/or housed in a federal prison, both institution Wardens must approve of the correspondence. If both inmates are incarcerated in a federal prison, both Unit Managers must approve of the correspondence. Ordinarily, correspondence will only be approved for immediate family members and co-defendants who can demonstrate current on-going litigation.

**SPECIAL MAIL:** Special Mail is a category of correspondence sent to the following: President and Vice

President of the United States, the U.S. Department of Justice (including the BOP), U.S. Attorneys Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts (including U.S. Probation Officers), Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorneys General, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State law enforcement offices, attorneys, and representatives of the news media. Special mail also includes correspondence received from the following: President and Vice President of the United States, attorneys, Members of the U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons but including U.S. Attorneys), other Federal law enforcement officers, State Attorneys General, Prosecuting Attorneys, Governors, U.S. Courts (including U.S. Probation Officers), and State Courts.

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

### **Legal Correspondence**

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

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

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

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

### **Rejection of Correspondence**

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

### **Notification of Rejection**

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



### **Certified/Registered Mail**

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

**SPECIAL MAIL POSTAGE/PROCEDURES:** In order to receive postage stamps for special mail, outside of Wednesdays, inmates must submit an Inmate Request to Staff Form to the Unit Manager.

Once approved, the Unit Manager will then have a Unit Team Member issue the postage for the Special Mail, inspect it, and place it in the mail box. Approved special mail will be sealed in the presence of unit staff by the inmate, properly addressed (including return address), and the staff will issue the postage required and ensure it is affixed before being placed in the outgoing special mail box. This mail will be picked up Monday - Friday (excluding weekends and Federal Holidays). Do not place special mail in the mail box or it will be returned to you.

**ADMINISTRATIVE REMEDY PROCESS:** The BOP emphasizes and encourages the resolution of complaints. The first step of the Administrative Remedy process is to attempt an **Informal Resolution**, utilizing the appropriate Informal Resolution form. (See the Administrative Remedy Institution Supplement, Attachment A.) When an informal resolution is not successful, an inmate can access the Administrative Remedy Program. All Administrative Remedy forms may be obtained from your assigned Correctional Counselor or Unit Team member.

If the issue cannot be informally resolved, a formal complaint may be filed with a Request for Administrative Remedy (formerly BP-229), commonly referred to as a BP-9. The inmate may place a single complaint or related issues on the form. If the form contains multiple unrelated issues, the submission will be rejected. The inmate will return the completed BP-9 to the Correctional Counselor, who will deliver it to the Administrative Remedy Coordinator (BP-9 will be rejected unless processed through staff). The BP-9 complaint must be filed within twenty (20) calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time which should be documented in the complaint. Institution staff has twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional twenty (20) calendar days. The inmate will be notified of the extension.

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

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

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

- Statement of Facts
- Grounds for Relief
- Relief Requested

### **Sensitive Complaints**

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

### **General Information**

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

For detailed instructions see Program Statement 1330.16, Administrative Remedy Program.

**INFORMATION BOOK CHANGES:** This information book will be updated when major changes to institution policy, programs, operations, and procedures are implemented. Minor changes may be posted in writing in each unit within a secure glass front bulletin board for inmate viewing.

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

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

<b>Your Health Care Rights:</b>	<b>Your Responsibilities:</b>
1. You have the right to access health care services based on the local procedures at your institution. Health services include medical, dental and all support services. If inmate co-pay system exists in your institution, Health Services cannot be denied due to lack (verified)of personal funds to pay for your care.	1. You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.
2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.	2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
3. You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden and the Warden.	3. You have the responsibility to address your concerns in the accepted format, such as the <i>Inmate Request to Staff Member</i> form, main line, or the accepted <i>Inmate Grievance Procedures</i> .
4. You have the right to provide the Bureau of Prisons with Advance Directives or a Living Will that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.	4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the right to be provided with information regarding your diagnosis, treatment and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.	5. You have the responsibility to keep this information confidential.
6. You have the right to obtain copies of certain releasable portions of your health record.	6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the right to be examined in privacy.	7. You have the responsibility to comply with security procedures should security be required during your examination.
8. You have the right to participate in health 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.
9. You have the right to report complaints of pain to your health care provider, <b>have</b> 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.	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.

<b>Your Health Care Rights:</b>	<b>Your Responsibilities:</b>
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 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 preventative 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.
15. You have the right to refuse medical treatment in accordance with Bureau of Prisons' Policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.	15. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

DISCIPLINARY PROCEDURES:

[TIME LIMITS IN DISCIPLINARY PROCESS

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

NOTE: These time limits are subject to exceptions as provided in the rules. Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while informal resolution is undertaken and accomplished. If informal resolution is unsuccessful, staff may reinstitute disciplinary proceedings at the same stage at which suspended. The requirements then begin running again, at the same point at which they were suspended.]

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

1. [PROHIBITED ACTS AND DISCIPLINARY SCALE '541.13

A. There are four categories of prohibited acts - Greatest, High, Moderate, and Low Moderate (see Table 3 for identification of the prohibited acts within each category). Specific sanctions are authorized for each category (see Table 4 for a discussion of each sanction). Imposition of a sanction requires that the inmate first is found to have committed prohibited act.]

(1) Greatest Category Offenses. The Discipline Hearing Officer (DHO) shall impose and execute one or more of 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 Discipline Hearing Officer shall impose and execute one or more of sanctions A through M, and, 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 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 Unit Discipline Committee 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 Discipline Hearing Officer 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 Unit Discipline Committee (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 Discipline Hearing Officer shall impose at least one sanction B.1, or E through P. The Discipline Hearing Officer 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 Unit Discipline Committee 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 offense 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 "A" is combined with the offense code.

For example, planning an escape would be considered as Escape and coded 102A. Likewise, attempting the adulteration of any food or drink would be coded 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 Discipline Hearing Officer (DHO) may execute, suspend, or revoke and execute suspension of sanctions A through F. The Discipline Hearing Officer (DHO) or Unit Discipline Committee (UDC) may execute, suspend, or revoke and execute suspensions of sanctions G through P. Revocations and execution of suspensions may be made only at the level (DHO or UDC) which originally imposed the sanction. The DHO now has that authority for suspensions which

were earlier imposed by the Inmate Discipline Committee (IDC).]

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

D. If the Unit Discipline Committee has previously imposed a suspended sanction and subsequently refers a case to the Discipline Hearing Officer, the referral shall include an advisement to the DHO of any intent to revoke that suspension if the DHO finds that the prohibited act was committed. If the DHO then finds that the prohibited act was committed, the DHO shall so advise the Unit Discipline Committee who may then revoke the previous suspension.

E. The Unit Discipline Committee or Discipline Hearing Officer may impose increased sanctions for repeated, frequent offenses according to the guidelines presented in Table 5.]

F. Sanctions by severity of prohibited act, with eligibility for restoration of forfeited and withheld statutory good time are presented in Table 6.]

[NOTE: In Table 6 headings, "GT" represents both good conduct and statutory good time and "SGT" represents statutory good time. Forfeited good conduct time is not eligible for restoration. Restoration of statutory good time will be approved at the time of initial eligibility only when the inmate has shown a period of time with improved good behavior. When the Warden or his delegated representative denies restoration of forfeited or withheld statutory good time, the unit team shall notify the inmate of the reasons for denial. The unit team shall establish a new eligibility date, not to exceed six months from the date of denial.]

To ensure an inmate's case is not overlooked when statutory good time has been forfeited or withheld, the unit team must review the eligibility requirements for restoration in accordance with the time frames established by the Program Statement on Classification and Program Review of Inmates. A recommendation of the unit team, whether for or against restoration, must be forwarded (on BP-389/Record Form 84) to the Warden, through the DHO and Captain for disposition. Except as noted below, eligibility for restoration of withheld or forfeited statutory good time is computed from the date of the withholding or forfeiture action by the DHO. An inmate who has escaped and receives a forfeiture at a subsequent in absentia hearing begins the eligibility for restoration period upon return to custody of the Bureau of Prisons. The Warden will refer for approval of the Regional Director a case where the Warden determines exceptional circumstances support restoration of statutory good time prior to completion of the eligibility requirements.

[An inmate with an approaching parole effective date, or an approaching mandatory release or expiration date who has forfeited good time may be placed in a Community Treatment Center only if that inmate is otherwise eligible under Bureau policy, and if there exists a legitimate documented need for such placement. The length of stay at the Community Treatment Center is to be held to the time necessary to establish residence and employment.]

## 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 voluntary religious 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 institution guidelines.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
10. You have the right to participate in 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.

### RESPONSIBILITIES

1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
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.



**PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE**

**GREATEST CATEGORY**

**CODE PROHIBITED ACTS**

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- 100 Killing.
- 101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
- 102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, *e.g.*, in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).
- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
- 105 Rioting
- 106 Encouraging others to riot.
- 107 Taking hostage(s).
- 108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; *e.g.*, hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.

**AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS**

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 12 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (*e.g.*, visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmates' personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

**HIGH CATEGORY**

**CODE PROHIBITED ACTS**

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- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person.
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 211 Possessing any officers or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 216 Giving or offering an official or staff member a bribe, or anything of value.

- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.

**AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS**

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 6 months).

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

**MODERATE CATEGORY**

**CODE PROHIBITED ACTS**

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

paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, *e.g.*, counterfeiting release papers to effect escape, Code 102).

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

charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.

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

#### AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

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

#### LOW CATEGORY

#### CODE PROHIBITED ACTS

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

like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.

**AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS**

- B.1** Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).
- D.** Make monetary restitution.
- E.** Monetary fine.
- F.** Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G.** Change housing (quarters).
- H.** Remove from program and/or group activity.
- I.** Loss of job.
- J.** Impound inmate’s personal property.
- K.** Confiscate contraband
- L.** Restrict to quarters.
- M.** Extra duty.

**U.S. Department of Justice**  
Federal Bureau of Prisons

**Sexually Abusive Behavior  
Prevention and Intervention**



*An Overview for Offenders*

March 2014



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

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

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

### **What Can You Do To Prevent Sexually Abusive Behavior?**

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

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

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

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

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

### **What Can You Do if You Are Sexually Assaulted?**

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

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

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

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

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

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

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

Note: These e-mails:

- are untraceable at the local institution,
  - are forwarded directly to OIG
  - will not be saved in your e-mail 'Sent' list
  - do not allow for a reply from OIG,
  - If you want to remain anonymous to the BOP, you must request it in the e-mail to OIG.
- **Third-party Reporting.** Anyone can report such abuse on your behalf by accessing the BOP's public website, specifically [http://www.bop.gov/inmate\\_programs/sa\\_prevention\\_reporting.jsp](http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp).

## Understanding the Investigative Process

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

## **Counseling Programs for Victims of Sexually Abusive Behavior**

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

**Contact your local Rape Crisis Center (RCC):** Psychology Services at the Federal Transfer Center, Oklahoma City will speak with you following an allegation of sexual assault. If you are interested in receiving support and advocacy services from an outside agency, the Federal Transfer Center, Oklahoma City has a Gratuitous Services Agreement (GSA) with the YWCA Oklahoma City Rape Crisis Center (RCC), located at 2460 N.W. 39th. Street, Oklahoma City, Oklahoma 73112. Phone: 405-943-7273.

## **Management Program for Inmate Assailants**

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

## **Policy Definitions**

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

**Code 114/ (A): Sexual Assault By Force Code 205/**

**(A): Engaging in a Sex Act Code 206/ (A):**

**Making a Sexual Proposal**

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

**Code 229/ (A): Sexual Assault Without Force**

**Code 300/ (A): Indecent Exposure**

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

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

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

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

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

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

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

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

**Sexual Assault with an Object:** the use of any hand, finger, object, or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person (**NOTE:** This does NOT apply to custodial or medical

personnel engaged in evidence gathering or legitimate medical treatment, nor to health care provider's performing body cavity searches in order to maintain security and safety within the prison).

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

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

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

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

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

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

**Contact Offices:**

**U.S. Department of Justice Office of the  
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**Federal Bureau of Prisons  
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320 First Street, NW, Room 554  
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Gateway Complex Tower II, 8th Floor  
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**Federal Bureau of Prisons  
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U.S. Armed Forces Reserve Complex  
344 Marine Forces Drive  
Grand Prairie, Texas 75051

**Federal Bureau of Prisons  
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7338 Shoreline Drive  
Stockton, CA 95219

**Third-party reporting (outside of institution):**

[http://www.bop.gov/inmate\\_programs/sa\\_prevention\\_reporting.jsp](http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp)