

# **ADMISSION AND ORIENTATION MANUAL**

**FEDERAL PRISON CAMP  
PENSACOLA, FLORIDA**

**January 2018**

**ADMISSION AND ORIENTATION HANDBOOK**

**January 2018**

**TABLE OF CONTENTS**

INTRODUCTION .....	3
ADMISSION AND ORIENTATION .....	3
FPC Pensacola Map .....	5
Schedule of Daily Activities .....	6
Unit Management .....	7
Work Assignments .....	11
Visiting Information .....	12
Food Service .....	14
Inmate Telephones .....	14
Health Services .....	15
Psychology Services .....	21
Education .....	30
Recreation .....	31
Correctional Systems (ISM) .....	32
Safety .....	34
Clothing .....	35
Personal Property .....	36
Commissary .....	37
Salaries .....	38
Unit Rules and Regulations .....	39
Inmate Rights and Responsibilities .....	43
Inmate Discipline .....	45
Prohibited Acts and Discipline Tables .....	46
Sexually Abusive Behavior Prevention and Intervention .....	56
Visiting Regulations Attachment .....	62

## INTRODUCTION

This handbook was developed to provide inmates with information concerning the rules of this facility during their initial orientation to the institution. More detailed information on the policies and regulations may be obtained by referring to Bureau of Prison (BOP) Program Statements and Institution Supplements, available in the Law Library or by consulting a member of your Unit Team. In the event any information in this handbook conflicts with BOP Program Statements or Institution Supplements, the policies and regulation set out in the BOP Program Statements will prevail.

You are expected to conduct yourself as a gentleman, to be courteous to other inmates, to respect authority, to obey all institution regulations, and to follow instructions of all staff members, Detail Supervisors and U.S. Military Personnel.

## ADMISSION & ORIENTATION

Within seven days of your assignment to a Unit, you will complete the Unit portion of the Admission and Orientation (A&O) Program. You will meet with the Unit Manager, Counselor, and Case Manager for a review of Unit procedures and expectations. The Unit Rules and Regulations are posted on the Unit bulletin boards and should be reviewed immediately upon your arrival in the Unit.

Within three weeks of your arrival, you will be placed on callout to attend the institution portion of the A&O Program. You will hear lectures by the Warden and representatives of all the departments. You will be provided with information concerning the operation of each department at this facility.

## COUNT PROCEDURES

During count, there will be no talking or noise of any kind in your living area until the count is cleared. Disciplinary action may be taken against you for not being at your assigned area during count or for leaving before the institution count is verbally cleared by a Correctional Officer. Everyone must stay in their rooms/cubes until the count light is turned off. During the **4:00 p.m.**, **9:00 p.m.**, and **10:00 a.m.** weekend counts, inmates may move about inside the dorm after the count light is extinguished, but must wait until their specific dorm is released via the intercom before exiting the building. Counts are taken daily at the following times: **12:00 a.m.**, **2:00 a.m.**, **4:30 a.m.**, **4:00 p.m.**, **9:00 p.m.**, and **10:00 p.m.** In addition, count is taken at **10:00 a.m.** on weekends and holidays. You **must stand** beside your bed for the **4:00 p.m.**, **9:00 p.m.**, and **10:00 a.m.** count on weekends and holidays.

## CHECK OFF

A&O inmates must check-off daily with the Compound Officer. The location will be announced over the Public Address system. This is required at **8:00 a.m.**, **12:00 p.m.**, **2:00 p.m.**, and **6:00 p.m.** Inmates who are on idle, convalescence, vacation, and call-outs must check-off with the Compound Officer at the times listed above along with the A&O inmates.

## ADVERSE WEATHER

During adverse weather, an announcement may be made to close the compound. You are to return to your assigned housing Unit or assigned work detail, during working hours, until the compound is re-opened.

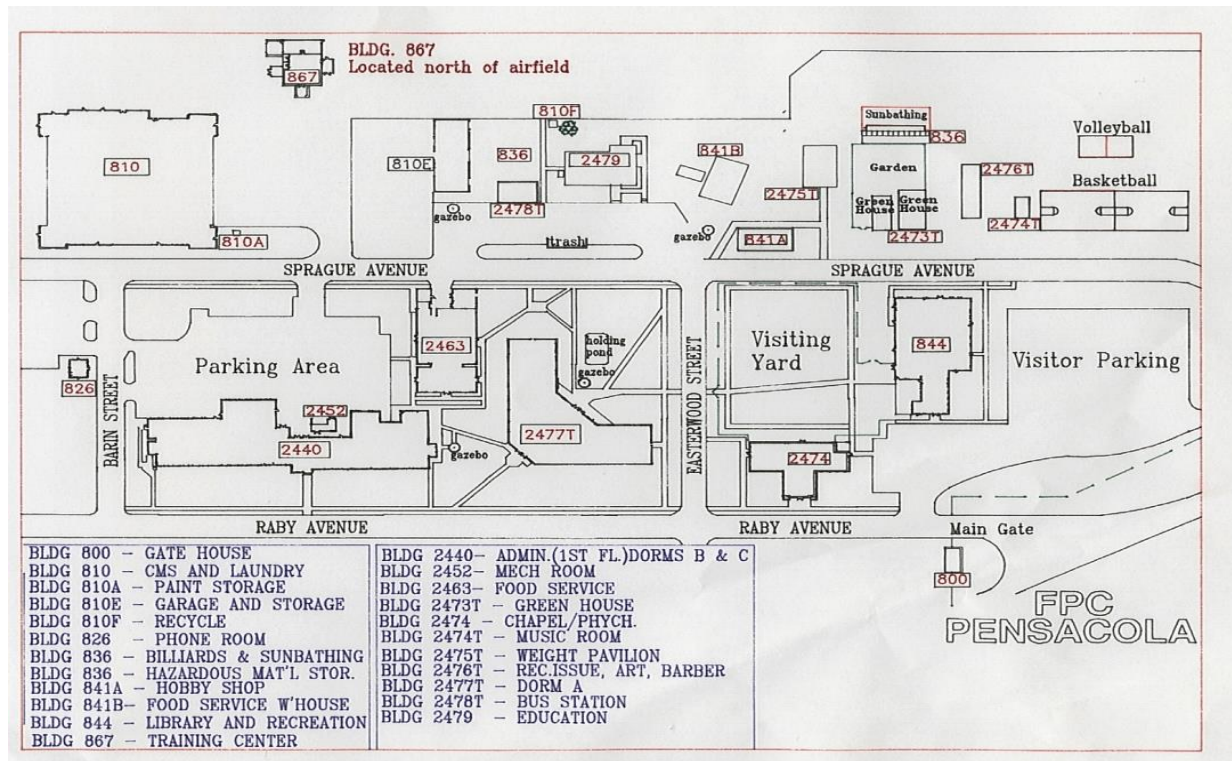
## **CALL-OUTS AND DAILY CHANGES**

Call-outs and Daily Changes for the following day are posted each evening on the dormitory bulletin boards. It is your responsibility to check these lists daily and report to your call-out assignment at the scheduled time. Failure to comply with this requirement will result in disciplinary action. Daily changes for classification decisions, such as bed changes and work detail changes, are posted on the Unit bulletin boards.

## **OFF LIMITS / OUT OF BOUNDS**

The FPC Map, which can be found in this manual, shows the out-of-bounds perimeter which an inmate must not cross without specific permission from his Supervisor. At dusk, the walking/jogging track, softball, and football/soccer fields are closed to all inmates and are out of bounds. Other restricted areas include:

1. \*Base Theater (Reserve Center Building 845)
2. Any inmate not in his assigned work area during work hours, on base or off base, is considered out of bounds. This means any time an inmate is anywhere other than where he is supposed to be.
3. The Staff Parking Lot (behind Building 2440, including in front of Food Service and R&D) is out of bounds, with the exception of a call-out or official business.
4. The Visitors Parking Lot and the access street are out of bounds.
5. The Administrative Offices on the first floor of Building 2440. Inmates must check in at the Control Center for access to these areas.



## DIRECTORY OF BUILDINGS

### INMATE SMOKING

FPC Pensacola is a no smoking/no tobacco product institution. All tobacco products are considered contraband. We understand this change will be difficult for newly-committed inmates who were tobacco users prior to their arrival. In an effort to ease the transition, we have a smoking cessation program in place which includes counseling, educational programs, and special purchase nicotine replacement patches.

Please be aware, staff is available to assist you during the upcoming months to ensure you receive needed assistance. If you feel you would benefit from the above-mentioned programs and services, you should contact your Unit Team, Health Services, and/or Psychology Services staff.

### SEARCHES AND TESTING

At all times, inmates and their belongings are subject to searches. These searches for, and seizures of, contraband are on a random basis. When stopped for a random personal search, inmates must do as instructed by the staff member. Routine and random alcohol and drug tests are administered to inmates. When called to Control Center or the Lieutenant's Office, proceed there immediately and do as instructed. Attempting to evade testing will result in disciplinary action.

### CONTRABAND

Possession of contraband is a serious offense and can result in severe disciplinary action. Any article not issued to you, not purchased by you at the Commissary, or for which you do not have authorization, is contraband. Articles of clothing in excess of allowed limits, and articles used for unauthorized purposes are also considered contraband.

### BARBER SHOP

Haircuts and hair care services are authorized in the barber shop only. Hours of operation will be posted in each of the housing units and the barber shop.

**SCHEDULE FOR FPC PENSACOLA DAILY ACTIVITIES**  
**MONDAY THROUGH FRIDAY**

<b>Official count</b>	<b>12:00 a.m.</b>
<b>Official count</b>	<b>2:00 a.m.</b>
<b>Official count</b>	<b>4:30 a.m.</b>
Lights on (After count clears)	4:45 a.m.
Breakfast: (After count clears)	5:00 a.m. - 6:00 a.m.
Sick-Call: (None on Wed, Sat, & Sun)	5:00 a.m. - 5:15 a.m.
Work-Call (base details, then camp details):	5:30, 6:30, and 7:30 a.m.
Lunch:	11:00-11:45 a.m.
Workday ends for base details	3:00 to 5:00 p.m.
Evening meal (Early M/T/W/TH 3-3:30 p.m.)	4:30 – 5:30 p.m.
(Early F 2:30-3:30 p.m.)	
Mail call as announced at approximately	5:30 p.m. thru 8:30 p.m.
Compound closed	3:45 p.m.
<b>Official Count – STAND-UP, bedside count</b>	<b>4:00 p.m.</b>
Preparation for count/compound closed	8:45 p.m.
<b>Official count</b>	<b>9:00 p.m.</b>
Lights out	10:30 p.m.

**SATURDAYS, SUNDAYS, AND HOLIDAYS**

<b>Official count</b>	<b>12:00 a.m.</b>
<b>Official count</b>	<b>2:00 a.m.</b>
<b>Official count</b>	<b>4:30 a.m.</b>
Showers open	4:45 a.m. (After count clears)
Coffee hour	6:30 – 7:30 a.m.
Visiting hours Sat/Sun	8:00 a.m.-3:00 p.m.
Fri evening	5:00 p.m. – 8:30 p.m.
Recall in preparation for count/compound closed	9:45 a.m.
<b>Official count – STAND-UP, bedside count</b>	<b>10:00 a.m.</b>
Brunch – Is served from when the 10:00 a.m. count clears until all inmates are served.	
Recall in preparation for count/compound closed	3:45 p.m.
<b>Official count – STAND –UP, bedside count</b>	<b>4:00 p.m.</b>
Evening meal (Early S/S)	2:30 – 3:30 p.m.
After 4:00 p.m. Count – until last call	
Recall in preparation for count/compound closed	8:45 p.m.
<b>Official count</b>	<b>9:00 p.m.</b>
Lights out	10:30 p.m.- 5:30 a.m.

\*NOTE – Special holiday schedules may necessitate time changes for some events.

# **UNIT MANAGEMENT**

## **INITIAL CLASSIFICATION/PROGRAM REVIEWS**

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

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

## **ADMINISTRATIVE REMEDY**

Problems or complaints should be discussed freely with your Case Manager, Counselor, or Unit Manager. All problems should be resolved informally through direct communication and staff intervention. If you cannot resolve complaints informally, you may file an Administrative Remedy (BP-229). These forms are supplied by your Counselor and must be returned to him/her.

## **SCHEDULE OF UNIT SERVICES AND ACTIVITIES**

A schedule of Unit activities and programs is posted on each Unit bulletin board throughout the institution to inform you of the Unit-based activities and programs developed and implemented by the Unit Manager. (Additionally through TRULINCS)

## **PROVISIONS FOR HOUSING DISABLED INMATES**

For those inmates who have disabilities, see your Unit Manager for any housing or other accommodations.

## **ARTICLES FOR HYGIENE**

Articles necessary for maintaining proper personal hygiene are available to all offenders and provided to those who are indigent upon request.

## **INMATE REQUEST TO REVIEW CENTRAL FILE**

An inmate seeking to review his inmate Central File shall submit a request to his Case Manager via Inmate Request to Staff Member ("cop-out"). The inmate's request will be acknowledged and he will be permitted to review the file whenever practicable. All file reviews must be done under constant and direct staff supervision. Those materials which have been determined to be non-disclosed shall be removed from the folder before inmate review. An entry shall be made on the Inmate Activity Record (BP-381) to show the date the inmate reviews the file. The staff member monitoring the review shall initial the entry and the inmate shall be asked to initial it.

## **UNSCHEDULED PROGRAM REVIEWS**

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

## **UNMONITORED LEGAL TELEPHONE CALLS**

In the event unmonitored legal correspondence is not practicable, an inmate may request an unmonitored legal telephone call. Unmonitored legal calls will be scheduled in advance with a member from your Unit Team. The call will take place in the Dorm-A office area.

## **POSTAGE FOR INDIGENT INMATES**

An inmate, who has neither funds nor sufficient postage, and upon verification of this status by staff, may be provided postage stamps for mailing a reasonable number of letters at government expense to enable the inmate to maintain community ties. The request for postage will be made to the Unit Manager.

## **REQUEST FOR ADDITIONAL STAMPS**

This is made to the Unit Manager **via Inmate Request to Staff Member**, hand written or sent electronically, when needing additional stamps to mail items home.

## **NOTARY SERVICES**

Case Managers may use a certifying stamp for court activities and paperwork. Anything that must be done by a Notary will require outside services at your own expense.

## **SAVINGS ACCOUNT**

If an inmate wishes to establish a savings account, a member of the Unit Team shall assist the inmate in establishing an account at a local commercial bank. Any interest accrued in the savings account is accrued in the inmate's name and becomes part of the account. Inmates should be advised that once the funds are placed in the savings account, **they may only be withdrawn upon release, except in case of an emergency.** Passbooks and other documents relating to the savings account shall be retained in the inmate's central file and given to him upon release. Arrangements must be made with the savings facility to mail statements regarding deposits, interest payments, and withdrawals directly to the inmate.

## **FINANCIAL RESPONSIBILITY PROGRAM**

The Bureau of Prisons strongly encourages you to satisfy your legitimate financial obligations (e.g., committed fines, non-committed fines, court assessments, child support, etc.). As part of the initial classification process, your Unit Team will provide you with the opportunity to develop a financial plan for satisfying these obligations. During subsequent program reviews, your Unit Team will consider your willingness and dedication to addressing your legal financial responsibilities. You should make every effort to satisfy your financial obligations by paying the maximum amount. You may either make a single payment or repetitive payments to satisfy your debt. Participation in the Financial Responsibility Program (FRP) is a factor which will be assessed when considering you for various programs, including furloughs, halfway house placement, preferential housing, and requested job assignments.

## **CUSTODY LEVEL**

All newly committed inmates are assigned to "Out" custody upon arrival at FPC Pensacola. This means that you are classified as appropriate for a minimum security institution. To participate in any community based activity, including furloughs and halfway houses, "Community" custody must be obtained. **Initial review of custody will generally be done after an inmate has been at the facility seven months, and once a year thereafter, in conjunction with your program review.**



## **FURLOUGHS**

A furlough is an authorized absence from the institution by an inmate who is not under the escort of a staff member or other law enforcement official. The Warden is the approving official for all furloughs. To qualify for a furlough, you must meet the eligibility requirements in Program Statement 5280.09, Furloughs. Furloughs, other than emergency or medical, may be requested at your scheduled program review, providing you meet eligibility requirements. Consult a member of your Unit Team for further information on furloughs.

## **COMMUNITY CORRECTIONS CENTERS**

In 1961, the Bureau of Prisons established the first Federal Residential Re-entry Center (RRC) or “halfway house” to assist offenders in their transition from prison back into society. At the present time, there are more than 400 halfway houses under contract with the Bureau. The RRC placement process for eligible inmates usually begins approximately **17-19 months prior to the established release date**. You can discuss this detail at your team meetings.

## **RELEASE PROCEDURES**

Inmates departing the institution by release or transfer will normally depart the institution by taxi, or, if appropriate, town driver. Bus, privately owned vehicle, or airplane may be utilized to arrive at final destinations. If an inmate chooses to use transportation other than that offered by the Bureau, the inmate or the inmate’s family must pay the entire transportation cost; no part of that cost will be absorbed by the Bureau. All releases and transfers will normally occur after 8:00 a.m., Monday through Friday. Exceptions are made in unusual cases.

## **RELEASE GRATUITIES**

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

## **RELEASE CLOTHING**

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

## **ACCESS TO DIPLOMATIC REPRESENTATIVE AND TREATY TRANSFER PROGRAM**

Pursuant to Program Statement 5140.34, Transfer of Offenders to or from Foreign Countries, an inmate who is qualified for and desires to return to his or her country of citizenship for service of a sentence imposed in a United States Court shall indicate his or her interest by completing and signing the appropriate form and forwarding it to the Warden at the institution where the inmate is confined.

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

## **CONSULAR VISITS**

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

## **GROOMING AND SANITATION**

Appearance is important in making a positive impression on others, as well as providing you with a feeling of general well-being and personal satisfaction. You are expected to maintain a neat personal appearance at all times. There is no limitation on hairstyle and length of hair; however, hair will be clean and neatly-groomed at all times. Beards and mustaches are permitted. Additionally, uniforms should be worn with the shirt buttoned and tucked in 24/7.

It is expected for all inmates at this institution to adhere to the dress code. This will be strictly enforced from **6:30 a.m. to 4:00 p.m., Monday through Friday**. Although white T-shirts may be authorized on the Compound and military work sites by the supervisor while working, i.e., cutting grass, or other labor-intensive job assignments, the white T-shirts will be tucked inside of your trousers. The issued green shirt is required in all other circumstances. Inmates off duty between 7:30 a.m. and 4:00 p.m. may wear personal clothing from the dorm to Recreation only. During visitation, proper attire will be the green long- or short-sleeved shirt, green trousers, and institution work boots or tennis shoes.

If you need additional guidance, please speak with your detail supervisor.

You will be held responsible for the condition of your living area. Beds are to be made properly, areas cleaned, trash emptied and lights turned off before work call. Nothing is to be taped or nailed to walls or furnishings. Strict adherence to the cubicle/room sanitation illustration located on the bulletin boards is required.

## **COMPASSIONATE RELEASE/REDUCTION IN SENTENCE**

- A compassionate release/reduction in sentence (“RIS” [pronounced “riss”]) permits a judge to release an inmate from prison, upon motion of the Director of the BOP, prior to the completion of the inmate’s sentence.
- PS 5050.49, *Compassionate Release/Reduction in Sentence: Procedures for Implementation of 18 U.S.C. §§ 3582(c)(1)(A) and 4205(g)*, was issued on August 12, 2013.
  - **MEDICAL CRITERIA:** The new medical criteria for RIS requests is the following:
    - RIS consideration may be given to inmates who have been diagnosed with a terminal, incurable disease whose life expectancy is eighteen (18) months or less. BOP consideration will include the assessment of the primary disease, prognosis, impact of other serious medical conditions of the inmate, and degree of functional impairment.
    - RIS consideration may also be given to inmates who have an incurable, progressive illness or who have suffered a debilitating injury from which they will not recover. For inmates in this category, we will consider a RIS if the inmate is either completely disabled, meaning he or she cannot carry on any self-care and is totally confined to bed or chair, or is capable of only limited

self-care and is confined to a bed or chair more than 50% of waking hours. Reviews will also consider any cognitive deficits of the inmate.

- **NON-MEDICAL CRITERIA:** The criteria for non-medical RIS requests include:
  - Requests based on non-medical circumstances for elderly inmates.
  - Requests based on non-medical circumstances in which there has been the death or incapacitation of the family member caregiver of an inmate's child.
  - Requests based on non-medical circumstances in which the spouse or registered partner of an inmate has become incapacitated.

## **WORK ASSIGNMENTS AND WORK REPORTS**

After completion of the A&O Program, you will be assigned to a permanent work detail, a training program, or a combination of both, based primarily on institution needs. Factors considered in determining a specific work assignment are: Your physical condition, educational level, previous work experience, general aptitude, ability to benefit from training, and plans for the future. Job assignments and changes are made by the administration.

### **OFF BASE WORK DETAILS**

1. All off-base details will report to the bus stop (Building 2478T)
  - Eglin/UNICOR details at 5:30 a.m.
  - Navy details at 6:30 a.m.
2. Wear the proper uniform and the black issued steel-toed safety shoes.
3. Inmates must follow all safety rules and procedures.
4. No coins or money of any type will be permitted on Base details.
5. The following authorized items may be taken to an off-base detail:
  - Watch
  - Wedding band
  - Prescription
  - I.D. card
  - Work gloves
6. Do not bring back anything except what you take to the jobsite.
7. Inmates should conduct themselves as gentlemen. Avoid loud talk, noise, profanity and idle time.
8. Inmates must stay in their designated work area.
9. Inmates must work as instructed by their supervisor.
10. There will be no unauthorized civilian contact.
11. Inmates may not use the telephones or cell phones.
12. Inmates may not mail packages or letters.
13. Inmates may not possess contraband at the jobsite nor attempt to re-enter the camp with any.
14. Inmates must check with their supervisor at least every hour.
15. Inmates must report to the return bus site on time.
  - Eglin 2:30 p.m.
  - NAS 1:30 p.m.

**NOTE:** Inmates are prohibited from using any computer or computer-related device on base details. Inmates may not repair or modify any computer related equipment. Reports which evaluate your work performance will be prepared by your supervisor quarterly. These performance

reports are also used to help determine your eligibility for participation in community activities (i.e., furloughs). Unsatisfactory work reports may result in restriction from community programs.

## **VISITING**

### **LOCAL TRANSPORTATION:**

See the Visiting Regulations attached at the end of this pamphlet for local transportation information to FPC Pensacola.

### **INMATE VISITING:**

Inmates entering the visiting room may not bring anything with them except the following (NOTE: WATCHES ARE NOT PERMITTED TO BE WORN INTO OR OUT OF VISITS)

1. One comb.
2. One handkerchief.
3. I.D. Card/Commissary Card.
4. During winter months, inmates may wear a hat and coat to visiting, and while in the outside visiting yard.

**NOTE:** See the institution supplement concerning Visiting Regulations.

### **HOURS OF VISITING:**

Visiting is from 5:00 p.m. to 8:30 p.m. on Fridays, and 8:00 a.m. to 3:00 p.m. on Saturdays, Sundays, and Federal holidays. An unlimited amount of visiting time is granted; however, an inmate may have no more than **five** adult visitors at one time. Once your visitors leave the visiting room, the visit is terminated. All children under age 16 must be accompanied by an approved adult. A short embrace and kiss at the beginning/conclusion of the visit and holding hands during the visit is the only physical contact that will be allowed. Any excessive display of affection between inmate and visitor which may tend to embarrass other visitors will not be permitted and could result in termination of the visit.

### **APPROVED DRESS CODE:**

Visiting is an extremely important family function and dress code requirements are necessary to maintain the dignity of those involved. All visitors are required to wear closed-toe footwear. All visitors will be properly dressed when coming to visit at the institution. Dresses and skirts must touch the top of the knee in length. Shorts and/or culottes are not permitted to be worn by any visitor (male or female) over the age of 16 years. Visitors will not be allowed to wear caps or hats, see-through clothing, halter tops, tank tops, sleeveless apparel of any kind, or any kind of top that reveals the midriff area of the anatomy (this applies to male and female visitors). Radically low-cut shirts or Spandex clothing, or any other apparel of a suggestive or revealing nature will NOT be allowed. All visitors are also required to wear undergarments to include bras for female visitors. Inmates are responsible for advising their visitors of the dress requirements in the Visiting Room. The Operations Lieutenant will make the decision concerning denial or termination of inmate visitors and notify if the visit is denied or terminated. This decision will normally be made in concert with the Duty Officer.

### **IDENTIFICATION REQUIRED:**

All visitors must provide appropriate photo identification, (driver's license, passport, etc.) before being allowed to visit. Identification is subject to be scanned for authenticity. Visitors possessing altered or false identification will be denied entry into the facility. Visitors entering the institution

may be subject to a search. Anyone refusing this search or refusing to sign a Title 18 statement (English or Spanish) will be refused entry into the institution. A search will be made of all carry-in items of a visitor. The visitor must sign this form in the presence of a staff member. The visitor will be present during the time when all items are being searched. The visitor may be required to be searched with a hand-held metal detector. The Visiting Room Officer will not store any items for visitors or inmates. Section 1001, Title 18, U.S. Criminal Code states, the penalty for making a false statement is a fine of not more than \$250,000.00 or imprisonment of not more than five years, or both.” Furthermore, Section 1791, Title 18, U.S. Criminal Code, provides a penalty of up to twenty years in prison for any person who introduces, or attempts to introduce, into or upon the grounds of any penal or correctional institution, or takes or attempts to take, or send therefore, anything whatsoever, without the knowledge and consent of the Warden.

**ITEMS AUTHORIZED:**

Visitors should refrain from bringing large sums of money into the Visiting Room, as you will be requested to secure it in your vehicle. Inmates are not allowed to receive food from outside sources.

Visitors are not allowed to bring medication into the institution’s Visiting Room. Individuals with medical problems which require them to carry medication into the visiting room must inform the Visiting room staff of their condition and receive permission to carry the medication into the Visiting Room or to leave it with the Visiting Room Officer.

Visitors are not allowed to bring in food items to be consumed by them to include gum, candy, and breath mints. There are vending machines in the Visiting Room from which food snacks can be purchased. See visiting supplement attachment at the end of this pamphlet for greater details.

**Smoking is prohibited** throughout the visiting areas. No cigarettes, cigars, lighters, matches, smokeless tobacco, or other related items will be allowed into the Visiting Room. No cellular telephones, pagers, MP3’s or any other electronic devices are allowed.

**SPECIAL RULES FOR CHILDREN:**

Adult visitors will be responsible for the conduct of children under their supervision. This includes keeping them within the authorized visiting area. The children’s play area is for children only. Inmates and visitors will be responsible for keeping their children quiet so they do not disrupt others. No toys will be allowed to be brought inside the institution. Occasionally, children may participate in the activities as part of the Parenting Program. Any crafts or other items made will become the property of the visiting child and will be removed from the institution at the termination of the visit. Inmates will not be allowed to remove any items from the Visiting Room.

**ITEMS THAT VISITORS MAY GIVE TO OFFENDER:**

Visitors will **not** be allowed to bring in anything to give to an inmate to include cigarettes, cigars and other tobacco products, mail, or legal materials. Inmates may not receive money through the Visiting Room. All monies for an inmate must be mailed into the Lock Box through the U.S. Postal Service.

**SPECIAL VISITS FOR FAMILY EMERGENCIES:**

Inmates with family emergencies should see the Unit Manager to arrange special visits. These are limited to what is allowable in policy.

## **FOOD SERVICE**

Three well-balanced meals are served each day in Food Service (Building 2463). Upon entry, inmates will remove any head coverings (except approved religious headwear) and avoid loud or boisterous conduct. Inmates are required to have their I.D. card in their possession when entering. Each inmate is asked to avoid food waste. Take only what you will eat. Be careful not to place eating utensils or cups in the garbage. If something is dropped or spilled, pick it up. Inmates are not allowed to cut in front of other inmates in line. No food items are allowed to be removed from the dining hall at any time. Any inmate taking any type of food or food-related product from the dining hall will be subject to disciplinary action. It is the inmate's responsibility to come to the dining hall to eat when his Unit is released. Inmates should not rely on a "Last Call" announcement. Inmates may not bring into the dining room any type of plastic containers or drinking cups/coolers. All books, newspapers, and gym bags must remain outside. Inmates may bring in certain types of foods that were purchased from the commissary, these would include: single-serving foods such as: tuna, sardines, mackerel, soda, or seasoning items, such as salt, pepper, hot sauce, etc. If you are not sure, please ask the Food Service staff. Any concerns about Food Service should be brought to the attention of a staff member on duty at the meal.

A wide variety of quick serve or ready-to-eat snacks are available from the Commissary. Follow the sanitation rules for cooking in dormitories that are listed in the Inmate Job Safety Manual. All canned meat, chicken, fish, rice, and pasta must be consumed or disposed of within two hours of opening and prepared for consumption.

Inmates who work at Eglin AFB will receive a box lunch each day they report to work. It is the inmate's responsibility to immediately refrigerate his meal when reporting to his jobsite. All food items should remain under refrigeration until you are released for your lunch break. Any food that is not consumed should be disposed of. No food should be saved or placed back into the refrigerator for a later date.

Institution meal times are listed on page 6.

## **INMATE TELEPHONES**

Twenty long-distance telephones plus local and international phones are provided in the inmate phone room (Building 836). The Inmate Telephone System allows direct or collect calls. Three-way calls are prohibited. Inmates must have a PAC number to use the phones. This will normally be issued within two working days of arrival to the Camp. Contact the Counselor if it goes longer than this time period. *ALL CALLS ARE RECORDED AND SUBJECT TO MONITORING.* Access to staff phones may be granted for legal calls and extreme emergency purposes. **All phones located on the military bases are off-limits at all times!**

Phone room rules and procedures are:

1. Telephones are available Monday through Friday, 6:00 a.m. to 7:30 a.m., 10:30 a.m. to 12:30 p.m., and 4:00 p.m. to 9:30 p.m. Hours of operation on weekends and holidays are 6:00 a.m. to 9:30 p.m. One phone is available from 6:00 a.m. to 9:30 p.m. for use by off-duty inmate workers only.
2. All calls are recorded and subject to monitoring.
3. Phones are closed during all counts.
4. Be respectful of others; avoid talking loud so that others may enjoy their conversations.

5. Damage to the telephones will result in disciplinary action.
6. No food or drinks are permitted in the phone room.
7. A reminder – inmates may not operate or direct businesses while incarcerated.

NOTE: See the institution supplement concerning telephone regulations for Inmates.

## **MEDICAL AND DENTAL SERVICES**

**PROGRAM OBJECTIVE:** The expected result of this program is that healthcare will be delivered to inmates in accordance with proven standards of care without compromising public safety concerns inherent to the agency's overall mission.

**SCOPE OF SERVICE:** The FPC provides primary health care for acute and chronic conditions including diagnosis, treatment, and education of inmates. Our clinical staff includes two physicians, a physician assistant, two registered nurses, and a dentist. Centralized pharmacy services are utilized, as the FPC is not authorized to have an on-site pharmacy. General radiological procedures are performed on-site and are interpreted via tele-radiology. All laboratory specimens are sent to referral laboratories for analysis, except for finger sticks for blood glucose and basic urine dip sticks. Contract optometry and dental hygiene services are also performed on-site. Any additional care needs as determined by the Clinical Director will be provided in the local community or by a Federal Medical Center.

**PRIMARY CARE PROVIDER TEAMS (PCPT):** Health care is delivered by an assigned team of medical providers. Upon arrival to FPC Pensacola, each inmate is assigned to a team led by a physician or mid-level provider in order to promote continuity of care. Health care visits are accomplished through scheduled appointments.

**ACCESS TO CARE:** Requests for non-emergent or routine medical care from your PCPT should be submitted electronically, or by a written *Inmate Request To Staff Member* form, indicating your sick call/routine care complaint. You will receive your appointments via institutional call out. Patients arriving late for appointments will not be seen and are subject to disciplinary action. It is your responsibility to check the call-outs on a daily basis, to include weekends, and report for your appointment at the proper time.

**NORMAL HOURS OF OPERATION:** Monday – Friday, 7:00 am – 5:30 pm, except federal holidays. Most appointments occur during these hours with the exception of fasting lab tests, which are conducted in the early morning, and occasional weekend appointments. A health care provider is also available on weekends and holidays from 7:00 am – 5:00 pm for pill line and emergencies only.

**SICK CALL TRIAGE:** Is available most weekdays for sudden illness or injury that requires immediate treatment (infections, injuries, acute pain, etc.). You will be triaged by a health care provider, who will determine whether you must be seen immediately or if you may be seen by appointment. Sick Call Triage is available Tuesday-Friday (except for federal holidays) from 4:30 pm- 5:00 pm.

**CHRONIC CARE CLINICS:** Provide a system in which inmates are seen on a routine basis (every 3-6 months) for chronic health problems such as asthma or hypertension. These visits are automatically scheduled for you. If your condition changes or worsens prior to your scheduled visit, you should request an appointment with your provider.

**A PREVENTATIVE HEALTH CARE PROGRAM:** Based on BOP Preventive Health Care clinical practice guidelines, is in place to ensure the availability of age-specific examinations for the inmate population (i.e. colon cancer, cholesterol screening, etc.). Newly committed inmates will receive a history and physical examination within 14 days of arrival, along with a baseline prevention visit to determine your individual needs. In general, follow-up visits occur every three years for inmates under age 50, and annually for inmates age 50 and over, and may occur in conjunction with a chronic care visit. Inmates within one year of release may also request an updated examination.

**MEDICATION ROOM SERVICES:** The FPC does not have an on-site pharmacy. All prescriptions are submitted electronically, filled at FCC Coleman, and shipped to the institution. You should allow approximately two business days for arrival. Some time-sensitive medications (antibiotics) are available on-site for issue until your prescription arrives. Refills should be requested electronically through TRULINCS, but a renewal of a prescription requires you to be seen by your health care provider. Over-the-counter medications such as pain relievers and common cold preparations are available at the Commissary for your purchase.

**PILL LINE** is held daily from 7:05 – 7:15 am daily, and from 4:30 – 5:15 pm (4:30-4:50 pm on weekends and holidays). Pill line is a program, and non-compliance may result in disciplinary action.

**INSULIN LINE** is held at 7:15 am and 3:15 pm daily in the urgent care room, and insulin is self-administered under the supervision of health care staff. Insulin-dependent diabetics will be issued a glucometer for self-reporting of finger stick glucose levels.

**EMERGENCY MEDICAL CARE** is available 24 hours a day, seven days a week. You should notify your detail supervisor or nearest staff member if you require emergency care. Inmates will be seen immediately by a health care provider during normal duty hours. During hours that no health care staff is available, the Lieutenant will contact the on-call physician for further instructions, or will activate EMS in the event of a life-threatening emergency.

**DENTAL SERVICES:** The mission of Dental Services is to stabilize and maintain the inmate population's oral health by providing oral health education, requiring acceptable oral hygiene practices, and providing controlled access to essential urgent or routine dental care, consistent with professional standards, to the greatest number of patients within available resources.

Inmates new to the BOP will receive a baseline dental screening examination within 30 days of arrival. Access to dental care is outlined below.

**DENTAL SICK CALL** is for dental emergency cases only, and is conducted along with medical Sick Call Triage. A dental emergency is usually a condition that occurs suddenly and involves intense pain and/or swelling. If you develop an emergency during normal hours of operation, you can notify your detail supervisor or nearest the staff member, who will contact the dentist for further instructions. If the emergency occurs during non-business hours, you must notify the duty



nurse on weekends or the Lieutenant will notify the on-call physician, who may contact the dentist if needed. Health care providers work with the dentist to ensure you receive timely evaluation and treatment. Abuse of sick call appointments, i.e., using them for non-emergencies, is subject to disciplinary action and is an inappropriate use of dental resources.

Non-emergency dental care is requested electronically or in writing through an *Inmate Request to Staff Member* explaining what you are requesting (i.e. routine dental care, cleaning, or both). Your request will be answered and a copy returned to you indicating you have been placed on a list. Retain this copy in case of any problems. Inmates will be seen in order of the date of their request. If you have transferred from another BOP institution, your prior request for routine dental care and dental hygiene will transfer to the FPC. You may confirm this via *Inmate Request to Staff Member*.

**YOU MUST PRESENT YOUR INMATE IDENTIFICATION CARD TO RECEIVE ANY SERVICES AT THE HEALTH SERVICES DEPARTMENT. NO EXCEPTIONS.**

**Inmate Co-Payment Program:** In accordance with Program Statement P6031.02, you must pay a fee of \$2.00 for inmate requested visits to health care providers (includes medical and dental services). Visits requested by non-medical staff on your behalf are also subject to a co-pay fee. If you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit, you will be charged a co-pay fee. Your health care provider will determine if your health care visit is subject to a co-pay fee, and appeals should be addressed with the Health Services Administrator via electronic or written *Inmate Request to Staff Member*, or the Administrative Remedy Program. A co-pay fee will not be charged for the following:

1. Health care services based on health care staff referrals (labs, x-ray, consultants, etc.);
2. Health care staff-approved follow-up treatment for a chronic condition;
3. Preventive health care services;
4. Emergency services; **including PREA evaluations**
5. Diagnosis or treatment of chronic infectious diseases;
6. Mental health care; or
7. Substance abuse treatment.

At no time will inmates be denied access to necessary health care due to an inability to pay the co-pay fee. If you are considered indigent at the time of your appointment, you will not have the co-pay fee deducted from your Inmate Commissary Account. An **indigent inmate** is defined as one who has not had a trust fund account balance of at least \$6.00 for the previous 30 days. If you are NOT indigent, but you do not have sufficient funds to make the co-pay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your account.

**Medical Duty Status:** If you are placed on temporary non-work duty status, you will receive a copy of this form as documentation for your detail supervisor or correctional staff. This form also documents your authorization for any medical equipment (wheelchair, cane), footwear, or work restrictions. Definitions and requirements of temporary non-work status are listed below:

**Medical Idle:** These are generally short-term, not to exceed 72 hours, for acute injuries or illnesses. This is a non-working status. You must remain in your Unit with the following exceptions: You may attend meals, religious services, and sick call/pill line. You will be fully clothed in uniform during the entire workday, whenever leaving the Unit.

**Medical Convalescence:** These are generally long-term, not to exceed 30 days, for surgical procedures or rehabilitation. This is a non-working status. You may leave the Unit after clearance of the Unit Officer. You will not be allowed to participate in any sports unless otherwise indicated by the practitioner. You will be clothed in full uniform during the entire workday, whenever leaving the Unit. Appropriate recreation attire will be worn if going to a recreation area.

**Re-Entry and the Health Promotion/Disease Prevention Program:** This facility fully supports patient education, disease prevention programs, and your active participation in your health care. In order to facilitate these programs, your Unit Team, Psychology Department, Recreation Department, and the Health Services Unit has joined efforts to provide you with a variety of written material, videos, audio tapes, oral presentations, workshops, and exercises to assist and guide you in your total body care, and your preparation for re-entry into the non-correctional environment.

**Medical Record Copies:** Requests for copies of your medical file should be submitted to Health Services electronically or in writing through an *Inmate Request to Staff Member* form. The cop-out should provide the specific items that you are requesting copies of from your file. You will then be placed on institution call-out when your copies are ready.

**Infection Control:** The FPC is dedicated to prevention and management of infectious disease in the correctional environment. Accordingly, diagnosed inmates will be monitored in the Chronic Care Clinic, and infectious disease surveillance activities are performed as a function of the Infectious Disease nurse.

**Bloodborne Pathogens (HIV, Hepatitis B, and Hepatitis C)** are viruses transmitted through contact with an infected person's blood. The most common methods of transmission are by sharing needles for tattoos or drugs, and engaging in unprotected sexual intercourse. If you believe you may have been exposed to someone's blood, immediately wash the area with soap and water, if appropriate, and report to Health Services for evaluation. All inmates will be offered an HIV test upon arrival to the institution, and hepatitis tests will be ordered on a case-by-case basis.

### **Tuberculosis**

Is caused by a bacterium and is transmitted through droplets in the air (coughing). All inmates are required to participate in the TB prevention program and will receive TB screening annually.

### **MRSA (Methicillin Resistant Staphylococcus Aureus)**

Is Staphylococcus Aureus Resistant to antibiotics cases, potential or actual, are monitored closely by Health Services. Inmates with suspected MRSA are required to take antibiotics on pill line, and must report for all dressing changes and follow-up visits. Frequent hand washing and disinfection of hard surfaces throughout the facility can decrease the potential for MRSA infection.

## **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 which recognizes your basic human rights, and you also accept the responsibility to respect

the basic human rights of your health care providers. A copy of the Health Care Rights and Responsibilities is posted in the front lobby of the Health Services Department and is provided for your review with this booklet. It is in your best interest to involve yourself in your care and treatment as prescribed/ordered.

1. Right: 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 a co-pay system exists in your institution, Health Services cannot be denied due to (verified) lack of personal funds to pay for your care.

Responsibility: You have the responsibility to comply with the health care policies of 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. Right: You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration, and dignity.

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

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

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

4. Right: You have the right to provide the Bureau of Prisons with **Advance Directives or a Living Will** that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.

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

5. Right: You have the right to be provided with information regarding your diagnosis, treatment and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.

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

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

Responsibility: You have the responsibility to be familiar with the current policy and abide by such to obtain these records.

7. Right: You have the right to be examined in privacy.

Responsibility: – You have the responsibility to comply with security procedures should security be required during your examination.

8. Right: You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.

Responsibility: You have the responsibility to maintain your health and not to endanger yourself or others, by participating in an activity that could result in the spreading or catching an infectious disease.

9. Right: You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.

Responsibility: You have the responsibility to communicate with your health care provider honestly regarding your pain and 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. Right: You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.

Responsibility: You have the responsibility to be honest with your health care provider, to comply with prescribed treatments and follow prescriptions orders. You also have the responsibility not to provide any other person your medication or other prescribed items.

11. Right: You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.

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

12. Right: You have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy. (If you are under age of 50, once every two years: if over the age of 50, once a year and within one year of your release).

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

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

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

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

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

15. **Right:** 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.

**Responsibility:** You have the responsibility to notify Health Services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

## PSYCHOLOGY SERVICES

**Psychology Services' Mission Statement:** The mission of Psychology Services is to ensure that every inmate with a documented need and/or interest in psychological treatment has access to a basic level of care comparable to that available in the community and consistent with the overall mission of the institution. Psychology Services also strives to prepare and assist inmates in acquiring the necessary skills needed for successful reentry into society. Some of these skills include: mental health skills, interpersonal skills, cognitive skills, character skills, wellness skills, and daily living skills.

### Psychology Programs Offered:

- Psychology Intake Screenings, Follow Up, and Referral
- Acute Crisis Intervention
- Suicide Prevention Program and Intervention
- Sexually Abusive Behavior Prevention and Intervention
- CARE2-MH Open Clinic
- Psychotropic Medication Open Clinic
- Brief Counseling
- Individual and Group Therapy
- Mental Health Evaluation (by staff referral only)
- Psychology Self-Help Resource Library (inmates can check out books/videos, etc.)
- Drug Abuse Treatment Programming (e.g., Drug Education, Non-Residential Drug Abuse Treatment, RDAP, Follow-Up, AA, NA)

### Basic Psychology Services

The Psychology Department is available to care for inmates' problems including disorders of mood (depression, anxiety, psychosis, etc.), substance abuse/dependence, stress management, personal and/or family problems, institutional adjustment, or other issues which may cause concern. Those individuals that have been assigned a CARE2-MH status (stable, mentally ill inmate with a need

for periodic but not intensive psychological services) will be seen in Psychology's CARE2-MH open clinic. Those individuals who are prescribed psychotropic medications by Health Services will be seen in Psychology's psychotropic medication open clinic. Individual consultation is available by submitting an Inmate Request to Staff Member (Cop-out) to the Psychologist. Therapeutic groups will be offered periodically and will be announced through postings on the bulletin boards in Psychology Services and the housing units. Please remember to check the Call-Out Sheet daily in your housing unit for any Psychology/DAP appointments. Ways to contact psychology staff include:

- Submitting an Inmate Request to Staff (Cop-out). The Psychology Department maintains a locked box in the department that you can put your "cop-outs" in.
- Visit Psychology Department staff during their posted "open house" hours.
- Speak with a Psychology Services staff member during mainline or as they make rounds.
- Or in the case of a crisis situation, notify any BOP staff member of your urgent need to speak with Psychology Services staff.

### **Psychology Resource Library**

The Psychology Department maintains a Psychology Resource Library which includes reading material on a variety of psychological/motivational topics. The Psychology Resource Library also has audio and video tapes for personal enrichment which may be used in the Chapel Building, which is in the same building as the main Psychology Department. Materials are available on self-help topics such as relaxation, stress management, emotional self-regulation (e.g., anger management), relationships, motivation, substance abuse, smoking cessation, communication skills, etc. Materials are available to be checked out during the following hours: Monday through Friday 8:30 am through 3:30 pm. An incident report may be written if checked out books/materials are not returned to the psychology resource center by their due date.

### **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 incarcerated (especially those that are newly incarcerated, serving long sentences, 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 to think about suicide, talk to any staff member. Help is available. If you feel you are in imminent danger of harming yourself or someone else, you should contact any staff member immediately. The on-call Psychologist will be notified.

Additionally, if you suspect another inmate is contemplating suicide, PLEASE notify any staff member right away. Most suicidal individuals display some warning signs of their intentions. The most effective way to prevent another person from taking their life is to recognize the risk factors for suicide and take them seriously. Some warning signs of suicide may include:

- Threatening to hurt or kill oneself or talking about wanting to hurt or kill oneself
- Feeling hopeless, depressed
- 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, cell mate, co-worker, or associate is exhibiting these signs, start by telling the person you are concerned and give them 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 any staff member. If you are not confident they will seek help, notify any staff member yourself. If you report your concerns, you can rest easy knowing you did everything within your power to assist the individual.

**Drug Abuse Programs:** The Federal Bureau of Prisons operates a structured Drug Abuse Treatment Program to identify inmates in need of substance abuse treatment upon their entry and throughout their incarceration. This multi-pronged treatment delivery system accommodates the entire spectrum of inmates in need of substance abuse programs through the Drug Abuse Education Course, Non-Residential Treatment Program, Residential Drug Abuse Treatment Program, Follow-Up Treatment in general population, and Community Transitional Drug Abuse Treatment (TDAT). FPC Pensacola offers all of the above mentioned Drug Abuse Treatment Programs with the exception of TDAT which is offered out in the community. FPC Pensacola also offers Alcoholics Anonymous (AA) and Narcotics Anonymous (NA). Please refer to the Psychology Department bulletin boards found in the main Psychology Department hallway for specific AA and NA meeting times and locations.

Drug Abuse Education Program (aka drug ed):

- An introductory psycho-educational program that is 12-15 hours in duration (not intensive)
- The purpose of Drug Education is to inform inmates of the consequences of drug/alcohol abuse and addiction and to motivate inmates who need drug abuse treatment to apply for further drug abuse treatment.
- Some inmates are required to take Drug Education, as determined by your Unit Team through their initial file review.
- If required to take Drug Education, you will be required to sign the appropriate paperwork. Those who are required, but refuse to take this program will 1) not be eligible for performance pay above maintenance pay level or for bonus/vacation pay, and 2) shall be ineligible for a Federal Industries work program assignment.
- If you are not required to take this program, you may still volunteer to take Drug Education anyway. Please submit a Cop-out to the Non-Residential DTS requesting your interest in being placed on the waiting list for this program.

Non-Residential Drug Abuse Treatment Services (aka non-res):

- The purpose of the Non-Residential Drug Abuse Program is to afford all inmates with a drug problem the opportunity to receive drug abuse treatment; especially those inmates who are interested in drug abuse treatment but do not qualify for the RDAP program.
- This is a voluntary program for anyone with a reported substance abuse history.
- Non-Residential Drug Abuse Programming ranges from 3-4 hours a week for a minimum of 12 weeks or a maximum of 6 months.
- Please submit a Cop-out to the Non-Residential DTS requesting your interest in being placed on the waiting list for this program.

### Residential Drug Abuse Program (aka 500 hour RDAP):

- RDAP is a voluntary intensive residential treatment program for those inmates with a diagnosable and verifiable substance use disorder (within the 12 month period prior to the inmate's arrest on their current offense), and who are able to participate in the entire RDAP.
- You must complete the 1) unit based component – minimum of 500 hours with a duration of 9 to 12 months, 2) follow-up services – must participate in treatment if time allows between completion of the unit based component and transfer to a community based program, 3) TDAT component – must receive no less than 120 days placement in an RRC to complete TDAT treatment.
- If you are interested in applying for the RDAP program, and you have 42 months or less on your sentence (calculated using your projected release date), please submit a cop-out to the Psychology Services mailbox with the following information on it: 1) indicate your interest in being screened for the RDAP program, 2) include your projected release date, and 3) how many months you have left on your current sentence.
- After you submit your cop-out, your case will be screened by a Drug Treatment Specialist (DTS). If the DTS determines that you meet the basic qualification for the RDAP program, you will receive an RDAP eligibility interview by the DAP Coordinator via call-out.
- Inmates that successfully complete the RDAP program may be eligible for early release by a period not to exceed 12 months (for nonviolent offenders only – determined via an offense review by DSCC legal staff).

### Community Transitional Drug Abuse Treatment Program (aka transitional services or TDAT):

- TDAT is the third and final component of the RDAP, which occurs in the community.
- To ensure continuity of care, inmates who are transferred to a Residential Reentry Center (RRC) or home confinement, continue to receive treatment through contract community-based treatment providers.
- An inmate's refusal to participate in this program is considered a RDAP failure and disqualifies them for any additional incentives consideration, and may result in the inmate's re-designation.

**The Prison Rape Elimination Act (PREA):** The Prison Rape Elimination Act of 2003 (PREA) is a federal law that prohibits and seeks to eliminate sexual assaults and sexual harassment in correctional institutions and community corrections settings. The Federal Bureau of Prisons is mandated to comply with PREA standards which are addressed in the Sexually Abusive Behavior Prevention and Intervention Program policy.

**Sexual Abusive Behavior Prevention:** The Federal Bureau of Prisons has a ZERO TOLERANCE policy against sexual abuse and sexually abusive behavior. While you are incarcerated, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior from another inmate or a staff member. Regardless of your age, size, race, ethnicity, gender, or sexual orientation, you have the right to be safe from sexually abusive behavior. An "Overview for Offenders" booklet regarding Sexually Abusive Behavior Prevention and Intervention is available in English and in Spanish at the end of this A&O Handbook and/or in the Psychology Services



Department (e.g., available in the Psychology Resource Library, in the brochure holders in the main Psychology Department hallway, and/or per request from a Psychologist). Please refer to the “Overview for Offenders” booklet for a more in depth explanation and multiple mailing addresses, etc.

Definition of Sexually Abusive Behavior (per policy):

*Sexual abuse* includes—

- (1) Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident; and
- (2) Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer.

*Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident* includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

- (1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- (2) Contact between the mouth and the penis, vulva, or anus;
- (3) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
- (4) Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

*Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer* includes any of the following acts, with or without consent of the inmate, detainee, or resident:

- (1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- (2) Contact between the mouth and the penis, vulva, or anus;
- (3) Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (4) Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (5) Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (6) Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs (1) through (5) of this definition;
- (7) Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident, and
- (8) Voyeurism by a staff member, contractor, or volunteer (for reasons unrelated to official duties).

Definition of Sexual Harassment (per policy):

*Sexual harassment* includes—

- (1) 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, or resident directed toward another; and
- (2) Repeated verbal comments or gestures of a sexual nature to an inmate, detainee, or resident by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

Sexual Abuse of a Staff Member by an Inmate (per policy):

The Bureau recognizes that addressing inappropriate sexual behavior by inmates towards staff furthers the objectives of PREA by increasing the overall security and safety of institutions. The Bureau also has ZERO TOLERANCE for sexual abuse of a staff member by an inmate, detainee, or resident. Sexual abuse of staff by an inmate, detainee, or resident includes actions such as:

- (1) Contact between the penis and vulva or penis and the anus, including penetration, however slight.
- (2) Contact between the mouth and penis, vulva, or anus.
- (3) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument.
- (4) Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks, excluding contact incidental to a physical altercation.
- (5) Any attempt, threat, or request by an inmate to engage in activities described in paragraphs one through four, above.
- (6) Any display by an inmate of his/her uncovered genitalia, buttocks, or breast to a staff member, outside of the staff member's official duties (e.g., searches), with the inmate's intent to harass staff or for sexual gratification.

Sexual Harassment of a Staff Member by an Inmate (per policy):

The Bureau also has ZERO TOLERANCE for sexual harassment of staff by inmates. Sexual harassment includes actions such as:

- (1) Unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by an inmate, detainee, or resident directed toward a staff member.
- (2) Verbal comments or gestures of a sexual nature by an inmate, detainee, or resident to a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

Sexual abuse and sexual harassment of staff members should be addressed through other existing statutes, policies, and procedures, such as using the inmate discipline system and referral for criminal prosecutions as appropriate.

Prevention Strategies to Minimize Risk of Sexually Abusive Behavior or Harassment: Here are some things you can do to protect yourself and others against sexually abusive behavior or sexual harassment while in BOP custody.

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

Methods of Reporting an Incident of Sexually Abusive Behavior or Sexual Harassment (for self and others):

It is important that you *tell a staff member immediately* if you are the victim of sexually abusive behavior or sexual harassment. It is equally important to inform staff if you have witnessed sexually abusive behavior or sexual harassment. 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 or sexual harassment 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. Please refer to the "Overview for Offenders" booklet for specific mailing addresses.
- File an Administrative Remedy. You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.
- Write the Office of the Inspector General (OIG) which investigates allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

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

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

Note: These e-mails:

- Are untraceable at the local institution,
- Are forwarded directly to OIG
- Will not be saved in your e-mail ‘Sent’ list
- Do not allow for a reply from OIG
- If you want to remain anonymous to the BOP, you must request it in the e-mail to OIG.
- 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/saprevention\\_reporting.jsp](http://www.bop.gov/inmate_programs/saprevention_reporting.jsp)

Treatment Options/Programs for Victims of Sexually Abusive Behavior and Sexual Harassment:

If you are the victim of sexually abusive behavior or sexual harassment, whether recent or in the past, you may seek counseling, without financial cost, and/or advice from Psychology Services or Religious Services. Evaluation, crisis counseling, follow-up, treatment plans, referrals, coping skills, suicide prevention, mental health counseling, and spiritual counseling are all available.

Confidentiality:

Any information related to sexual victimization or abusiveness that occurred in an institutional setting shall be strictly limited to medical and mental health practitioners and other staff, as necessary, to inform treatment plans and security management decisions or as otherwise required by Federal, State, or local law. Medical and mental health practitioners shall obtain informed consent from inmates before reporting information about prior sexual victimization that did not occur in an institutional setting; however, a risk of sexual victimization or risk of sexual abusiveness will be conducted by psychology staff and appropriately documented. Appropriate psychological treatment and monitoring will be provided if needed.

Monitoring, Discipline, and/or Prosecution of Sexual Perpetrators:

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.

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

Community Resources and local Rape Crisis Center (RCC): FPC Pensacola has established a Memo of Understanding (MOU) with a local RCC called Lakeview Center to provide the following services:

- Victims of sexual abuse in the BOP are offered access to forensic medical examinations, without financial cost, where evidentiary or medically appropriate. Such examinations are performed by a Sexual Assault Forensic Examiner (SAFEs) or Sexual Assault Nurse Examiners (SANEs) where possible.
- Per inmate request, staff can contact the RCC to request a victim advocate to respond to sexual assault forensic exam for a qualifying inmate at an emergency room in Escambia or Santa Rosa County, Florida. If a victim advocate is unavailable, a qualified agency staff member can be requested.
- The Chaplain or SIS can provide an inmate access to the rape crisis hotline without financial cost. These phone calls are not recorded, but are monitored by staff in a manner consistent with agency security practices. FPC Pensacola staff will inform inmates, prior to giving them access, of the extent to which such communications will be monitored and the extent to which reports of abuse will be forwarded to authorities, in accordance with mandatory reporting laws.
- Contact with the RCC is limited to support and advocacy for a sexual abuse incident occurring at FPC Pensacola, not for prior sexual abuse victimization. RCC certified victim advocates maintain confidential communication with inmates and shall obtain consent, prior to contacting FPC Pensacola or other third parties, about confidential information unless required to reveal information under state or federal law (such as in the mandatory reporting or a child or vulnerable adult).
- The RCC can provide inmate referrals for treatment options in the local community that inmates can utilize upon their release from prison.

The following are a listing of local community services that provide confidential emotional support services related to sexual abuse. More detailed resources/brochures are available in the Psychology Services Department (e.g., available in the Psychology Resource Library, in the brochure holders in the main Psychology Department hallway, and/or per request from a Psychologist).

- Florida Council against Sexual Violence Certified Rape Crisis Centers  
<http://www.fcasv.org/>

**Lakeview Center**

**Baptist Health Center**

1221 West Lakeview Avenue

Pensacola, FL 32501

Office: (850) 469-3800

Helpline: (850) 438-1617

24/7 Sexual Violence Hotline: (850) 433-7273

Website: [www.elakeviewcenter.org](http://www.elakeviewcenter.org)

Services: 24-hour hotline, information and referral, crisis intervention, advocacy and accompaniment (TTY for hearing impaired).

Service Fee: Free

Services to: Adults, Children, Adolescents and Persons with Disabilities

Services in: Spanish

Counties Served: Escambia, Santa Rosa

The following are a listing of immigrant services agencies (for those inmates that are detained solely for immigration purposes):

- United States Citizenship and Immigration Services  
<https://www.uscis.gov>
- Immigration Advocates Network  
<https://www.immigrationadvocates.org>

**\*\*\*NOTICE\*\*\***

**PLEASE BE AWARE THAT BOTH MALE AND FEMALE STAFF  
ROUTINELY WORK AND VISIT INMATE HOUSING AREAS**

**EDUCATION**

The Education Department offers a wide variety of programs for inmate self-improvement and enrichment including academic training, social education, vocational training, hobby crafts and recreation. While on A & O status, all inmates are placed on call out to the Education Department for an interview. Each inmate's academic achievement will be verified. Any required courses or placement tests will be explained. Inmates are encouraged to inquire about courses and programs of interest to them.

**PARENTING**

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

## **GED**

Inmates arriving without a verified high school/GED diploma will be enrolled in evening GED classes. Attendance is mandatory for 240 instructional hours or until completion. The Violent Crime Control and Law Enforcement Act (VCCLEA) mandates that an inmate whose offense was on or after September 13, 1994, but before April 26, 1996, and who lacks a high school credential, participate in and make satisfactory progress toward attaining a General Educational Development (GED) credential to vest earned Good Conduct Time (GCT). The Prison Litigation Reform Act (PRLA) provides that, in determining GCT awards, the Bureau shall consider whether an inmate, with a date of offense on or after April 26, 1996, who lacks a high school credential, in order to be eligible to earn the maximum amount of GCT.

## **English as a Second Language (ESL)**

ESL classes are provided to enable non-English speaking inmates to learn English during their incarceration. The class is mandatory and policy states that inmates should remain in the program until they complete it.

Apprenticeship programs are on-the-job training programs which allow an inmate to receive certification for the skills that are learned on the various inmate work details. Apprenticeship programs are available for the following occupations: Cook, Baker, Greens Keeper, Landscape Technician, Horticulturist, Maintenance Electrician, Plumber, Bricklayer, HVAC, Painter, Small Engine Mechanic, Welder, Carpenter, Cabinet maker, and Outboard Motor Mechanic. See Education Staff for details.

A variety of general interest courses and continuing education are offered. See Education bulletin boards for current offerings.

The library hours are 6:00 a.m. to 9:00 p.m., Sunday through Saturday.

The Law Library adjoins the Leisure Library in building 844. Legal books and materials may not be removed or checked out of the Law Library. An inmate clerk is available for assistance with legal reference materials. Typewriters, paper, and supplies are available. The Law and Leisure Libraries are not used as a lounge or congregation area. Headphones, radios, food, and beverages are prohibited in the library areas.

NOTE: Outside of the Education Department inmates may not have in their possession any electronic media.

## **RECREATION**

The Recreation Department offers a wide variety of active and passive leisure time activities: Intramural sports (softball, basketball, flag football, soccer, and volleyball), weight training, and fitness (abs/stretching, step aerobics, Presidential Sports Award Program, wellness), music, hobby craft (art, leather, wood), racquetball, bocce ball, and horseshoes. Please check the Monthly Recreation Schedule for times when programs are offered.

1. Movies. The Recreation Department sponsors movies each week. Movie schedules are posted on bulletin boards. Movies will be broadcast in either the Base Theater, the Visiting Room, or via the institutional channel.

2. Current Recreation Schedule and Hours of Operation. Schedules and hours are subject to change. Recreation schedules and notices are posted on TRULINCS and Recreation bulletin boards.

NOTE: Only authorized inmates have access to computers in education, they are not to be used for work or personal organizations or inmate projects. All electronic devices for printing/publishing are prohibited outside of the Education Building.

## **CORRECTIONAL SYSTEMS (ISM)**

### **CORRESPONDENCE**

Mail is distributed Monday through Friday (excluding holidays), between 5:30 p.m. and 8:30 p.m. in the inmate's assigned housing unit. **YOU ARE REQUIRED TO ATTEND MAIL CALL EVERY DAY.** Failure to do so may result in disciplinary action. Outgoing general correspondence will be deposited in the blue mailbox located outside the mail room. All outgoing mail may be sealed and must contain the complete return address including inmate's name and register number and appropriate postage. Inmates are required to place a TRULINCS-generated mailing label on all outgoing postal mail. Outgoing mail is subject to inspection prior to dispatch from the institution.

All outgoing special mail will be delivered to the mail room officer during open house hours, or presented nights and weekends to the Control Room officer for positive identification and marking. Outgoing special mail will be picked up the following business day for dispatch to the U.S. Postal Service. General mail may not be placed in the box marked "Special Mail". Conversely, special mail must be presented as special mail, and not deposited with the general mail.

Incoming mail will be opened and searched for contraband and unauthorized material. Unauthorized material (i.e. body hair, plant shavings, small artifacts, sexually explicit personal photographs, musical cards, compact discs, stamps, stationery, lottery tickets, plastic cards, collector/trading cards, etc.) will be returned to sender.

The institution mail room at FPC Pensacola does not accept funds received from outside the institution. All funds being sent to inmates must be sent to the National Lock Box location at the following address:

Federal Bureau of Prisons  
Insert Inmate Name  
Insert Inmate Register Number  
P. O. Box 474701  
Des Moines, IA 50947-0001

An inmate may not receive stamps or stamped items through the mail (i.e. envelopes embossed with stamps or postal cards with postage affixed).

Inmates are prohibited from receiving computer media, and computer hacker related books or publications.



Mail room staff shall return to the sender or publisher all publications found to be non-distributable under the "Ensign Amendment." Inmates shall be notified via use of "Notification to Inmate of Return or Publication or Materials," however, statutory restrictions on the material available preclude any inmate review of the material. All newspapers must be received directly from the publisher. A newspaper is a publication that is printed on newspaper (pulp-like paper stock) and/or sectioned and folded.

Hard-covered books must also be received directly from the publisher, a book club, or a bookstore. Soft-cover materials (paperback books or magazine) may be received from any source. Subscriptions to magazines may be made by submitting a Form 24 to your Counselor.

Inmate-to-inmate correspondence is prohibited unless approved, in advance, by the Unit Managers of each respective federal institution or Warden-to-Warden approval for state and local facilities.

All incoming packages must have an authorization form on file in the mail room, prior to the arrival of a package. The authorizations are taken to the mail handling facility and compared to packages received. Authorizations may be obtained from your Unit Team, the Education Department, Chaplain, or Medical Department. A copy of the signed authorization must be enclosed inside the package. Only the items authorized may be enclosed in the package. Any items found that are not authorized will result in the entire package being returned to the sender at your expense. Should no authorization be on file, the package will be rejected at the mail handling facility and returned, unopened, to the sender. The package will be distributed by the department issuing the authorization.

Packages authorized by the Unit Team for release clothing will be distributed through R&D during the inmate's last day when he is on his "Unit Run."

#### **"LEGAL/SPECIAL MAIL"**

For this type of mail to be considered as such, the actual sender must be adequately identified by name, and the firm identified as a law firm on the envelope. Also, the envelope must be marked "Special Mail – Open Only In The Presence of the Inmate." Any mail received which does not meet these requirements, will be treated as general correspondence.

Unit Management will distribute accountable and special mail to the inmates in the unit offices. A list of names is posted each day on the bulletin board in front of Food Service of those inmates receiving legal mail. It is your responsibility to check this list daily. Inmates who are notified they have legal or special mail must report to Control at the specified time. Failure to report as directed may result in disciplinary action.

The Mail Room has "Open House" Monday 5:45 p.m. to 6:15 p.m., Tuesday 3:15 p.m. to 3:45 p.m., and Thursday 3:15 p.m. to 3:45 p.m. (excluding holidays). Express mail and C.O.D. services are not available for inmate use. Express mail received for inmates is processed as First Class mail upon receipt at this facility. The only special services for inmate use are certified, insured, and registered mail.

All mail addressed to and from an inmate must contain the following information:

Committed Name, Register Number  
Federal Prison Camp  
P. O. Box 3949  
Pensacola, FL 32516

### **RECEIVING AND DISCHARGE**

Open House hours are Monday 5:45 p.m. to 6:15 p.m., Tuesday 3:15 p.m. to 3:45 p.m., and Thursday 3:15 p.m. to 3:45 p.m. (excluding holidays). This area is off limits to all inmates unless a staff member requests your presence in this area.

If your commissary identification card is lost or destroyed, you must see your Counselor to have \$5.00 deducted from your inmate account for the cost of a replacement card. If you alter your appearance drastically, you will be required to obtain a new card at your expense. Cards that will not work due to a faulty magnetic strip will require a receipt from the Commissary before a replacement card will be issued. You are required to have this card in your possession at all times.

### **RECORDS OFFICE**

The Records Office is responsible for the legal commitment and release of offenders. Newly committed offenders will normally receive a sentence computation within 30 days after arrival at the institution. Inmates who are transferred from other federal institutions will not normally receive a new copy unless their release date is changed. In the event you believe there is a mistake in your computation, you should complete an "Inmate Request to Staff Member" form or attend "Open House" hours which are Monday 5:45 p.m. to 6:15 p.m., Tuesday 3:15 p.m. to 3:45 p.m., and Thursday 3:15 p.m. to 3:45 p.m. (excluding holidays).

## **SAFETY**

Every effort will be made to provide a safe living and working environment for each inmate. You should familiarize yourself with the camp's safety regulations. Informative booklets covering vital institution safety policy and procedures are available in the Safety Office upon request. Work related injuries should be reported to your supervisor immediately.

You should familiarize yourself with the fire evacuation diagrams and procedures posted in each dormitory. You should know where the nearest emergency 'pull station' is located, in case you are the first person to discover a fire, see, or smell smoke. You may use a fire extinguisher if you are trained and know how and when they are beneficial. Regularly scheduled and unscheduled fire drills are held in the institution. It is important for anyone hearing a fire alarm to calmly and quickly vacate the building.

While you are working, it is your responsibility to use the appropriate safety equipment issued to protect yourself against physical injury and/or health hazards. Your supervisor is tasked with providing you with such equipment when a work assignment calls for protective gear. A few primary examples include: wearing safety goggles when performing any grinding, chiseling, filing, chipping, or buffing operation. You must wear hearing protection on all work stations designated as high-noise level areas. All inmates shall wear steel-toed shoes.

You should report all safety hazards immediately to your work supervisor. Do not continue to work in any area or on any machinery or equipment that is unsafe or improperly guarded. If your work supervisor does not agree that an unsafe condition exists, the fact should be reported to the institution Safety Manager. You will perform work that is only assigned to you. Operating machines or equipment, or performing any operation that has not been specifically assigned, is strictly prohibited and will result in a disciplinary report.

Operating any equipment without using the safety guards provided, or removing the safety guards, is prohibited and will subject you to disciplinary action. The fabrication or repair of personal items on government equipment (except when authorized in the Hobby Shop) is against safety regulations. Do not try to adjust, oil, clean, repair, or perform any maintenance on any machine while it is in motion. Stop the machine first. The use of lockout devices will be required (ask your supervisor).

Hazardous Communication Training will be conducted by the supervisor. Material Safety Data Sheets (MSDS) on hazardous chemicals will be available at the work site for staff and inmates. Do not lift weights at the recreation area until you are authorized by medical staff. Do not operate any motorized machine, equipment, or vehicle prior to obtaining the necessary authorization, i.e., motor vehicle permit, forklift permit. Do not stand up in moving vehicles. Sit on the seats provided and wear your seat belt. Do not attempt to dismount until the vehicle has come to a complete stop.

If you are injured while performing your assigned duties, immediately report such an injury to your work supervisor or a staff member, within a maximum of 48 hours, may disqualify you for eligibility for lost time, wages, or compensation. It is your responsibility to exercise care, cooperation, and common sense in conducting your assigned work. Horseplay on the job will not be tolerated at any time and will result in disciplinary action against you.

If you sustain a work injury, and you believe you will still have some degree of impairment when you are released, you should contact the Safety Manager, not less than 45 days prior to release or transfer to a halfway house, for the purpose of submitting a claim for compensation. All inmate compensation claims must include a medical evaluation before any compensation can be considered.

## **CLOTHING**

Appropriate clothing must always be worn, including during leisure activity and in the living area. Mixing of institution clothing with personal clothing is prohibited, with the exception of sweatshirts, sweat pants, and shorts purchased from the commissary. Underwear must be worn when sleeping. The authorized uniform for inmates is green trousers with green long or short sleeved shirts, white socks and authorized black issued steel-toed shoes/boots. Inmates assigned to base details must wear green shirts and trousers when on duty, except when an institution white T-shirt is authorized in place of the green shirt. During winter months, heavier green jackets are authorized.

Issued belts must be worn at work. Green shirts must be tucked into the trousers and buttoned, except for the top button. When authorized for wear in place of the green shirt, the T-shirt must be tucked into the trousers while on duty. Sleeves on the long sleeved shirts may be rolled neatly above the wrist or worn all the way down and buttoned. A shirt must be worn in all areas of the institution.

White clothing issued to Food Service workers may not be worn outside of the camp, or for any other purpose other than work performed in Food Service Department. Headgear will be removed inside buildings. Shower shoes may be worn only in the dormitories.

Institution issued clothing items must have a laundry label pressed on them showing the inmate's last name, first name, register number, and laundry number. No alteration of clothing or laundry labels is allowed. Soiled clothes must be deposited in the clothing slots located outside of Laundry.

Institutional issued undershorts, T-shirts, and socks needing replacement will be issued with new items after six months from initial issue. If any of these items are lost or destroyed in less than the time allowing re-issue they will be replaced by used items. This can be done by Inmate Request to Staff Member (cop-out). A cop-out window will be available in the Laundry to drop off and pick up requests. All six month issue requests should be submitted on any day during posted hours. The Hours of Operation for the Laundry are 5:30 p.m. – 6:30 p.m., Monday through Thursday and 2:00 p.m. – 3:30 p.m. on Friday.

The following items will be issued to each inmate upon his arrival at this institution and will be recorded on his clothing record. All clothing will be stamped with the inmate's clothing bin number, assigned by the Clothing Room Supervisor. Inmates that enter the institution by way of self-commitment or transfer from another institution that bring in the amount of items allowed by this institution supplement will not be issued any items until exchanges are needed. All issued clothing will be signed for by the receiving inmate. The Clothing Room will not be responsible for an inmate exceeding his allowable issue. The quantities listed below are the total authorized of both institution issue and non-institution authorized items.

- |                             |                                     |                  |                 |
|-----------------------------|-------------------------------------|------------------|-----------------|
| (4) Shirts                  | (1) Belt                            | (4) Green Pants  | (3) Towels      |
| (4) White t-shirts          | (2) Face Cloth                      | (4) Undershorts  | (2) Blankets    |
| (6) Socks                   | (2) Sheet Set                       | (1) Safety Shoes | (1) Pillow Case |
| (1) Work Jacket             | (1) Pillow                          | (1) Raincoat     | (1) Ball Cap    |
| (1) Small Laundry Bag (Tag) | (1) Net Laundry Bag (not re-issued) |                  |                 |

All institution clothing is provided for the duration of an inmate's sentence unless it becomes worn or in need of replacement. Any issued items altered by an inmate, without authorization, becomes contraband. The item(s) will be confiscated and disciplinary action will be taken. All alterations must be done by the Clothing Room.

Clothing Problems – You should use an “Inmate Request to Staff Member” form to request exchanges or replace damaged clothing at the Clothing Room.

### **PERSONAL PROPERTY**

Personal property will be limited to those items that can be stored neatly and safely in the designated space. All toilet articles and issued medication will be stored in lockers. One pair of shower slippers and two pair of athletic shoes are authorized personal footwear. Materials for any active legal action will be allowed, but must be maintained in the locker. Your Unit Team must be consulted about possessing excessive legal materials. No boxes of materials are allowed anywhere outside the lockers.

Value of accumulated commissary items may not exceed the monthly spending limitation. Food items will be properly sealed and stored in lockers. Inmates may only retain in their possession the amount of magazines, newspapers, letters, and books currently allowable in policy.

Surplus correspondence and reading materials must either be destroyed or mailed from the institution at the inmate's expense. Materials pertaining to current educational classes are permitted; however, they must be kept in a neat and orderly manner, and must be removed from the living quarters upon completion of the course. No photographs, calendars, or other items will be taped or hung on lockers or cubicle walls. No nude or suggestive photos are allowed.

**Personal property items may not exceed a declared value of \$100.00 per item.**

Only one radio, one MP-3 player, and one watch may be possessed, with a Form BP-383 (form 40; property inventory) and/or a commissary receipt as proof of ownership. The radio may not contain tape recording devices and must be equipped with an earphone adapter. The radio must have the inmate's register number engraved on the case.

Other permitted items are:

- 3 books of postage stamps (60 1<sup>st</sup> class stamps)
- 1 religious medallion and chain with no stones, non-metallic
- 1 wrist watch
- 2 pair athletic shoes, black and/or white
- 1 pair shower shoes
- 1 set of dentures and cleaner
- 2 pair prescription eye glasses with case
- 1 pair of slippers
- 1 plain wedding ring (no raised metal or stones)
- 1 pair sunglasses
- 2 jogging/sweat suits (gray only, no logo or hoods)
- 2 pair shorts (white or gray only, no logos)
- 5 pair of socks
- 5 T-shirts
- 7 pairs of underwear

All inmates are required to keep their locker secure with a combination lock at **all** times.

## **COMMISSARY**

Upon entrance to the institution, you will be given a commissary identification card with your register number and picture on it. This card is to be used for commissary purchases and identification purposes and must be in your possession at all times. You are personally responsible for this card and will be charged a \$5.00 replacement fee should you lose or destroy it. An inmate who changes his appearance (i.e., beard, hair) will be required to purchase a replacement commissary card at his own expense.

The Commissary acts as a banking facility for all inmate funds, with deposits coming from performance pay, funds mailed in, withdrawals consisting of commissary sales slips (or Form 199) used for furlough money, organizational memberships, special purchases, etc.

Stamps and photo tickets may be purchased from the Commissary on your scheduled shopping day and times listed. You may not possess more than the equivalent of 3 books of stamps (60 1<sup>st</sup> class) at any time. Radios may be purchased from the Commissary.

## **A & O's COMMISSARY INFO**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>HOURS</b>	11:00AM - 12:00PM 4:00PM - 6:00PM	11:00AM - 12:00PM 4:00PM - 6:00PM	11:00AM - 12:00PM 4:00PM - 6:00PM	11:00AM - 12:00PM 4:00PM - 6:00PM	CLOSED
<b>SHOPPING ITEMS AVAILABLE</b>	Stamps, Copy Cards, Photo Tickets, Clothing, Shoes, MP3, Radios, & Watches	ALL OTHER ITEMS	ALL OTHER ITEMS	ALL OTHER ITEMS	CLOSED

### **ASSIGNED COMMISSARY SHOPPING DAYS**

Are based on the *last 2 digits of the first 5 numbers* of your register number!

Example: **12345-000**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>00 - 99</b>	<b>00 - 33</b>	<b>34 - 66</b>	<b>67 - 99</b>	<b>CLOSED</b>

### **OTHER INFO**

- ❖ Commissary Slips not accepted after 6:00PM.
- ❖ Check the bulletin board outside the Commissary for changes of shopping schedules due to holidays, and Quarter Changes.

### **SPENDING LIMITATIONS**

The National Spending Limit is \$320.00 but may be further restricted at the local level. Each inmate account is revalidated on a monthly, bi-weekly, or weekly cycle.

### **SALARIES/PERFORMANCE PAY**

Each inmate who successfully executes their work is eligible for a payment based on the degree/level of pay set by their supervisor. Depending on the level of payment that is assigned, you will receive from \$0.12 to \$0.40 for every hour you work satisfactorily. Payment levels are from 1 to 4, with the 1 being "the highest". The salary will be paid monthly. The payment period is from 21 to 20 the following month. The payment will be deposited into your commissary account (Trust Fund Account), the first Friday of each month.

## UNIT RULES AND REGULATIONS

Inmates assigned to the Unit are required to know and abide by the rules and regulations set forth by the Unit Manager. All persons will be expected to maintain their personal and room sanitation. Sanitation is strictly enforced. Violations of the following rules and regulations can/will be met with appropriate disciplinary action. Each inmate must prioritize their possessions and decide what to keep and have so that what they do retain will fit into the allowed areas. Storing possessions under the mattresses, inside laundry bags, or behind lockers because you have exceeded your allowed space is prohibited.

### **SANITATION**

#### All Rooms/Cubes;

All beds will be made by 6:30 a.m. each day. Each bed is to be made military style with a white blanket, white sheet, and pillow with a white pillowcase. The bed is to be made smoothly and TIGHTLY and the sheet (to include blanket) is to be turned down from the head of the bed to provide a six (6) inch collar. There will be no other items such as towels, prayer rugs, or sheets draped or spread over the made up bed. Rooms are to be dusted daily including walls, corners, floors, and lockers tops. Rooms should always be inspection ready Mon- Fri, 7:30 a.m. – 4:00 p.m. All rooms/cubes are to be mopped and buffed to a high gloss every day.

Trash is to be removed from all trash receptacles in rooms daily by 6:30 a.m. Clutter of any kind is to be avoided. Shoes are to be lined up neatly under the bed on the shoe racks, with the toes of the shoes facing inward. No items are allowed to remain out on the locker tops or desk tops. Inmates may keep one white laundry bag for dirty laundry and it is to be hung from your bed post at the end of your bed. Inmates in all dorms may have one white towel and face cloth hung on the towel hook attached to the front of their locker. All other items must be stored inside the lockers provided. Sanitation supplies may be obtained through the Chemical Supply Store (Building 810 F). If it is the inmate's day off or a late shift, inmates may lie on top of a made bed as long as the room is neat and clean. Do **not** keep anything on the window sills or ledges of rooms or common areas. All inmates are expected to shower daily. With the number of inmates housed in this facility, it is important that a high degree of personal hygiene be maintained by all inmates. A copy of the Room/Cubicle Standard is posted in each room/cube.

#### Common Areas:

All mops, mop buckets, brooms, etc., must be stored in the utility closets (Gear Rooms) when not in use. Rinse the mops, empty the mop buckets, and leave the utility closets neat and clean. Do not sit on the window sills and **DO NOT PUT FEET ON THE FURNITURE**. Trash cans, paper recycling containers, etc., are not to be used as seats. Inmates are not permitted to be in rooms/cubes of any other dorms.

Inspection: Beds in assigned living areas are to be ready for inspection from 7:30 a.m. until 4:00 p.m. each day.

Lights: All corridor lights will be turned on at 5:30 a.m. on weekdays (6:00 a.m. for D-Dorm) and after 9:00 a.m. on weekends and holidays.

Lights Off: All overhead lights in rooms and corridors are to be off at 10:30 p.m.

## **ROOM ASSIGNMENTS**

All room assignments are the responsibility of team Counselors, and all inmates will be placed in a multi-man room or cubicle. Room/cube assignments will be based on available space and medical needs. Seniority (for available bottom bunks) begins the day a person is assigned to FPC Pensacola. Parole violator and CCC (halfway house) failures will start over from the day they return. Those returning from the local hospital will maintain their established seniority. Any inmate who goes to court on writ will pack all of his property and take it to R&D for storage. The Unit Manager reserves the right to move anyone for administrative and/or management reasons. On occasion, inmates with bottom bunks must be moved to upper bunks due to other inmates requiring bottom bunks for medical reasons or other administrative reasons.

## **MOVING**

When moving from one room to another, no furniture is to be moved for any reason. **THIS INCLUDES BEDS, LOCKERS, DESK AND CHAIRS.** There will be no exceptions to this rule without approval of the Unit Manager. Inmates are not to change bunks, exchange mattresses, or lockers unless authorized by staff. Inmates are authorized one locker only.

## **INCIDENT REPORTS**

Incident reports are written when it is determined by staff that an infraction of the rules and regulations of the institution has been committed.

## **CUSTODY**

This institution has two (2) basic custody levels. Newly admitted inmates are classified as "OUT". Reduction to "COMMUNITY" is a Unit Team decision guided by offense type, behavior and time served in the institution. There are other factors in considering custody level. Inmates should see the Case Manager for further information which will be discussed during team reviews.

## **ATTORNEY VISIT/TELEPHONE CALLS**

Requests should be made in writing to your Unit Counselor via an Inmate Request to Staff form so this activity can be scheduled.

## **CONTRABAND**

Any item(s) that an individual has in his possession that has not been issued through proper channels or altered from its original state/purpose is known as contraband. These items are subject to confiscation. Possession of contraband can result in an incident report. Inmates are not allowed to give, borrow, trade, sell or purchase any item or service from another inmate.

## **TOWN HALL MEETINGS**

Town Hall meetings are held on an as needed basis as announced. It is mandatory that all persons attend. Some Town Hall meetings will be broadcast upon notification in the TV rooms.

## **URINE TESTING**

Inmates will receive a urine test upon return from community programs, furloughs, town trips, etc. Selection from the random sample list or suspected illegal activity may also result in the taking of a urine sample.

## **MISCELLANEOUS**

The A&O handbook is for the safe and orderly running of the institution and this Unit. It is no way intended to answer every question or state every program. The Law Library has complete policy



statements and you should review them and/or consult with a staff member for further information and clarification.

### **WORK ASSIGNMENTS AND WORK REPORTS**

Upon completion of the orientation period, the Base Lieutenant will assign each inmate to a permanent work detail. Inmates will be assigned to a job primarily based on institutional needs. Among factors considered in determining a specific work assignment are physical condition, education level, previous work experience, general aptitude, ability to benefit from training, and plans for the future.

Reports evaluating work performance will be prepared by the inmate's supervisor quarterly for consideration of performance pay and participation in community activities. Unsatisfactory work reports may result in restriction from community programs. Some of the jobs available are:

Food Service: Cooks, Bakers, Vegetable/Salad Preparers and Servers, Orderlies, and Dishwasher Operators.

Mechanical Services: Electricians, Roofers, Plumbers, Cement Finishers, Masons, Mechanics, Welders, Painters, Carpenters, Motor Repairmen, Laborers, and Clerks.

Business Office: Clerks, Warehousemen, and Orderlies.

Health Services: Orderlies, Clerks, and Town Drivers

Education/Recreation: Librarians, Clerk, Teacher Aides, Recreation Orderlies/Clerk, and Gardeners.

Laundry Services: Clerks, Clothing Dispensers, Tailor, and Laundry Workers.

Sanitation: Sanitation Workers.

Camp Maintenance: Landscape Workers, Building Orderlies, and Captain's Detail

Base Details: Ground Maintenance, MWR. Our mission is to supply a grounds keeping force to the NAVY, so our main priority is to keep the base work details filled, first and foremost.

Reports which evaluate your work performance will be prepared by your supervisor quarterly. These performance reports are also used to help determine your eligibility for participation in community activities (i.e., furloughs). Unsatisfactory work reports may result in restriction from community programs.

### **COUNT PROCEDURES**

Count is taken daily Monday thru Friday 12:00 a.m., 2:00 a.m., 4:30 a.m., 4:00 p.m., and 9:00 p.m. In addition, count is taken on weekends and holidays at 10:00 a.m. No movement is allowed out of the rooms or cubes until the red count light is turned off. *Inmates must stand beside their beds for the daily 4:00 p.m., 9:00 p.m. and the weekend /holiday counts at 10:00 a.m. During these two count times, inmates may move around inside the dorm when the light is extinguished, but must not leave the building until their specific dorm is released via the intercom.*

At dusk, the walking/jogging track, softball and football/soccer fields are closed to all inmates and are out of bounds until after full daylight the following morning.

### **INMATE ACCOUNTABILITY**

During the hours of 7:30 a.m. – 4:00 p.m., Monday thru Friday, census checks will be conducted at 8:30 a.m. and 12:30 p.m. Additionally, inmates are required to make periodic checks with their supervisor. The only exception is movement to or from the Unit or detail to go to Food Services for meals or call outs. Inmates are not allowed to be in the dormitories during their work hours unless their specific jobs calls for them to be working there (such as a painter painting walls, an electrician working on wiring, etc.). Bathrooms are provided on the outside of the library area and inside the warehouse hanger for all outside details. Inmates may **not** come back to get things from lockers, or put things into them, to watch TV, or for any reason without expressed permission from the detail supervisor.

### **TELEVISION / RECREATION RULES**

All televisions are silenced. Staff may close any television room whenever they perceive that the occupants of the room have become too loud and boisterous and have become unmanageable. All inmates are expected to pick up after themselves in all common areas of the dorms. No seats are saved in the absence of an inmate. Empty (reserved) folding chairs may not be left in the room taking up space.

### **INMATE DRESS CODE**

All inmates will be dressed decently any time they are anywhere but the showers. Inmates will wear shirts and a minimum of sports shorts when inside the dormitories. Inmates departing the dorms will be fully dressed in their uniforms or appropriate sweat suit gear. There are pictures on the bulletin boards depicting proper wear of the uniform.

Issued belts must be worn at work. Green shirts must be tucked into the trousers and buttoned, except for the top button. When authorized for wear in place of the green shirt, the T-shirt must be tucked into the trousers while on duty. Sleeves on the long sleeved shirts may be rolled neatly above the wrist or worn all the way down and buttoned. A shirt must be worn in all areas of the institution.

It is expected for all inmates at this institution to adhere to the dress code. This will be strictly enforced Monday through Friday. Although T-shirts may be authorized on the compound and military work sites by the supervisor while working, i.e., cutting grass, or other labor intensive job assignments, the T-shirt will be tucked inside of the trousers. The issued green shirt is required in all other circumstances. Inmates off duty between 7:30 a.m. and 4:00 p.m. may wear personal clothing from the dorm to Recreation only. During visitation, proper attire will be the green long or short sleeved shirt, green trousers, and institution work boots or tennis shoes.

If you need additional guidance, please speak with your detail supervisor.

## **RELIGIOUS SERVICE DEPARTMENT**

The Religious Service Department’s mission is to provide pastoral care that assists with spiritual growth, character development, and preparation for reentry back into society. In order to achieve this mission, approximately 50 volunteers and contractors come into the institution to teach classes, lead worship services, and provide counseling. A three month pre-release class entitled “Houses of Healing” is also offered twice a year.

In addition to a very comprehensive schedule of programming, the department also has a large collection of religious audio tapes, video tapes, and DVDs, as well as CDs. There is also a large book library with reading materials for all religions represented at FPC Pensacola.

An outdoor worship area is also a part of the Religious Services Department. This is intended for the worship services of nature-based religions.

## **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.

### **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 area.
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 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, employment, as far as resources are available, and in keeping with your interests, needs, and abilities. and in the community.
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.

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 and which may help you live a successful and law-abiding life within the institution. 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.

## INMATE DISCIPLINE

Inmates must have respect for the rights and property of others. Rules, regulations, and policies are made to maintain a healthy and peaceful climate and to ensure an orderly operation of this facility. Certain privileges are granted to eligible inmates provided the privileges are not abused. Violation of regulations may result in an Incident Report (BP-288) and imposition of sanctions, as outlined later in this handbook. In the event of misconduct, an incident report may be written by staff. Reports are first investigated by the lieutenant on duty and the results forwarded to your Unit Team. The team meets as the Unit Disciplinary Committee (UDC) and may impose limited sanctions for most misconduct; for example, taking of privileges, removal from preferred quarters, job change, assigning extra duty, etc. For minor prohibited acts, staff may suspend disciplinary proceedings for a period of time not to exceed two weeks, while informal resolution is attempted. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings at the same stage they were suspended. The time requirements then begin again, at the same point in which they were suspended. If charges are more serious, the case may be referred to the Discipline Hearing Officer (DHO) who can impose more serious sanctions among which include: disallowance of good conduct time or forfeiture of good time. Additionally, it should also be noted that at any stage of the disciplinary process, policy provides referrals to other outside law enforcement agencies (i.e., FBI, DEA, ATF, etc.) for further investigation and/or prosecution of any criminal activity, if warranted. The internal disciplinary system is outlined in detail in Program Statement 5270.09, Inmate Discipline Program, which is available in the Law Library.

Investigating Officer. The term Investigating Officer refers to an employee of supervisory level who conducts the investigation concerning alleged charge(s) of inmate misconduct. The Investigating Officer may not be the employee reporting the incident, or one who was involved in the incident in question. The Investigating Officer is ordinarily a Lieutenant, but the Warden at each institution may appoint another staff member to perform this function.

Unit Discipline Committee (UDC). The term Unit Discipline Committee (UDC) refers to one or more institution staff members delegated by the Warden the authority and duty to hold an initial hearing upon completion of the investigation concerning alleged charge(s) of inmate misconduct. The Warden shall authorize these staff members to impose minor sanctions (G through P) for violation of prohibited act(s).

In institutions with Unit Management, the authority to hold initial hearings (UDC) and impose sanctions is ordinarily delegated to the staff members of the inmate's Unit Team. Wardens shall delegate two or more staff members the authority to hold initial hearings and impose minor sanctions. In emergency situations, the Warden may delegate one staff member the authority to hold initial hearings and impose minor sanctions.

Discipline Hearing Officer (DHO). This term refers to a one person, independent, discipline hearing officer who is responsible for conducting Institution Discipline Hearings and who imposes appropriate sanctions for incidents of inmate misconduct referred for disposition following the hearing required by § 541.15 before the UDC.

## **TIME LIMITS IN DISCIPLINARY PROCESS**

1. Staff becomes aware of inmate's involvement in incident.
  - 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 becomes aware of the inmate's involvement, weekends, and holidays.)
3. Initial hearing (UDC)
  - Minimum of 24 hours (unless waived)
4. Discipline Hearing Officer (DHO) Hearing
  - At DHO's discretion

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 AVAILABLE SANCTIONS**

### **GREATEST SEVERITY LEVEL PROHIBITED ACTS**

- 100 Killing
- 101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
- 102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of 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 (tool most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
- 109 (Not to be used).

- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charges 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).
- B1 Disallow ordinarily between 50% and 75% (27-41days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C Disciplinary segregation (up to 12 months).
- D Make monetary restitution.
- E Monetary fine.
- F Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G Change housing (quarters).
- H Remove from program and/or group activity.
- I Loss of job.
- J Impound inmate’s personal property.
- K Confiscate contraband.
- L Restrict to quarters.
- M Extra duty.

**HIGH SEVERITY LEVEL PROHIBITED ACTS**

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.

- 201 Fighting with another person.  
202 (Not to be used)  
203 Threatening another with bodily harm or any other offense.  
204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.  
206 Making sexual proposals or threats to another.  
207 Wearing a disguise or a mask.  
208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.  
210 (Not to be used).  
211 Possessing any officer's or staff clothing.  
212 Engaging in or encouraging a group demonstration.  
213 Encouraging others to refuse to work, or to participate in work stoppage.  
214 (Not to be used).  
215 (Not to be used).
- 216 Giving or offering an official or staff member a bribe, or anything of value.  
217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.  
218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.  
219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).  
221 Being in an unauthorized area with a person of the opposite sex without staff permission.  
222 (Not to be used).  
223 (Not to be used).
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).  
225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having previously been 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 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 charges 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).
- B1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C Disciplinary segregation (up to 6 months).
- D Make monetary restitution.
- E Monetary fine.
- F Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G Change housing (quarters).
- H Remove from program and/or group activity.
- I Loss of job.
- J Impound inmate’s personal property.
- K Confiscate contraband.
- L Restrict to quarters.
- M Extra duty.

#### **MODERATE SEVERITY LEVEL PROHIBITED ACTS**

- 300 Indecent Exposure.
- 301 (Not to be used).
- 302 Misuse of authorized medication.
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.

- 305 Possession of anything not authorized for retention or receipt by the inmate and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 322 (Not to be used).
- 323 (Not to be used).
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited and unauthorized nutritional/dietary supplements).
- 332 Smoking where prohibited.
- 333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED or other education 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).
- B1 Disallow ordinarily between 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C Disciplinary segregation (up to 3 months).
- D Make monetary restitution.
- E Monetary fine.
- F Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G Change housing (quarters).
- H Remove from program and/or group activity.
- I Loss of job.
- J Impound inmate’s personal property.
- K Confiscate contraband.
- L Restrict to quarters.
- M Extra duty.

**LOW SEVERITY LEVEL PROHIBITED ACTS**

- 400 (Not to be used).
- 401 (Not to be used).
- 402 Malingering, feigning illness.
- 403 (Not to be used).
- 404 Using abusive or obscene language.
- 405 (Not to be used).
- 406 (Not to be used).

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

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

- B1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).
- C Make monetary restitution.
- D Monetary fine.
- E Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- F Change housing (quarters).
- G Remove from program and/or group activity.
- H Loss of job.
- I Impound inmate’s personal property.
- J Confiscate contraband.
- K Restrict to quarters.
- L Extra duty.

**Table 2.**

**ADDITIONAL AVAILABLE SANCTIONS FOR REPEATED PROHIBITED ACTS  
WITHIN THE SAME SEVERITY LEVEL**

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

(300 level)		3 <sup>rd</sup> or more offenses	terminate or disallow EGT (an EGT sanction may not be suspended).  Any available High severity level sanction (200 series).
High Severity (200 level)	18 months	2 <sup>nd</sup> offense  3 <sup>rd</sup> or more offenses	1. Disciplinary segregation (up to 12 months). 2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).  Any available Greatest severity level sanction (100 series).
Greatest Severity (100 level)	24 months	2 <sup>nd</sup> or more offenses	Disciplinary Segregation (up to 18 months).

## TABLE 4 - SANCTIONS

### 1. Sanctions of the Discipline Hearing Officer: (Upon finding the inmate committed the prohibited act)

#### A. Recommend Parole Date Rescission or Retardation.

The DHO may make recommendations to the U.S. Parole Commission for retardation or rescission of parole grants. This may require holding fact-findings hearings upon request of or for the use of the Commission.

#### B. Forfeit Earned Statutory Good Time, Non-vested Good Conduct Time, and/or Terminate or Disallow Extra Good Time.

The statutory good time available for forfeiture is limited to an amount computed by multiplying the number of months served at the time of the offense for which forfeiture action is taken, by the applicable monthly rate specified in 18 U.S.C. § 4161 (less any previous forfeiture or withholding outstanding). The amount of good conduct time (GCT) available for forfeiture is limited to the total number of days in the "non-vested" status at the time of the misconduct (less any previous forfeiture). A forfeiture of good conduct time sanction may not be suspended. Disallowance of extra good time is limited to the extra good time for the calendar month in which the violation occurs. It may not be withheld or restored. The sanction of termination or disallowance of extra good time may not be suspended. Forfeited good conduct time will not be restored. Authority to restore forfeited statutory good time is delegated to the Warden. This decision may not be delegated lower than the Associate Warden level. Limitations on this sanction and eligibility for restoration are based on the severity scale.

See Page 19 of this Chapter for limitations on this sanction and for eligibility for restoration. Good time (statutory and good conduct time) percentages may be combined when separate acts or offenses occur on the same day and are heard by the DHO at the same time. For example, when an inmate is charged, and found to have committed, both a 200 and 300 Code violation by the same sitting DHO, that DHO may forfeit 75% of the inmate's good time (50% for the

200 code violation, 25% for the 300 Code violation). Good time may not be forfeited (because it is not earned) for an inmate solely in service of a civil contempt. See the Sentence Computation Manual (Old Law, Pre-CCCA-1984) for a discussion of termination or disallowance of extra good time.

An application for restoration of good time is to go from the inmate's Unit Team, through both the DHO and Captain for comments, to the Warden or his or her delegated representative for final decision.

This sanction B does not apply to inmates committed under the provisions of the Comprehensive Crime Control Act for crimes committed on or after November 1, 1987 and prior to passage of the Violent Crime Control and Law Enforcement Act of 1994 (September 23, 1994). For those inmates, the applicable sanction is B.1.

**B.1 Disallowance of Good Conduct Time.** An inmate sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act (includes the inmate who committed his or her crime on or after November 1, 1987) may not receive statutory good time, but is eligible to receive 54 days good conduct time credit each year (18 U.S.C. § 3624(b)). Once awarded, the credit is vested, and may not be disallowed. However for crimes committed on or after September 13, 1994 and prior to April 26, 1996, credit toward an inmate's service of sentence shall not be vested unless the inmate has earned or is making satisfactory progress toward a high school diploma or an equivalent degree, or has been exempted from participation because of a learning disability. For crimes committed on or after April 26, 1996, credit toward an inmate's service of sentence shall vest on the date the inmate is released from custody. Once disallowed, the credit may not be restored, except by immediate review or appeal action as indicated below. Prior to this award being made, the credit may be disallowed for an inmate found to have committed a prohibited act. A sanction of disallowance of good conduct time may not be suspended. Only the DHO can take action to disallow good conduct time. The DHO shall consider the severity of the prohibited act and the suggested disallowance guidelines in making a determination to disallow good conduct time. A decision to go above the guideline range is warranted for a greatly aggravated offense or where there is a repetitive violation of the same prohibited act that occurs within a relatively short time frame (e.g., within 18 months for the same greatest severity prohibited act, within 12 months for the same high severity prohibited act, and within 6 months for the same moderate severity prohibited act). A decision to go below the guidelines is warranted for strong mitigating factors. Any decision outside the suggested disallowance guidelines is to be documented and justified in the DHO report.

VCCLEA inmates rated as violent and PLRA inmates will ordinarily be disallowed good conduct time for each prohibited act they are found to have committed at a DHO hearing, consistent with the following;

1. **Greatest Category Offenses.** A minimum of 40 days (or, if less than 54 days are available for the prorated period, a minimum of 75% of available good time conduct) for each act committed.
2. **High Category Offenses.** A minimum of 27 days (or, if less than 54 days are available for the prorated period, a minimum of 50% of available good conduct time) for each act committed.

3. Moderate Category Offenses. A minimum of 13 days (or, if less than 54 days are available for the prorated period, a minimum of 25% of available good conduct time) for each act committed if the inmate has committed two or more moderate category offenses during the current anniversary period.

4. Low Moderate Category Offenses. A minimum of 6 days (or, if less than 54 days are available for the prorated period, a minimum of 12.5% of available good conduct time) for each act committed if the inmate has committed three or more moderate category offenses during the current anniversary period.

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

### **Management Program for Inmate Assailants**

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 Inspector  
General Investigations Division**  
950 Pennsylvania Avenue, NW Suite 4706  
Washington, D.C. 20530

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

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

**Federal Bureau of Prisons  
North Central Regional Office  
Regional PREA Coordinator**  
Gateway Complex Tower II, 8th Floor  
400 State Avenue  
Kansas City, KS 66101-2492

**Federal Bureau of Prisons  
Northeast Regional Office  
Regional PREA Coordinator**  
U.S. Customs House, 7th Floor  
2nd and Chestnut Streets  
Philadelphia, Pennsylvania 19106

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

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

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

Third-party reporting (outside of institution): [http://www.bop.gov/inmate\\_programs/sa\\_prevention\\_reporting.jsp](http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp)

# VISITING REGULATIONS

To: All Visitors

From: Warden, FPC Pensacola, FL

The Federal Prison Camp Pensacola is located on the Saufley Field Naval facility at 110 Raby Avenue, Pensacola, Florida 32509, phone: 850-457-1911. Saufley Field is located on the west side of Pensacola by taking exit #7 south from I-10 onto Pine Forest Road, right on Blue Angel Parkway, right on Saufley Field Road, into Saufley Field. Visiting Regulations may also be found at [http://www.bop.gov/locations/institutions/pen/PEN\\_visit\\_hours.pdf](http://www.bop.gov/locations/institutions/pen/PEN_visit_hours.pdf). The Pensacola area is serviced by the following transportation: Air; Rental Car; Tour & Bus Service; and Cab and Limo services.

Pensacola also offers numerous hotels; vacation homes; Bed & Breakfasts; and RV Sites. Access to this information may be obtained at [www.visitpensacola.com](http://www.visitpensacola.com) or [www.pensacolachamber.org](http://www.pensacolachamber.org).

**FPC Pensacola's Visiting Schedule:** Visiting will be permitted on Fridays - 5:00 p.m. to 8:30 p.m., Saturdays, Sundays, and holidays from 8:00 a.m. until 3:00 p.m. Holidays are as follows: New Year's Day, Martin Luther King's Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

**FPC Pensacola's Visitor's Dress Code:** All visitors will be dressed appropriately for a correctional setting. The Visiting Room Officers will ensure that all visitors are dressed appropriately. For example, hats, caps, halter tops, tube tops, sleeveless shirts, tank tops, clothing revealing the midriff area of the anatomy, radically low-cut shirts/blouses, revealing (front), backless clothing, see-through or low-cut blouses, miniskirts, military fatigues, muscle shirts, short shorts, spandex, and form fitting clothes are not considered appropriate apparel. Shorts and dresses must be knee length or longer. All clothing must be free of obscene, inappropriate or offensive messages. Visitors wearing clothing considered being too revealing, provocative, and indiscreet or closely resembling an inmate's uniform will not be allowed into the Visiting Room until a change to appropriate clothing is made. Visitors over the age of 12 years old will not be allowed into the institution in skirts, shorts, or dresses above the top of the kneecap in length. All visitors are required to wear closed toe shoes and undergarments, to include bras for female visitors.

Inmates are responsible for advising their visitors of the dress requirements for visitation. Visits may be denied for noncompliance or inappropriate dress by the Visiting Room Officer, following his/her consultation with the Operations Lieutenant and/or Institution Duty Officer.

**Visitor Processing:** All visitors must sign the "Notification to Visitor" form (in English or Spanish) which acknowledges the visitor's understanding of the visiting regulations and notifications they may be subject to be searched. Anyone refusing this search or refusing to sign the aforementioned statement will not be permitted entry into the camp. A search may also be made of all hand-carried items in the possession of a visitor. The visitor will be present during the time all items are being searched. The Visiting Room Officer will not store any items for a visitor or inmate and will not be responsible for items lost or left in the Visiting Room.

**Section 1001, Title 18, U. S. Criminal Code states, “the penalty for making a false statement is a fine of no more than \$250,000.00 or imprisonment of not more than five years, or both.” Furthermore, Section 1791, Title 18, U. S. Criminal Code, provides a penalty of up to twenty years in prison for any person who introduces, or attempts to introduce, into or upon the grounds of any penal or correctional institution, or takes or attempts to take, or send therefore, anything whatsoever, without the knowledge and consent of the Warden.**

Only five visitors, including children, are allowed to visit at one time. The Lieutenant and/or the Duty Officer have the authority to terminate/deny any visit due to improper conduct, or for overcrowded condition. Reasons for denial or terminal may include but are not limited to: An institution emergency; Improper conduct; Overcrowding. Visiting room capacity, frequency of visits, once the visitor has exited the visiting room, he/she will not be allowed back into the visiting room, and distance traveled will be determining factors when a decision to terminate a visit is made. The order of termination during overcrowding: Volunteers; Persons who visit two (2) or more times per week and live within a 50-mile radius; Persons who live outside of the 50-mile radius.

Visitors will enter the visiting room at the front entrance located on the south side of building 844. All visitors must provide a valid governmental photo ID (i.e., driver’s license, passport, etc.) before being allowed to visit. Persons not permitted to visit may not remain in the visiting room, institution, Saufley Field, or in the parking lot. All vehicles will be locked.

All children under the age of 16 must be accompanied by an adult on the visiting list. Inmates and their visitors will be responsible for keeping their children respectful of others within the bounds of the visiting area.

**Only the following items are allowed into the visiting room:** [1] clear plastic make-up type bag not to exceed 5 inches by 8 inches for carrying personal items, valid photo ID, vehicle keys, feminine hygiene items, money [no denomination larger than \$10.00], and life-sustaining medication which will remain with the visiting room officer. In addition to those items listed on the Notification to Visitor form, visitors may not bring such items as: pictures, documents, personal papers, toys, suitcases, attaché cases, large oversized handbags, packages, newspapers, coolers, or any electronic device (i.e., cellular phone, tape recorder, cameras, radio, MP3, television, or other such electronic device). **Only the following infant care items are permitted in the visiting room:** clear baby bottles, baby food [factory sealed - enough for visit], one small spoon, child hygiene care, one set of baby clothes, one baby blanket, one collapsible stroller, and a clear bag no larger than sixteen inches by sixteen inches to carry infant care items.

The use of tobacco products is prohibited throughout Bureau of Prisons facilities. No cigarettes, cigars, smokeless tobacco, lighters, matches, or other related items will be allowed into the visiting room.

No money will be collected by the visiting room officer for deposit into the inmate’s account. Inmates receive their money through postal money orders sent in the mail, with their correct

name and register number indicated. Food and beverages may not be brought into the institution; various vending machines are provided for use by visitors. A change machine is available in the visiting room. Inmates are not allowed to handle currency and will not be allowed to leave the visiting room with money.

All unauthorized visitor items must be locked in their vehicle. Inmates are not allowed to receive food from outside sources. No items are allowed to be exchanged between the inmate and a visitor. Rearrangement of visiting room furniture is not authorized due to fire and safety regulations.

Special visits for family emergencies are requested through your Unit Team.

All visits will begin and end in the visiting room. A short embrace and kiss at the beginning/conclusion of the visit and holding hands during the visits are the only physical contact allowed. Any other displays of affection between the inmate and visitor will not be permitted and could result in termination of the visit. Once a visit begins, the inmate and his visitor(s) may not leave the designated visiting area.

The following is a synopsis of important rules for visitors to remember:

1. Park only in the designated parking area and do not interact with any inmate prior to entering the visiting room. Contact with any inmate is not permitted when leaving after a visit.
2. Lock/secure your vehicle prior to entering the visiting room.
3. Have valid photo identification.
4. Be on inmate's approved visiting list or on authorized special visit form.
5. Complete Title 18 (Notification to Visitor) in the officer's presence.
6. Sign in and out in a log book at the officer's desk.
7. All unauthorized items must be secured in a vehicle.

### **Navy Requirements for Federal Prison Camp, Pensacola, Florida, Inmate Visitors:**

The following information is provided to assist when visiting FPC Pensacola at Saufley Field. Please read this form along with the Visitor Information Form.

The following documents must be made available for examination upon the request of Base Security Guards.

1. Valid Driver's License
2. Proof of Valid Insurance
3. Valid Vehicle Registration
4. Valid License Plate



The following requirements must be adhered to while on Saufley Field.

1. Compliance with posted speed limits.
2. Seat belts will be worn by all occupants of the vehicle. All children under the age of four, weighing less than 40 pounds, will use an approved infant or child car seat.
3. Anyone suspected of driving while under the influence of alcohol will not be allowed to enter the base.
4. Parking will be authorized in designated areas only.
5. Motorcycle operators will ensure headlights are on at all times while the motorcycle is being operated. Persons riding the motorcycle will wear/use the following protective equipment.
  - A. A properly fastened (under the chin) protective helmet that meets Department of Transportation (DOT) standards.
  - B. Impact resistant eye protection devices, which include goggles or a face shield attached to the helmet. A windshield or faring alone is not considered to be proper eye protection.
  - C. Hard sole shoes with heels, long sleeved shirt or jacket and full finger gloves. Passengers are encouraged to wear a retro-reflective vest.
6. Visitors are authorized to enter the base only for the purpose of visitation. Visitors are authorized in the designated parking lot only. Visitors are not authorized to drive around the base. Upon entering FPC Pensacola visitors are consenting to having their vehicles subject to inspection/search by members of the Saufley Field security force. Persons found with illegal contraband (such as firearms, drugs, explosive devices, etc.) will be apprehended and turned over to the Escambia County Sheriff's Department.