

**FCC POLLOCK
FEDERAL CORRECTIONAL COMPLEX
INMATE ADMISSION & ORIENTATION HANDBOOK**



POLLOCK, LOUISIANA

Revised October 2018

INTRODUCTION

Welcome to the Federal Correctional Complex (FCC) in Pollock, Louisiana. The Admission and Orientation (A&O) Program and this handbook have been prepared to assist you in adjusting to our institution. The information provided is a general overview of institution procedures, rules and regulations, program opportunities, and the disciplinary system. The handbook should be used as a reference guide to the detailed policies of the Bureau of Prisons, and all procedures in effect at FCC Pollock. You should maintain your handbook with your personal property throughout your stay at this facility. You can make your time as meaningful as possible by showing responsible behavior, respecting the rights of others, participating in various programs, and complying with the rules and regulations of the overall institution.

INSTITUTION

FCC Pollock is a Federal Correctional Complex comprised of three (3) institutions, the **United States Penitentiary (USP)**, the **Federal Prison Camp (FPC)** and the **Federal Correctional Institution (FCI)**. FCC Pollock is located at 3000 Airbase Road, Pollock, LA 71467, three (3) miles west of Pollock, Louisiana, off Hwy 165. Construction of USP Pollock, a 1,536 bed, High Security institution, was completed and activated in January 2001. There is also a Minimum Security, Federal Prison Camp (FPC), which is under the authority of the USP. Construction of the FCI, a Medium Security institution, was completed in March of 2007, with a capacity to house 1,884 inmates. FCI Pollock was activated in April of 2009. Points of contact for each institution are as follows, for the **USP/FPC (318) 561-5300; for the FCI (318) 765-4400**. Both the USP and FCI institutions consist of three, 512-bed housing units, which operate with a fully functioning unit management system.

ADMISSION AND ORIENTATION PROGRAM

During the A&O Program you will receive a presentation from each department of the institution which provides inmate related services or programs. These presentations are intended to orient you to the institution operations, housing unit regulations, and available program opportunities. This handbook contains a copy of inmate rights and responsibilities and the institution's disciplinary system. Armed with this knowledge, you can improve yourself and we ask you participate in programs and follow all rules/regulations to create a positive environment.

ADMISSION

Upon arrival to FCC Pollock, you will be processed through the Correctional Systems Department by a Correctional Systems Officer (CSO). The CSO will inventory any property, obtain your fingerprints and photograph you, perform a visual search, secure any monetary instruments you may have, and provide you with an identification card. You are required to carry your identification card with you and display at all times while outside of your housing unit. Next, you will be screened by Health Services and Unit Management staff.

ORIENTATION

After your arrival to Pollock, you will be placed in a housing unit to which you will be permanently assigned. During your seven (7) days in the unit, you will attend Unit A&O with your assigned Unit Team. Within 28 days of arrival, you will attend Institution A&O. Institution A&O consists of lectures by different department heads and other staff regarding various programs, services, policies, procedures and regulations at this complex. You are required to attend the entire session of A&O lectures and any call-outs which are a part of the Admission and Orientation Program. You will be called to Receiving and Discharge (R&D), or placed on Call-Out to receive any property mailed from a previous institution. The information in this handbook will help you quickly understand what is expected of you upon your entrance to prison, and hopefully assist with your adjustment to institution life here at Pollock.

MISSION

The mission of FCC Pollock is to provide a safe, secure and humane environment, while providing work and other self-improvement opportunities. Our staff is proficient in what they do, will make competent and professional decisions, and provide professional services to which you are entitled to while incarcerated. Our goals at Pollock include, maintaining a safe and humane environment for staff and inmates, and increasing the number of inmates achieving a successful re-integration into the community by offering more alternatives to the offender. When staff denies a request, the decision(s) will be based on policy, good judgment and sound correctional practice; the reason for the denial will be explained to you. Staff will be available, accessible, and responsive to your requests for information or assistance. We encourage you to make use of all staff members to resolve any questions or problems you may have.

EXECUTIVE STAFF CHAIN OF COMMAND

COMPLEX WARDEN

The Complex Warden is responsible for the over-all operation of FCC Pollock and delegates' responsibility to other senior staff members. He/she evaluates the input of various committees and has the final approval on institution transfers, escorted trips and is the signature authority on halfway house referrals, after Unit Team staff have carefully evaluated each situation, using sound correctional judgement. The Complex Warden or his/her representative, is available to see inmates during the noon mainline meal in/outside the dining room at USP Pollock.

WARDEN

The FCI Warden is responsible for the total operation of FCI Pollock, delegates' responsibility to other senior staff members. He/she evaluates the input of various committees and has the final approval on institution transfers, escorted trips and is the signature authority on halfway house referrals, after Unit Team staff have carefully evaluated each situation, using sound correctional judgement. The FCI Warden, or his/her representative, is available to see inmates during the noon mainline meal, in/outside the dining room at FCI Pollock.

ASSOCIATE WARDENS (AW)

There are three (3) Associate Wardens assigned to the complex. The Associate Wardens have oversight of Correctional Services/SIA; Food Service; Religious Services; Financial Management; Facilities; Trust Fund; Case Management Coordinator; Correctional Systems (CSM); Employee Services/Human Resources; Health Services; Psychology; Unit Management; UNICOR; Education; Recreation; and Safety. The AWs will discuss any questions you may have concerning operations, programs and services provided by the departments within their area of responsibility. The Associate Wardens are available to see inmates Monday through Friday, during the noon mainline meal, or will address your concerns through an "Inmate Request to Staff Member Form" also known as a Cop-Out.

EXECUTIVE ASSISTANT/CAMP ADMINISTRATOR

The Executive Assistant has oversight over the areas of the Legal Department, Administrative Remedies, Tort Claims, Computer Services, Federal Prison Camp and Media. The Executive Assistant also serves as the Public Information Officer (PIO) for the complex.

ADMINISTRATIVE DUTY OFFICER (ADO)

The complex has an Administrative Duty Officer (ADO) available at all times to assist in emergency situations. The Administrative Duty Officer is an executive level employee, who ordinarily works Monday through Friday.

INSTITUTION DUTY OFFICER (IDO)

An Institution Duty Officer (IDO) is available at the complex during evenings and weekends to assist in emergency situations. The IDO is a Department Head or Assistant Department Head level employee, who works weekdays and weekends during the evening hours. The function of the IDO is to act as the Warden's representative during non-business hours, Monday through Friday, weekends and holidays.

COMPLEX CAPTAIN

The Complex Captain is the security officer of the complex and is responsible for security and custody. The Complex Captain is responsible for all Correctional Services personnel and any questions concerning institution security. The Complex Captain is available to see inmates during the noon mainline meal at the USP, Monday through Friday; or will address inmate concerns through an "Inmate Request to Staff Member Form" also known as a Cop-Out.

DEPUTY CAPTAIN

The Deputy Captain is the security officer of the FCI and is responsible for security and custody. The Deputy Captain is responsible for all Correctional Services personnel and any questions concerning institution security at the FCI. The Deputy Captain is available to see inmates during the noon mainline meal at the FCI, Monday through Friday; or will address inmate concerns through an "Inmate Request to Staff Member Form" also known as a Cop-Out.

UNIT MANAGEMENT ADMISSION & ORIENTATION (UNIT A&O)

FCC Pollock operates with a decentralized Unit Management System. The units are self-contained inmate living areas that include both housing sections and office space for unit staff. Each unit is staffed by a unit team directly responsible for inmates living in that housing unit. The housing unit staff offices are located in the units to ensure staff and inmates are accessible to one another. The unit staff typically includes the Unit Manager, Case Managers, Correctional Counselors, a Unit Secretary, and a Housing Unit Officer. Staff Psychologists and Education Advisors are considered a part of an inmate's Unit Team. Ordinarily, a Staff Psychologist and an Education Advisor will provide information for each inmate's Program Review. You will be assigned to a specific Unit Team, which will be made up of a Unit Manager, Case Manager, Correctional Counselor, and a Housing Unit Officer. Generally, the resolving of problems, issues, and other matters of interests while at the institution are most appropriately started with your Unit Team. Unit Team members are available to assist in many areas, to include parole matters, release planning, personal and family problems, counseling, and assistance in setting and obtaining goals while you are currently incarcerated. Ordinarily, a member of Unit Team will be available at the institution on weekdays, weekends and holidays, between the hours of 6:00 a.m. to 9:00 p.m. Usually Unit Team staff are present during working hours whereby, someone will be available to the inmate population at times when inmates are not working.

ROLES AND RESPONSIBILITIES OF UNIT TEAM STAFF

UNIT MANAGER

Each housing functional unit has a Unit Manager, also known as an administrator. The Unit Manager directs and manages the housing unit and is responsible for the overall housing unit's operation and security; as well as, planning, developing, implementing and supervising individual programs designed to meet the particular needs of inmates in the unit. The Unit Manager supervises all staff in the unit and is available to both staff and inmates for consultation concerning any problems. Unit Managers are responsible for all unit programs and activities. They are department heads at the institution and have a close working relationship with other departments and personnel. The Camp Administrator serves as the Unit Manager for inmates living at the Federal Prison Camp.

CASE MANAGER

A Case Manager (CSW) is responsible for all casework related services and prepares classification material, Progress Reports, Release Plans, correspondence responses, and other materials relating to the inmate's confinement. He/she is responsible to the Unit Manager on a daily basis and the Case Management Coordinator (CMC), who is a specialist and a point of reference regarding specialized training and duties. The Case Manager serves as a liaison between the inmate, the administration and the community. The Case Manager is a frequent member of the Unit Disciplinary Committee (UDC).

CORRECTIONAL COUNSELOR

The Correctional Counselor (CCC) provides counseling and guidance for inmates living in the unit concerning areas of institutional adjustment, sanitation, personal difficulties, and planning for the future. He/she plays a leading role in all segments of the unit programming and is a voting member of the unit team. The Correctional Counselor is the individual to approach for daily problems. As a senior staff member, the Unit Counselor provides leadership and guidance to other staff in the unit. They hold major responsibilities for the security, safety, and sanitation of the housing unit. The Correctional Counselor is a frequent member of the Unit Disciplinary Committee (UDC).

UNIT TEAM UNIT SECRETARY

The Unit Secretary performs receptionist, clerical, and administrative duties for unit team staff. She/he assists the Case Manager in processing release documents and arranging release transportation. The Unit Secretary is supervised by the Unit Manager or Camp Administrator.

HOUSING UNIT OFFICER

The Housing Unit Officer has direct responsibilities for the day-to-day supervision of you in his/her unit and the enforcement of rules and regulations. The Housing Unit Officer has safety, security and sanitation responsibilities in the unit. Housing Unit Officers are in regular contact with you in the units and are encouraged to establish professional relationships with you, as long as such interaction does not interfere with their primary duties. Housing Unit Officers are jointly supervised by the Unit Manager and the Captain (the Chief Correctional Supervisor) during their housing unit assignment.

COMMUNICATION WITH UNIT TEAM

At FCC Pollock, a Unit Team staff member is available each day of the week and during most evenings until 7:00pm or 9:00 p.m. Each Unit Team staff member's individual work/duty schedules are posted on TRULINCS and on the housing unit bulletin boards in each unit. Unit Managers are available to see inmates during the noon mainline meal to answer questions and address concerns. Open House for Unit Team members is ordinarily 3:15 p.m. - 3:45 p.m., daily.

INITIAL CLASSIFICATION MEETINGS/PROGRAM REVIEWS (TEAM)

Initial Classification Meetings and Program Reviews, also known as Team, are conducted every 90 or 180 days, depending on your Projected Release Date (PRD). Attendance to Initial Classification Meetings and Program Reviews are mandatory, and are conducted by your Case Manager, Counselor and Unit Manager to review your participation in programs, make recommendations, monitor work assignments/performance, cell sanitation, discuss transfer possibilities, custody and security level concerns, and overall institutional adjustment.

UNIT OPEN HOUSE/MAINLINE OPEN HOUSE PROCEDURES

To resolve issues that you have not been able to solve with your Unit Team, all institution Executive Staff and department heads maintain an "Open House Policy" to assist you. Open House is during

the noon mainline meal, inside/outside the dining room, and in the Unit Team area, daily between the hours of 3:15 pm - 3:45 pm, with Unit Team members. Your Unit Team will also be available throughout the day to assist you. It is stressed, you first attempt honest informal resolution of problems with your assigned unit staff, Correctional Counselor, Case Manager and Unit Manager, in this order, prior to addressing issues with Executive Staff. If an issue/concern involves another department other than Unit Management, representatives are available during the weekdays, during the noon mainline meal.

PARTICIPATION IN PAROLE/IHP HEARINGS

Unit Team prepares Progress Reports and compiles other information from your inmate Central File for presentation to the United States Parole Commission, ICE, or other appropriate agencies for any scheduled hearings. Parole Hearings are held at FCC Pollock on a seventeen-week cycle, via video conference. You will be notified of any tentative hearing dates concerning Parole Hearings or IHP Hearings, by your Case Manager.

TOWN HALL MEETINGS

Town Hall meetings are conducted on a monthly basis to provide information to the inmate population in the housing units about announcements, discuss changes in local policy, and any changes in procedures of the unit. You are encouraged to ask topic related questions of the Unit Team staff, and/or, any guest speakers who are present during the facilitation of the Town Hall. It is encouraged your questions that your questions address the needs of the unit as a whole, rather than personal questions or problems. Personal issues can be addressed and resolved by Unit Team Staff at the conclusion of the Town Hall Meeting.

THE TREATY TRANSFER PROGRAM (FOR NON-U.S. CITIZENS)

The Treaty Transfer Program is the implementation of Public Law 95-144 (18 USC 4100 et seq.), which authorizes the Director of the Bureau of Prisons to transfer inmates to or from foreign countries pursuant to the conditions of the treaty agreement which allows for such transfers. Current procedures for this program are contained in Program Statement 5140.42, Transfer of Offenders to, or from Foreign Countries (dated 04/10/2015). Inmates who are not U.S. citizens may be eligible for a transfer to their home country to serve the remainder of their sentence. During Institution A&O and your Initial Classification Meeting, you will be informed about the Treaty Transfer Program and be advised if your home country has a formal treaty agreement with the United States. Your Case Manager is available to provide additional information and answer any questions regarding eligibility for participation in this program. Attached to this handbook is a copy of the *International Prisoner Transfer Brochure* which is available to all inmates who are citizens of participating foreign countries.

FOREIGN CONSULAR OFFICES IN THE UNITED STATES

This publication contains a complete and official listing of the foreign consular offices in the United States, and recognized consular officers. This publication is compiled by the U.S. Department of State, with the full cooperation of the foreign missions in Washington, and it is offered as a convenience to organizations and persons who must deal with consular representatives of foreign governments (www.state.gov/documents/organization/256839). The most recent publication of the Consular Notification and Access directory is located in the Law Library in the Education Department.

CENTRAL INMATE MONITORING SYSTEM

The Central Inmate Monitoring System (CIMS) is a method for the Warden, the Regional Office, and the Central Office to monitor and control the transfer, temporary release, and participation in community activities of inmates who require management considerations. Classification as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities. The Case Manager will notify all inmates who are designated as CIMS cases.

INSTITUTION RELEASE PREPARATION PROGRAM (RPP)

The Release Preparation Program is designed to assist inmates in preparing themselves for release. Inmates will be given aid in developing plans for their personal lives and for work. These programs offer classes and information seminars concerning the personal, social, and legal responsibility of civilian life. Routinely scheduled information sessions with the United States Probation Office, other interested agencies, and employers are available. The program is divided into six (6) Core Topic areas, whereby, classes are offered and available year round in each Core Topic area. To receive credit for the program, successful completion of at least one class in each of the six (6) Core Topic areas is required.

RESIDENTIAL REENTRY CENTER (RRC)

Inmates who are nearing release, and who need assistance in obtaining a job, residence or other community resources, may be transferred to a RRC. The Bureau Residential Re-Entry Branch, within the Correctional Program Division, supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Residential Re-Entry Manager (RRM) links the Bureau of Prisons with the United States Court, other federal agencies, state and local government, and the community. Located strategically throughout the country, the RRM is responsible for developing and maintaining a variety of contract facilities and programs working under the supervision of the appropriate Regional Community Correctional facilities. The community – based residential programs available include both typical community corrections centers and local detention facilities. Each RRC provides a suitable residence, structured program, job placement, and counseling while monitoring the offender's activities. They also provide drug testing and counseling, and alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of their

confinement. Most BOP community – based residential programs are provided in RRC’s. These facilities contract with the Bureau of Prisons to provide residential programs near the offender’s home community. RRC’s are used primarily for three types of offenders:

- ❖ Those nearing release from a BOP institution, as a transitional service while the offender is finding a job, locating a place to live, and re-establishing family ties.
- ❖ Those under community supervision who need guidance and supportive services beyond what can be provided through regular supervision
- ❖ Those serving short sentences of imprisonment and terms of community confinement.

Each RRC provides two components within one facility, a pre-release component, and a community corrections component. The pre-release component assists offenders making the transition from an institutional setting to the community. Except for employment and other required activities, the offenders in this second, more restrictive component must remain at the RRC, where recreation, visiting, and other activities are provided in-house. The other option for community-based residential programming is local detention facilities. Some local jails and detention centers are used to confine offenders serving short sentences. Many have work release programs where an offender is employed in the community during the day and returns to the institution at night. These facilities may also be used for offenders sentenced to terms of intermittent confinement such as nights, weekends, or other short intervals. Some local facilities have work release programs similar to the Community Corrections component in a RRC serving as the transition from the institution to the community.

LITERACY PROBLEMS

If you have a learning disability, seeing and/or hearing impairment, foreign language/translation need, and/or unable to read or write, staff in the Education Department at the USP, FPC and FCI are willing to provide assistance to ensure you understand the policies, procedures, and receive the assistance you need. These services can be accessed by contacting your Unit Team, and/or an Education Department staff member by completing a paper or electronic “Inmate Request to Staff Member,” also known as a Cop-out.

REENTRY PROGRAMMING & RELEASE PREPARATION

Release preparation begins on the first day of incarceration. The BOP’s reentry strategy provides inmates with the opportunity to gain the necessary skills and resources to succeed upon release. Through coordinated efforts among the departments in the institution and collaboration with other agencies, a wide array of programs and activities are offered to better inmates’ chances of a successful reentry upon release. It is imperative at Initial Classification (Team), you are open and honest when answering questions to allow your Case Manager to accurately identify your needs and make appropriate program recommendations to improve your chances of a successful reentry.

Each time you go to team, you will receive a progress update and new recommendations, as needed. Programming recommendations will come from Education, Health Services, Psychology, Unit Team, Recreation, Religious Services, your Work Detail Supervisor and you. You are strongly encouraged to take advantage of all the program recommendations; additionally, to make your transition back into your community as smooth as possible, we highly encourage you to obtain at least two (2) forms of identification, to include a Social Security Card and Birth Certificate. You may also be eligible for some benefits once you are released from Pollock and the halfway house (e.g., social security disability, veteran's, Medicare etc.) to make your transition easier. Staff may be able to provide you with information concerning what benefits you may possibly be eligible for, to possibly begin the application process, if applicable, prior to your release. Lastly, the Career Resource Center (CRC), which is normally located in the Education Department, can also provide you with pre and post release programming and education ideas, potential employment and housing information, as well as beneficial information.

INMATE EXPECTATIONS

DRESS CODE

You must be dressed in the appropriate uniform for your assigned institution, Monday thru Friday, 7:30am until 4:00pm, and anytime you exit your assigned housing unit.

At the USP, the appropriate uniform is a **khaki shirt** and a **pair of khaki pants**. All buttons are to be fastened on the shirt and pants, your arms are to be through the armholes, and sweatshirts and/or sweatpants, are to be worn underneath the **khaki shirt** and the **khaki pants**. Shirts must be tucked inside your khaki pants, anytime before you leave your housing unit. Sagging or wearing your pants, shorts, or sweats below your waist is not permitted.

At the FPC, the appropriate uniform is a **yellow jumpsuit**. All buttons are to be fastened, your arms are to be through the armholes, and sweatshirts and/or sweatpants, are to be worn underneath the **yellow jumpsuit**. You may not wear the jumpsuit with the top portion hanging or tied at your waist; the only exception is when you are actively participating in recreation activities on the track. Sagging or wearing your shorts, or sweats below your waist is not permitted.

At the FCI, the appropriate uniform is a **khaki jumpsuit**. All buttons on the jumpsuit are to be fastened, your arms are to be through the armholes, and sweatshirts and/or sweatpants, are to be worn underneath the **khaki jumpsuit**. You may not wear the jumpsuit with the top portion hanging or tied at your waist; the only exception is when you are actively participating in recreation activities in the Recreation Department. Sagging or wearing your shorts, or sweats below your waist is not permitted.

Hats and sunglasses are to be removed when entering inside any building; exceptions include: hats worn by Food Service workers who are at work and are not eating in the dining hall; or someone

who has a written medical pass giving them permission for their sunglasses to be worn inside, which must be present on them at all times.

Sunglasses will be placed in your pocket when inside a building, not on the top of your head. Wave caps and/or “do-rags” are not permitted while walking on the compound and inside buildings; they may be only worn inside the housing units. All clothing, khaki pants and shirts, jumpsuits, sweatshirts and sweatpants, etc., will be of the appropriate size; no oversized clothing is authorized to be worn. Contact the Laundry Department if you require a different length, or size at any of the institutions, specifically, the USP, FPC and FCI.

IDENTIFICATION CARD (I.D.)

Your I.D. card **MUST** be with you at all times at FCC Pollock; Your I.D. card **MUST** be worn around your neck at all times when you are outside your assigned housing unit; and Your I.D. card **MUST** be openly displayed where staff can see it. I.D. cards are **NOT** to be tucked inside your jumpsuit, or shirt pocket, or underneath your shirt or jacket.

SANITATION

There is only one level of sanitation at FCC Pollock, and that is clean. Your responsibility is to check your living area immediately after being assigned to a cell and report all damages to the Housing Unit Officer, or your Unit Team Counselor. You may be financially liable for any damages to your personal living area, mattress, wall, desk, etc. You are responsible for sanitation in your cell; you are to ensure your cell is clean and sanitary on a daily basis. Your lockers should be arranged neatly inside, with no items sitting on top. Hygiene items are issued at the institution Laundry for free. You may purchase name brand items at the Commissary. Linen exchange occurs through the institution Laundry Department. You may request for government clothing exchange (**1 for 1**), by completing the Clothing Exchange Form; and/or, you may request for government clothing replacement by completing the Clothing Replacement Form; both forms can be obtained from Laundry staff in the Laundry Department at the USP, FPC and FCI.

CONTRABAND

Contraband is defined as material prohibited by law, or by regulation, or material which can reasonably be expected to cause physical injury, or adversely affect the security, safety, or good order of the institution. Personal possession must be authorized and a receipt of record for item(s) should be kept in the inmate’s possession. Inmates may not purchase radios, or any other items from another inmate.

Examples of Contraband include, but are not limited to: Narcotics or other controlled substances not dispensed or approved by the institution Health Services Unit (HSU); Medicine that HSU dispensed or approved, is possessed by the inmate for whom it was prescribed; or if the medication is not consumed or used in the manner prescribed. Altered personal property; excessive accumulation of commissary, newspapers, letters, or magazines which cannot be stored

neatly and safely in your locker; food items which are spoiled, or retained beyond the point of safe consumption; government-issued items which have been altered; unauthorized possession, manufacture, or introduction of electronic items, and components of electronic items; unauthorized MP3 players (those not sold in Commissary) chargers; cell phones; SIM Cards;

Pursuant to the Court Security Improvement Act of 2007, all inmates are prohibited from obtaining, possessing, or creating UCC financial statements and similar forms; all inmates are prohibited from obtaining, or possessing any documents which contain unauthorized personal information, including, but not limited to, home address, home telephone number, cellular number, social security number, personal email, or home fax number of any **“Covered Person”** or their immediate family members.

If you are found to be in possession of any of the above types of items/documents **without authorization, they will be confiscated; you will be subject to disciplinary action; and a case may be referred for possible federal criminal prosecution.** You may use the Administrative Remedy Program to process a challenge for confiscation or rejection of such materials.

INMATE EXPECTATIONS/RULES IN THE SPECIAL HOUSING UNIT (SHU)

PURPOSE OF SHU

To provide a safe and orderly environment will be provided for staff and inmates; and inmates are housed in the least restrictive setting necessary to ensure their own safety, as well as the safety of staff, other inmates, and the public.

SHU RULES

1. All inmates entering / exiting the SHU will be visually searched.
2. All inmates housed in the SHU will receive a copy of the Rules and Regulations.
3. **Rotation Frequency** - Inmates WILL be rotated to different cells at least every 21 days while housed in the SHU.
4. **Restraints** – You will be escorted in restraints behind your back from your current cell to your new cell.
5. **Inspect for Damages** -Be sure to inspect your new cell as well as the old cell for damages.
6. **Property** – You are not allowed to carry your own property.
7. All inmates inside the cell will be restrained before the cell door is opened.
8. Staff are in control every step of the way, when you are being escorted. Staff set the pace during an escort, not the inmate.
9. You are not allowed to bring any items into the recreation area.
10. No extra clothing, towels, bottles, radios, food items, books, etc. are permitted in the recreation area.
11. All "out of cell" time is documented for each inmate.

PROPERTY WHILE IN SHU

Inmates housed in the SHU will have the opportunity to review their personal property with the SHU Property Officer. No property that was brought into the SHU will be issued to the inmate unless approved by the SHU Lieutenant or is legal material.

UNIT TEAM CONTACT WHILE IN SHU

At FCI-POLLOCK, a unit staff member will be available each week. Unit Managers will be available to see the inmates weekly to answer questions on your status or caseload.

COUNTS WHILE IN SHU

It is necessary for staff to count inmates on a regular basis. At FCI-POLLOCK, you are expected to be standing at bedside daily during the 4:10 p.m. count, 9:30 p.m. count, and during the 10:00 a.m. weekend official count. Official counts will ordinarily be taken at 12:00 a.m., 3:00 a.m., 5:00 a.m., 4:00 p.m., and 9:30 p.m. each day, and an additional count at 10:00 a.m. on weekends and federal holidays. Other counts occur when deemed necessary.

POSSESSING CONTRABAND WHILE IN SHU

Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels, or purchased through commissary. All staff members are alert to the subject of contraband and make an effort to locate, confiscate, and report contraband in the institution. Any item in an inmate's personal possession must be authorized.

BEING SUBJECT TO SEARCHES WHILE IN SHU

Any staff member may search you or your living area to retrieve contraband.

CELL ROTATIONS WHILE IN SHU

All inmates assigned to the Special Housing Unit, without exception, will have cell rotations conducted at least every twenty-one (21) days, as mandated by P.S. 5500.07.

ACCESS TO READING MATERIAL WHILE IN SHU

Legal materials and books issued from the SHU book cart will be allowed in the cells. No magazines or newspapers will be allowed. All magazines and newspapers mailed into an inmate will be placed in the inmate's property.

ACCESS TO HEALTH SERVICES WHILE IN SHU

If you have a medical or dental problem, you should submit an Inmate Request (cop-out) to the medical representative while daily rounds are being made.

ACCESS TO TELEPHONES WHILE IN SHU

All administrative detention and disciplinary segregation inmates are allowed 15 minutes of telephone call every thirty days. Inmates assigned to the SHU must submit a cop-out to the SHU Officer asking to be placed on the telephone list. For additional telephone calls, you must submit a cop-out to your unit team to approve and administer the additional call.

PERSONAL PROPERTY LIST AND RECORDS

A copy of the *Inmate Personal Property Record (BP-A0383)* will be given to you during the initial property inventory, or any subsequent inventory. This form, and/or, a commissary receipt constitutes proof of ownership, not proof of value. The *Inmate Personal Property List*, includes all personal property that an inmate can retain at every institution, including non-government property approved for use at all Bureau institutions and permitted for transfer between institutions. This includes any medical device which is either issued, or approved by the Health Services Unit (HSU) prior to it being added to the inmate's personal property list. Property **approved for local use** will be **mailed home at the inmate's expense upon transfer or release**. If abandoned by the inmate, the property will be disposed of in accordance with the Program Statement Property Management Manual.

PERSONAL PROPERTY

Civilian Clothing: All inmates are prohibited from wearing any clothing not government-issued or purchased in the commissary; except athletic apparel. A limited number of personal sweatshirts and sweatpants are permitted. Individual washcloths and towels are issued to inmates.

Shoes:

(2 pr.) Athletic, specialty shoes (i.e., a court, turf, basketball, or running shoe) (\$100 maximum selling price) in black or white, or a combination of black or white, or with gray markings (no other colors allowed); **(1 pr.)** Casual (such as hushpuppies); **(1 pr.)** Shower; **(1 pr.)** Slippers; **(1 pr.)** Work (ASTM Standard F2412-05 and F2413-05); Authorized footwear includes: **(1 pr.)** of institution issued soft shoes, **(1 pr.)** of shower shoes. Footwear is to be stored neatly under the bed.

Boots:

At FCC Pollock, there is a **NO BOOT** policy; meaning the only time you are allowed to wear boots, is for working at your work detail which requires boots to be worn for safety purposes. All boots will be maintained in/at your work detail site and are **NOT** to return to your housing unit. You are **NOT** allowed to walk around on the compound in your work boots, while on duty. Inmates are to wear institution issued soft shoes to the assigned work area and will be issued safety toed boots in their work area. Any boots found outside of designated work areas will be considered contraband, confiscated, and disciplinary action taken against any inmate in possession of boots.

Radios and Watches:

You may possess only one (1) approved radio, or (1) MP3 player, and one (1) approved watch at a time, and you must be able to demonstrate proof of ownership. Only Walkman-type radios are permitted. If you purchases a radio or watch through a Bureau of Prisons commissary, ordinarily, you are permitted to use that radio or watch at any Bureau institution, if you are later transferred.

You may not give any items of value to another inmate. You may **NOT** retain other audio equipment, such as tape players/recorders, or radios with tape players/recorders.

Personal Photos:

You may possess photographs, so long as they are not detrimental to personal safety or security, or to the good order of the institution. Ordinarily, photographs, particularly those of family and friends, are approved, since they represent meaningful ties to the community.

A personal photograph is defined as a photograph intended for individual viewing, as opposed to a photograph published for commercial use. You may **NOT** retain Polaroid photos. You may possess 25 loose photos. In addition to these photos, an inmate may possess a photo album containing photos, provided they are properly stored in the photo album.

Nude or sexually suggestive photos:

Individual prints or copies as opposed to those from publications, present special concerns about personal safety, security, and good order, particularly when the subject is an inmates relative, friend, or acquaintance or could reasonably be perceived as such. For these reasons, an inmate may **NOT** be permitted to retain, receive, or possess a personal photograph in which the subject is partially nude or nude, or when the photograph depicts sexual acts such as intercourse, fellatio, or sodomy. These materials will be returned to the sender upon receipt at the institution.

Religious Items:

Each inmate, upon commitment, will be permitted to retain religious items approved by the Warden. Ordinarily, inmates will be permitted to retain one religious medallion and chain with no stones, non-metallic. The item will not be valued more than \$100. Personal religious property may be purchased only from commissary stock or from a Chaplain-approved catalogue using the Special Purchase Order process; and you must have prior approval from the Chaplain. Religious headwear is permitted in all areas of the institution, subject to normal considerations of security and good order, including inspection by staff. **Religious headwear and/or attire which has been altered without staff approval is contraband.** You may not receive these items from home. You may have a plain wedding band, without stones, with prior approval; and a religious medal ring without stones.

Property Awards:

Such as trophies, hats, tee shirts, mugs, pens, etc., are not authorized at any institution.

Medical Devices:

Such as hearing aids, eyeglasses, dentures, wheelchairs, braces, orthopedic/ prescription shoes, and artificial limbs **are authorized, if medically required, and approved by the Health Services Administrator.**

STORAGE SPACE

Storage space consists of an individual locker and locks may be purchased in the institution commissary. You are only allowed to own and possess two (2) combination locks for the securing of your property. You are **NOT** allowed to accumulate materials/personal belongings to the point where they become a fire, sanitation, security, or housekeeping hazard. The amount of property allowed each inmate is limited to those items that can be placed in your locker.

LEGAL MATERIAL

You are allowed to maintain legal materials necessary for any current court case(s) in which you are the defendant or plaintiff. Legal materials should be reviewed by your Unit Team Counselor and stored in your locker. Excess legal material can be stored in the housing unit's Legal Storage Room. All inmate legal material will be handled in accordance with national policy.

COMMISSARY ITEMS

The total value of an inmate's accumulated commissary items, excluding special purchases, will be limited to the monthly spending limitation. Special limits may apply. For instance, you may not have in your locker more than 60 first class stamps at one time.

FOOD STORAGE

Food items left open create a health hazard and increase the potential for pests. These items must be properly sealed at all times. Empty containers may not be used for storage of other items and must be thrown away. Food Service items are **NOT** permitted in the cells; nor food items, such as fruit, common fare meals. Food service items will **NOT** be removed from Food Service at any time (e.g. cups, spoons, napkins, salt/pepper shakers, etc.).

PUBLICATIONS

At all Bureau institutions, an inmate may receive hardcover publications and newspapers only from the publisher, from a book club, or from a bookstore (P5266.11). The senders address must be clearly identified on the outside of the package. At high security (USP) and medium security (FCI) institutions, an inmate may receive softcover publications (for example, paperback books, newspaper clippings, magazines, and other similar items) only from the publisher, from a book club, or from a bookstore. At minimum security (FPC) institutions, an inmate may receive softcover publications (other than newspapers) from any source.

Only the Warden may reject an incoming publication. In the Wardens absence, only the Acting Warden may perform this function. The Warden may reject a publication if it is determined detrimental to the security, good order, or discipline of the institution, or if it might facilitate criminal activity.

Publications which may be rejected by a Warden include, but are not limited to, publications which meet one of the following criteria:

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

Definitions for the purpose of this section:

- ❖ Nudity means a pictorial depiction where genitalia or female breasts are exposed.
- ❖ Sexually explicit means a pictorial depiction of actual or simulated sexual acts including sexual intercourse, oral sex, or masturbation.
- ❖ Commercially published information or material means any book, booklet, pamphlet, magazine, periodical, newsletter, photograph or other pictorial depiction, or similar document, including stationery and greeting cards, published by any individual, organization, company, or corporation which is distributed or made available through any means or media for commercial purposes.

You are limited in the number of magazines, newspapers and books you can store in your cell. You have 90 days to retain magazines and seven (7) days to retain newspapers to read, from the date of receipt/or, or postmark.

METAL DETECTORS

You **MUST** clear **ALL** metal detectors stationed throughout the complex. To clear a metal detector you will remove all items out of your pockets, and you will not sling your arms through the metal detector to avoid removing items that will not clear. You **DO NOT** have the option of clearing the metal detector or being pat searched. If you cannot clear the metal detector, a visual search will be conducted. If you have a medical exception, you will be required to go through the metal detector and then a pat search will be initiated. You must have your medical exception document in your possession.

VISITING REGULATIONS

The Bureau of Prisons encourages visiting by family, friends, and community groups to maintain the morale of the inmate and to develop closer relationships between the inmate and family members or others in the community. The Warden may restrict inmate visiting when necessary to ensure

the security and good order of the institution. The Warden has the authority to restrict or suspend an inmate's regular visiting privileges temporarily when there is reasonable suspicion that the inmate has acted in a way that would indicate a threat to the good order or security of the institution.

PROCEDURES FOR THE PREPARATION OF VISITOR LISTS

During the Admission and Orientation process, BOP staff shall provide each inmate with Visitor Information Forms to mail to potential visitors wanting to visit the inmate. All Visitor Information Forms from potential visitors, must be mailed in to Unit Team staff in order to process and complete a background check (NCIC) on the potential visitor(s). The inmate shall be held responsible for mailing the Visitor Information Form(s)/ release authorization to the proposed visitor. Exceptions can be made, particularly for inmates without other visitors, but these exceptions require the Warden's approval. If a potential visitor is not truthful in supplying valid information when submitting the visitor application, the visitor will be denied. The Visitor Information Form(s)/release authorization must be signed and returned to staff by the proposed visitor prior to any further action occurring regarding visitation. **At FCC Pollock, a Visitor Information Form(s)/release authorization must be completed and mailed in by all proposed visitors, wanting to see any inmate at this complex.** If an inmate decides not to have any visitors, he/she will be asked to sign a blank visiting list, indicating no visitors are being requested. If the background information reveals that visitation privileges for the potential visitor would present security concerns, or disrupt the orderly running of the institution, the Warden may deny visiting privileges. As a reminder, any potential visitor who does not have an established relationship with the inmate prior to confinement will be disapproved.

INMATE NOTIFICATION PROCESS OF APPROVAL OR DISAPPROVAL OF VISITORS

Staff shall notify the inmate of each approval or disapproval of a requested person for the visiting list. Upon approval of each visitor, staff shall provide the inmate with a copy of the visiting guidelines and with directions for transportation to and from the institution. The **inmate is responsible for notifying the visitor of the approval or disapproval to visit** and is **expected to provide the approved visitor with a copy of the visiting guidelines and directions for transportation** to and from the institution. The visiting guidelines shall include specific directions for reaching the institution and shall cite 18 U.S.C. 1791, which provides a penalty of imprisonment for not more than twenty years, a fine, or both, for providing or attempting to provide to an inmate anything whatsoever, without the knowledge and consent of the Warden.

Identification of Visitors

A valid state or government-issued photo identification shall be reviewed to verify the identity of each visitor prior to admission into any institution on the complex. A visitor is 16 years of age or older, they must have a valid state, or government-issued photo identification. Visitors **under the age of 16**, who are **accompanied** by a parent or legal guardian, are exempt from this provision.

VISITING REGULATIONS THINGS TO REMEMBER

- ❖ Visiting hours at the **USP and FCI**, are from 8:00 a.m. to 3:00 p.m., with the last visitor being processed into the visitation room at 2:00 pm, on Saturday, Sunday and Monday, and on federal holidays.
- ❖ Visiting hours at the **FPC** are from 8:00 a.m. to 3:00 p.m., with the last visitor being processed into the visitation room at 2:00 pm, on Saturday and Sunday, and on federal holidays.
- ❖ No more than five (5) visitors are allowed per visit.
- ❖ To alleviate overcrowding in the visiting room, the Operations Lieutenant will ask for volunteers to end their visits early, and to visitors who traveled shorter distances to visit.
- ❖ If overcrowding still exists, the respective institution will utilize a **“first in,” “first out”** System. This system would allow the first visitor processed into the visitation earlier in the day, to be the first person to leave.
 - Special consideration will be given for inmates who rarely receive visits, versus inmates who receive visits on a regular basis, when overcrowding occurs.
- ❖ Special visits may be requested through the Unit Manager to the Warden.
- ❖ Business may not be conducted during visitation.
- ❖ Inmates are allowed to have immediate family and ordinarily, an inmate’s visiting list should not list more than ten (10) friends and associates.
 - Members of the Immediate Family are considered and include mother, father, step-parents, foster parents, brothers and sisters, spouse, and children.
- ❖ An inmate who has been approved for, and is awaiting placement in the ADX-Florence Control Unit, may be limited to non-contact visits.
- ❖ All visits will begin and end in the visiting room.
- ❖ Staff shall permit limited physical contact, such as a handshake, or an embrace, or a kiss, between an inmate and a visitor; unless there is clear and convincing evidence, such contact would jeopardize the safety or security of the institution.
 - Where contact visiting is provided, handshaking, embracing, and a kiss are ordinarily permitted within the bounds of **good taste** and **only at the beginning and at the end of the visit**.
- ❖ The staff may limit physical contact to minimize opportunity for the introduction of contraband and to maintain the orderly operation of the visiting area.
- ❖ Inmates **may not move around** in the Visiting Room once seated; and are inmates are subject to special seating assignments at the discretion of the Visiting Room Officer, and Operations Lieutenant.
- ❖ **Inmates are responsible** for the conduct and supervision of their **minor visitors and children**.

- ❖ Inmates must be in khaki or in their yellow jumpsuit and properly dressed, in order to be admitted to the Visiting Room. Clothing must be neat and clean.
- ❖ Items that may be taken into the Visiting Room by an inmate are limited to wedding band, religious headwear, and religious medallion and prescription eyeglasses.
- ❖ The inmate may not bring items purchased in the Visiting Room back into the institution.
- ❖ Visitors must be properly dressed. Clothing of a suggestive or revealing nature will not be permitted in the Visiting Room. All visitors must wear footwear.
- ❖ The following items are NOT allowed: hats, open-toe sandals, shoes, low cut shirts & blouses, halter-tops, transparent or sheer clothing, overalls, sleeveless tops/dresses, shorts, miniskirts, culottes, Capri-pants, or spandex. Dresses will not be shorter than the top of the knee.
- ❖ Apparel of a suggestive nature, garments which reveal the mid-section, and skirts with slits above the knee will not be allowed. Clothing with derogatory, sexually suggestive, or gang-related logos will not be allowed.
- ❖ All visitors will wear under garments. Female visitors are required to wear a bra. Clothing that, at the discretion of the Operations Lieutenant or Institutional Duty Officer, resembles the style or color of inmate clothing (i.e., khakis, grey sweats) will not be allowed into the institution.
- ❖ At the discretion of the Operations Lieutenant or Institution Duty Officer, children under the age of twelve may be allowed to wear shorts.
 - No bare feet will be permitted {excluding babies}.
- ❖ If a visitor can not clear the metal detector, they will not be permitted to enter the institution. The hand held metal detector is only to determine the location of the possible metal, with current/valid medical documentation.
- ❖ Randomly selected visitors will also be required to pass the ION drug scanning process prior to entering the institution.
- ❖ Visitors are permitted to bring no more than \$20.00 (in coins only) into the Visiting Room to purchase items from the vending machines.
- ❖ In addition, two diapers, one baby blanket, two baby food containers, and two clear full baby bottles may be brought into the Visiting Room, in a clear container or case will be required for storage of any articles allowed in the Visiting Room.
- ❖ Visitors are not allowed to bring in any items to give to inmates; however, they are allowed to purchase items from the vending machines. The inmate must consume these items prior to exiting the Visiting Room.

SPECIAL VISITS

The Warden or the Warden's designee must approve all special visits at times other than regular visiting hours. Unit staff will be responsible for the supervision of special visits, with the exception of clergy visits. The same procedure for visiting will apply. During times of personal or family emergencies, you will be authorized a visit from the minister of record. Religious Services staff will supervise clergy visits. Upon conclusion of any special visit, staff will search you in accordance with established procedures. All approved special visitors must complete an Inmate Visitation Form and an NCIC background check must be performed.

Reasons a visitor may be rejected (e.g., not placed on the approved visiting list):

- ❖ Inaccurate and/or incomplete information on the application.
- ❖ Failure to sign the form authorizing a background check.
- ❖ Providing false information.
- ❖ Convicted, and/or, incarcerated in the past five (5) years for a criminal offense.
- ❖ Applicant is on probation/parole/supervision has not received approval from supervising officer.
- ❖ Has no established relationship with the inmate prior to incarceration.
- ❖ Was a previously denied visitor and has to re-apply after one (1) year for reconsideration.

Reasons a visitor may be turned away at the front lobby (e.g., not admitted to the visiting room):

- ❖ Not being properly dressed.
- ❖ Not on the approved
- ❖ Not being able to clear the metal detector.
- ❖ Failing the ION Scanner detection test, (if randomly selected for screening), and not being able accommodate processing. procedures, in accordance to the Program Statement 5522.02, Ion Spectrometry Device Program.
- ❖ Refusal to submit to a search.
- ❖ Failure to provide valid state or federal government Identification.
- ❖ Demonstrated inappropriate behavior.
- ❖ Failure to follow laws/regulations/rules/guidelines of the federal government and institution.

DIRECTIONS TO FCC POLLOCK

- ❖ From the south go north on highway 165. After passing the town of Ball, watch for the FCC Pollock and Airport signs. Turn left on Airbase Road. Go approximately 2 miles to the front entrance of FCC Pollock.
- ❖ From the north go south on Highway 165. After passing the town of Pollock, watch for the FCC Pollock and Airport signs. Turn right on Airbase Road. Go approximately 2 miles to the front entrance of FCC Pollock.

LOCAL TRANSPORTATION SERVICES

NAME OF BUSINESS	CONTACT INFORMATION	DAYS & HOURS OF OPERATIONS
Express Taxi Cab	(318) 403-1004	24/7

Cenla Taxi Cab	(318) 448-1417	24/7
Brown's Cab & Shuttle	(318) 787-2371	Mon - Sun 12:01 am - 12:00 am
Magic City Taxi	(318) 640-2768	Mon - Sat 5:00 am - 7:00 pm
Broadway Cab Service	(318) 443-1278	Mon - Sun Open 24 Hours
Red River Taxi	(877) 473-9696 Phone: (318) 473-9696 Fax: (318) 769-1139	Mon - Sun Open 24 Hours
Designated Driver Cab Service	318) 290-1180	Mon - Sun 10:00 am - 3:00 am

INMATE DAILY LIFE

FCC POLLOCK SECURITY PROCEDURES

COMBINATION LOCKS

- ❖ You are prohibited from carrying a combination lock on your person, except for when you initially purchase the combination lock from Commissary. Combination locks are sold in the Commissary for use in securing inmate lockers and will only be used for this purpose.
- ❖ If any combination lock is found attached to any item, other than the locker handle, it will be viewed as a weapon and an incident report will be issued.
- ❖ You are not allowed to purchase or have in your property, no more than two (2) combination locks while at FCC Pollock.
- ❖ If you are in possession of more than one (1) lock, you may be issued an incident report for a Code 305, Possession of Anything Unauthorized.
- ❖ Any inmate in violation of the procedures listed above, are subject to receive an incident report for a Code 104, Possession of a Weapon.
- ❖ You must have your receipt of purchase with you, while traveling directly from Commissary to your assigned housing unit and cell.
- ❖ If you should need to return a defective, and/or, non-working lock to Commissary for an exchange, or to purchase a new lock, do the following:
 - **1st** Notify the Housing Unit Officer of your need to take your lock outside of your cell and housing unit to Commissary;

- **2nd** The Housing Unit Officer will notify the Compound Officer and Commissary staff that you are en route to their location from the housing unit, with a combination lock.
- **3rd** Commissary staff will also notify the Housing Unit Officer and the Compound Officer when you exit the Commissary, with the combination lock, en route to your housing unit.
- **4th** Immediately return back to your housing unit and your assigned cell with your receipt and new lock.

BOOTS

At FCC Pollock, there is a **NO BOOT** policy; meaning the only time you are allowed to wear boots, is for working at your work detail which requires boots to be worn for safety purposes. All boots will be maintained in/at your work detail site and are **NOT** to return to your housing unit. You are **NOT** allowed to walk around on the compound in your work boots, while on duty. Inmates are to wear institution issued soft shoes to the assigned work area and will be issued safety toed boots in their work area. Any boots found outside of designated work areas will be considered contraband, confiscated, and disciplinary action taken against any inmate in possession of boots.

EMERGENCY SITUATIONS

At FCC Pollock, when an emergency situation occurs where staff are responding across the compound, an **automated verbal warning system will be activated, tell you to, “halt, get on the ground.”** Inmates are to clear walkways on the compound and not to block the avenues of response. It is mandatory all inmates move out of the way of responding staff and get on the ground as instructed by the automated verbal warning system. Failure to comply with this procedure may cause staff to believe you are involved with the situation at hand, or are attempting to keep staff from responding. **Failure and refusal to comply with the automated verbal warning system instructions, will lead to disciplinary actions.** Normal operations of activities for the institution prior to the emergency, will continue once an “all clear” has been given by the Operations Lieutenant at the FCI; and once an “all clear” has been given by the Tower 8 Officer at the USP.

DURESS ALARMS

All cells at the USP and FCI are equipped with a duress button; this button is to be used in the event of an emergency only. Violation and misuse of the duress alarm procedure identified above, will subject you to receive an incident report for a Code 319, Using Any Equipment Contrary to Instructions.

COUNTS

- ❖ All Official Counts are **stand-up counts**, with **lights on**; this allows Housing Unit Officers to be able to visibly see you while counting in the housing units, in SHU and in dorms at the Camp.
- ❖ Prior to the Official Count time, staff will secure **all** inmates in their cells.
- ❖ All inmates must be visually seen, and **human flesh shown**, during **all** counts, even at the **12:00 am count**; this requirement must be achieved, even if staff has to **awaken you from your sleep**.

- ❖ **Official Count Times Each Day:** 4:00 p.m. Stand-up Count; 9:30 p.m. Stand-up Count; 10:00 a.m. Stand-up Count; to include weekend Stand-up Counts; 12:00 a.m.; 3:00 a.m.; 5:00 a.m.; 4:10 p.m.; 9:30 p.m.; and an additional count at 10:00 a.m., on weekends and Federal Holidays.
- ❖ There may be times where counts may occur, when deemed necessary, for security purposes of the institution, and/or, complex.
- ❖ Lock down (the locking of all cell doors), in housing units at the USP and FCI begins at 9:10 p.m., every day, followed by the 9:30 p.m. stand-up Official Count.

- ❖ **Count Expectations:** During count time, you are to...
 - Remain quiet until count clears
 - During Official Count Time, stand next to your bedside in your cells, or on the yellow lines in the dorms at the FPC, daily, except during the 12:00 am count
 - During the Daily Census Counts, you are to stand next to your assigned cell door
 - You are to have your photo I.D. with you at all times, should the Housing Unit Officer have any questions

- ❖ Staff will take disciplinary action if you are not in your assigned area during a count.
- ❖ Disciplinary action will also be taken against you for leaving an assigned area before Count is cleared.

- ❖ **Bed Book Count**
 - A count using photos of each inmate, living in a particular housing unit or dorm, assigned to a cell, used to verify that all inmates are present for count; and to ensure that inmates are in their correct and assigned cells.
 - When staff approaches the cell door, or looks at the number on the yellow line at the FPC, each inmate will state their name and Register Number to the Counting Officers.

LOCKDOWN

- ❖ When staff are securing housing units for any reason, you will follow the following procedure below.
- ❖ Failure to follow these staff instructions will lead to disciplinary action.
 - Staff will notify you in the unit by announcing, **“Cell Up, or Lock Down,”** indicating to you, it is time to be secured in your cells.
 - You will go directly to your assigned cell and close the door (USP/FCI), or lay in your assigned bunk (FPC).
 - **YOU ARE NOT TO** go and use the ice machines, phones and computers, or visit any area in the unit.
 - Once all inmates are in their cells, staff will begin locking cell doors (USP/FCI).

UNSECURING FROM CELLS

- ❖ When staff begins to unsecure cells in the housing unit, **all** inmates are to remain in their assigned cells until **all** doors are unsecured (unlocked), and the staff announces, **“Clear”**.
- ❖ If you begin exiting your cell prior to the “Clear” announcement, **staff will STOP unlocking cells in the unit.**
- ❖ Only when **all** inmates are back in their assigned cells, will staff resume unlocking cell doors.
- ❖ Failure to follow the above instructions, will lead to disciplinary action.

CALL-OUTS

Call-outs are a scheduling system for all appointments, to include, hospital, dental, educational, team meetings and other activities, which are posted each day on the electronic TRULINCS Bulletin Board after 4:00 p.m., on the previous day before the appointment. It is the inmate’s responsibility to check for appointments on a daily basis. **ALL SCHEDULED APPOINTMENTS ARE TO BE KEPT.**

MOVEMENT PROCEDURE

A procedure called activity movement regulates all movements throughout the complex. The purpose of controlled movement is to ensure the movement of inmates are conducted in an orderly manner. The beginning and end of each move will be announced by the Control Center. There are two (2) types of moves at FCC Pollock; a Five (5) minute one-way move, and a Ten (10) minute move. During Ten (10) minute moves there are “two (2), two (2) minute warning statements, the first states, **“No further out bound inmate movement;”** this statement informs inmates they are not allowed to exit any area after this announcement. If inmates are on the compound at the two (2) minute warning, they are allowed to continue movement to their destination. During all movements, inmates will not be allowed to stand around and loiter on the compound. Each one of these moves are to allow inmates to travel from one place to another; this is not your “hang out” time.

MAINLINE PROCEDURES

The A.M., Noon, and P.M. mainline meal rotations at the USP and FCI, are conducted by unit rotation based on a Housing Units IDO Weekly Sanitation Inspection Results memo, developed for each of the four (4) pods, then averaged out to equal one (1) total score for the entire housing unit.

USP

In the evening, at the USP, prior to the evening meal being served, and after a clear 4:00 p.m. institutional count, a five-minute, one-way Recreation and Programs move is announced, to include, Education, indoor Recreation and the Law Library. Inmates reporting to Recreation and Programs during the five-minute, one-way move at the USP, areas are choosing not to eat in the dining hall, for evening meal. Inmates in these areas will not be released from the indoor programs areas until the next move.

FCI

During the noon meal at the FCI, UNICOR and the Facility Department inmate orderlies are called to mainline first eat, so they may quickly return to work. UNICOR and Facility orderlies are given a thirty minute lunch break. After the thirty minutes has ended, a Work Call move is announced, before the Noon mainline meal begins for inmates living in the housing units in general population. In the evening, at the FCI, prior to the evening meal being served, and after a clear 4:00 p.m. institutional count, a five-minute, one-way Recreation move is announced.

WORK AND PROGRAM MOVEMENT

USP

During the normal workweek, a one-way move to indoor recreation will then be conducted and outdoor recreation move is called. Inmates will have five minutes to depart the units; unit doors will then be locked. During General Work call, inmates who are Education, Facilities, Safety, and Psychology Orderlies, etc., will have an opportunity to leave their units on this move. You will have ten (10) minutes to depart from your housing unit, as this is the ten-minute move outbound, after the move has closed, the housing unit officer will lock the unit doors. You must be in full work institutional uniform.

FCI

UNICOR and Facilitates workers are the first work details that are announced to go to their work. Education and Recreation morning programming, A.M. work details are called during General work call, to include education classes, Law Library, leisure library, Education Workers, and Psychology Orderlies. General work call is a one-way move out of the housing units. You will have ten minutes to depart from your housing unit, as this is a ten-minute outbound move, after the move has closed, the housing unit officer will lock the unit doors. You must be in full work institutional uniform.

OUT OF BOUNDS

Area(s) marked, “**OUT OF BOUNDS**” or “**STAFF ONLY,**” are unauthorized areas for all inmates without staff escort. Areas marked with red lines painted on the sidewalks are out of bound areas, unless escorted by staff. Inmates caught in an unauthorized area are subject to disciplinary action.

HOUSING UNIT RED LINES (OUT OF BOUNDS)

While waiting on moves in the housing units at the USP and FCI, **all inmates are to remain behind the red lines on the floor** in the units. These red lines are located at each housing unit’s entrance and exit door. **Staff will not unsecure the door until all inmates are away from the door and behind the lines.** Failure to follow these instructions will lead to disciplinary action.

INMATE SEARCHES

Any staff member may conduct a pat search of an inmate on a routine or random basis to control contraband. Staff may also conduct a visual search where there is reasonable belief that contraband may be concealed on your person or a good opportunity for concealment has occurred. Finally, staff may search an inmate's housing area, and personal items contained within those areas, without notice, randomly, and without the inmate's presence. The property and living area will be left as close to the same conditions as found.

DRUG SURVEILLANCE

The Bureau operates a Drug and Alcohol Surveillance Program that includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program, and the inmate does not do so, the inmate will be subject to disciplinary action. Specially trained dogs may also be used for periodic inspections inside the complex, without notice.

ALCOHOL DETECTION

A program for alcohol surveillance is in effect at all institutions. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. Refusal to submit to the test or having a positive test result will be subject to disciplinary action. A positive test will result in an incident report.

FIRE PREVENTION AND CONTROL

Inmates are required to report fires to the nearest staff member, so property and lives can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards cannot and will not be tolerated. Regular fire inspections are made in each institution by qualified professionals.

MAXIMUM CUSTODY LIMITATIONS (USP)

Inmates with an "MAX" custody status may be limited to, or restricted from, certain jobs assignments, or from certain areas of the institution for security purposes. Should you have any questions, please meet with your assigned Unit Team during Open House.

HOUSING UNIT/DORM EXPECTATIONS

Housing unit/dorm expectations are implemented to ensure the orderly running of each housing unit. Compliance with the **EXPECTATIONS** outlined below is **MANDATORY**. Failure to comply with these expectations, may result in disciplinary action, loss of T.V. privileges for the entire pod or dorm, confiscation of chairs, loss of visitation privileges, and temporary closure of housing unit activity rooms; please be mindful, this list is **NOT** all inclusive. Housing Unit/dormitory expectations are posted on the TRULINCS Bulletin Board, under "Local Documents" for inmate viewing; a copy of the Housing Unit/dormitory expectations are also available for viewing on the bulletin board in each housing unit.

BED ASSIGNMENT

Upon your initial commitment at FCC Pollock, you receive a bed assignment. Ordinarily, your Unit Team Counselor is the person who is responsible for any cell changes in the housing unit. Bottom bunk bed cell assignments are based on medical needs, waiting list, and other factors such as, clear conduct, Inmate Financial Responsibility Program (IFRP) participation, etc. When returning from a Writ, or from receiving "outside" medical treatment for an extended period of time, you are subject to losing your bottom bunk location and will be placed at the top of the waiting list for the next opening. In each cell there is a duress alarm; it looks like somewhat like a doorbell. You are only to depress, or press down on the alarm, when at any time you feel that you are in danger. The Housing Unit Officer will respond to the alarm when activated. If at any time you falsely activate the duress system for something other than an emergency, e.g. a distraction, joke, etc., you will be subject to disciplinary action.

HOUSING UNIT/DORM SANITATION EXPECTATIONS

- ❖ General wake-up for all inmates is 6:00 a.m. and daily sanitation inspections begin at 7:30 a.m., Monday through Friday.
- ❖ Beds are to be made with the top sheet and blanket folded approximately 18" from the head of the bed, with a 6" collar. The extra blanket will be folded neatly and placed at the foot of your bed. **Blankets are NEVER to be used as rugs or curtains.**
- ❖ Beds are to be made during the weekends, holidays, and whenever you have left your cell. Beds are to be made, even on your days off/when on vacation from work. If you work an evening detail, or you are on your day off/vacation, you are allowed to lay back down on top of

your bed. Mattresses are **NOT** to be moved from one cell/dormitory to another; nor are mattresses allowed to be placed on the floor of the cell/dorm.

- ❖ Breakfast, the noon mainline meals, and evening mainline meals are served in the Dining Hall at each institution. The A.M. process by which you can attend breakfast in the Food Service Dining Hall, begins with a five (5) minute move from the housing unit to the dining hall, when announced over the intercom, to report to breakfast.
- ❖ An announcement for breakfast, the noon mainline meal, and the evening mainline meal is announced by both the Housing Unit Officer, and by the overhead intercom system located in each unit, identifying when it is time to be released from the unit to go to Food Service.
- ❖ The determination of what order, each housing unit's pod will eat, first, second or third, etc., with the exception of the FPC, is determined by system using a weekly *Unit Sanitation Inspection Scores Memo*. This memo issued by the IDO, no later than Saturday of every week to the Operations Lieutenant. The *Unit Sanitation Inspection Scores Memo* identifies pod rotation in each housing unit at the USP and FCI, on a weekly basis, beginning on Sunday, and ending on Saturday of each week. Every week offers every housing unit an opportunity to strive to rank first place on the *Unit Sanitation Inspection Scores Memo*, by demonstrating cleanliness at its best in each pod.
- ❖ Trashcans, Air Vents, Windows, Toilet, Floor, Mirror and Sink are to be cleaned daily.
- ❖ Remove items on the windows/bars, cell doors, air vents, clothes lines underneath the desk/lockers/beds.
- ❖ Put into locker all personal items not being used. Remove items being stored on top of the locker.
- ❖ File shoes neatly underneath your bed. Remove any and all clotheslines in cell. Remove any clothing/personal item outside your cell door.
- ❖ Hang laundry bags from the bedpost. Laundry bags will contain only clothing.
- ❖ Store inside your locker, your Prayer Rug, or fold and place on top of the extra blanket at the foot of the bed, when not in use.
- ❖ Store active legal case paperwork in the unit legal closet; arrange with your Unit Team Counselor.
- ❖ Remove any writing or markings on the walls, ceiling, floors, lockers, beds, chairs, or desk.
- ❖ Remove any graffiti found on the cell chair given to you. Housing Unit chairs are assigned by cell numbers and each housing unit cell is allowed two (2) chairs only. Do **NOT** leave the housing unit without putting your chair inside your cell. Chairs are **NOT** allowed underneath the upper tier; this practice allows for the prevention of staff injuries, when responding to an emergency at the complex.
- ❖ **All** cleaning bottles containing chemicals must have an appropriate safety chemical label affixed to it; you can obtain labels from your Unit Team Counselor. To have your cell/or dormitory area sprayed for pests, e.g. ants, spiders, etc., submit an "Inmate Request to Staff Member for Pest Control" to your Unit Team Correctional Counselor.

- ❖ **NO** items or drinks are to be stored in the ice machines at any time. Food and other items inside the ice machine constitutes a health hazard and OSHA violation. Violation of this expectation could possibly result in the de-activation, or removal of the ice machine for an unspecified period of time.
- ❖ Smoking and chewing tobacco by inmates is **NOT** allowed. FCC Pollock is a tobacco free complex.
- ❖ Ensure all of your belongings fit into one (1) locker, as authorized. Items are **NOT** to be placed in vacant cell lockers.
- ❖ Sort through your books, magazines, and newspapers to ensure you have **NOT** accumulated clutter and excess.
- ❖ Review your cell, and ensure beds, lockers, and desks are in their designed positions; cell furnishing are **NOT** to be rearranged.
- ❖ Clean showers, hot water dispenser, water fountain, ice machine, doorframes, windows, cell door handles, activity rooms, Housing Unit Officer Station, Property Room, floors, grates, and corners around the wall daily.
- ❖ Homemade speakers are **NOT** allowed; any altered headphones will be confiscated.
- ❖ **Prison Release Expectations:** All government issued clothing and bed lines are to be either put in the laundry bin your housing unit/dorm, or, taken to the Laundry Department on the day of your release from FCC Pollock. Return all books and Bibles to the Education Department and Religious Services. Before leaving the housing unit, turn in your mattress to either your Housing Unit Officer, or your Unit Team Counselor; please clean your living space before you leave.

INMATE ACCOUNTABILITY EXPECTATIONS

- ❖ Attend all call-out appointments, general wake-up for all inmates is 6:00 a.m. All Call-outs are posted daily on the TRULINCS Bulletin Board.
- ❖ You are responsible for being on time to go to work and attend school. Late sleepers who are unable to maintain satisfactory cleanliness, or who arrives late to work/school, are subject to disciplinary action.
- ❖ Do not post sign-up sheets, flyers, or other notices on housing unit walls. Contact your Unit Team Counselor to request to post a notice on the unit bulletin board.
- ❖ Do not switch housing unit cells without the permission and authorization from your Unit Team Counselor. Only the Unit Team Counselor has responsibility and authority to change inmate quarter/bed assignments.
- ❖ Familiarize yourself with the complex Prohibited Act Codes in back of this handbook.
- ❖ Radios and headphones are not to be in use while walking across the compound; and while at work at your detail site.
- ❖ If your Work Detail Supervisor excuses you from the work detail and you return to the housing unit, you **MUST FIRST** report to the Housing Unit Officer to make him/her aware of your return to the unit.

- ❖ You are **NOT** to use the shower, be on the telephone, run to get ice, use the computer, or get hot water during the securing of a housing unit, and/or dorm preparation for count during an Official Count, Official Census, and/or, Emergency counts.
- ❖ Housing Unit Orderlies and Medically Unassigned inmates are to remain in the housing unit during work hours, unless on an approved call-out.
- ❖ Housing Unit Orderlies and Medically Unassigned inmates are **NOT** to **LEAVE** for recreation during scheduled work hours, without staff's approval.
- ❖ Going into other housing unit pods/other housing units is **NOT** allowed, if you are caught doing so, you are considered "**Out of Bounds**" and disciplinary actions will be taken against you.
- ❖ You are **NOT** allowed to create additional storage space underneath your bunk or locker, or hide in boxes excess personal property and legal work.
- ❖ You are **NOT** allowed to possess another inmate's legal work in your cell. If items are considered as contraband, and are found in the common areas of your cell/dorm area, both you and your cellmate are subject to receive disciplinary action.
- ❖ Personal or issued property belonging to you, will be stored in the Receiving and Discharge (R&D) department while you are on Writ, or, while you are in the community receiving "outside" medical treatment for three (3) days or longer. **DO NOT** give other inmates your property to hold for you temporarily for safekeeping, until your return to the housing unit.
- ❖ You are **NOT** permitted to **possess** any type of **heating or electrical device** in your living area. Cell and housing unit inspections are conducted daily and weekly by the Housing Unit Officer, Unit Team Correctional Counselor, Institution Duty Officer (IDO) and your assigned Unit Manager.
- ❖ **Formal Stand-up Counts are conducted at 4:10 p.m. and 9:30 p.m.** **** You may be secured in your cells at any time, for purposes other than to conduct an official count.****
- ❖ You are to **return to your cell** when instructed by a staff to "**Cell Up**" or "**Lock down.**" You are **NOT** to delay in returning to your cell. Disciplinary action will be taken for individuals who fail to follow these expectations.
- ❖ **No talking, in cell movements, loud radio playing, etc., are to occur during formal counts.** You are **required to be visible and standing** on the floor in your cell for each count, and for any special counts. Failure to stand for count will result in disciplinary action being taken.
- ❖ You are to report for work at the time you are instructed to report, as frequently as instructed to report to your work detail. Failing to report to your work detail, will subject you to disciplinary action.

HOUSING UNIT & DORM ACTIVITIES THE INMATE TELEPHONE SYSTEM

- ❖ When exiting your cell/bunk, or exiting from the shower in the common area of the housing unit/dormitory, you are to wear at a minimum, a pair of shorts or pants, a T-shirt and footwear.
- ❖ Television viewing is at the Housing Unit Manager and Captain's discretion.

- ❖ Housing Unit Officers ordinarily distribute mail after the 4:10 p.m. count has cleared. Mail Room staff distributes Legal and Special mail daily.
- ❖ Do NOT seal Outgoing *General Correspondence* mail. Place mail in the Housing Unit mailbox, except authorized Legal and Special mail, which you may seal. You are responsible when using Legal and Special mail, and any abuse or misuse of the mail system will result in disciplinary action.
- ❖ You are allowed to play card games on the card tables in the common areas. Gambling NOT allowed.
- ❖ Rowdy or disruptive behavior will NOT be tolerated in the activity rooms or housing units. NOT allowed in the common area of the housing units is exercising on the stairs, pipes, rails, or on any other fixtures within the housing unit.
- ❖ You are not to congregate in the activity rooms of the housing unit/dorm for group meetings and group prayers (of more than 3 inmates).
- ❖ Do NOT practice religious, political, or other activities outside of your cell/bunk, in a manner that may affect or disrupt others.
- ❖ Lights should be turned-off in your cell, when it is not occupied.
- ❖ From 10:00 p.m. until 6:00 a.m., are considered quiet hours. Housing Unit lights, excluding security lights, will be turned off at 10:00 p.m.
- ❖ Place all trash in the trash cans located in the common areas and in your cells.
- ❖ Inmate telephone calls will be made using the Inmate Telephone System (ITS) (TRUFONE), using the telephones in each housing unit and dorms. **DO NOT share your PAC Number with anyone.**
- ❖ You are to use the telephones in your assigned housing unit only, according to the following schedules:
 - a. **Monday – Friday, 6:00 a.m. to 7:30 a.m.; 10:30 a.m. to 12:30p.m.; and after the 4:10 p.m. count until 9:30 p.m.**
 - b. **One (1) telephone per pod will be active from 7:30 a.m. until 3:30 p.m., for use on days off, or on Evening Shift details.**
 - c. **Saturday, Sunday and Holidays from 6:00 a.m. until 9:30 p.m.**
- ❖ Telephones are turned off 30-minutes prior to Official Counts and will not be available during counts.
- ❖ Telephone calls are permitted on a first-come, first-serve basis. There is a 15- minute time limit on all calls. Consecutive calls is **NOT** allowed.
- ❖ All calls are recorded and may be monitored, with the exception of non-monitored legal calls. To receive a non-monitored legal call, you are to make arrangements and obtain approval from your Unit Team staff.
- ❖ Three-way telephone calls are strictly **NOT** allowed. Sharing PAC Numbers, or the making or paying for calls for another inmate is **NOT** allowed.
- ❖ **Telephone use** is a **privilege** and will not interfere with institution schedules, programs, work assignments, or counts.

- ❖ You will maintain your own telephone lists utilizing the TRULINCS computers, located in each housing unit.

SAFETY AND SECURITY

You are responsible for familiarizing yourself with the fire exits and evacuation plans located within the housing unit. Evacuation during a fire alarm is mandatory. You are not permitted to sit on the stairs, on or beneath the railing, or congregate chairs near the emergency exit; this is for safety reasons. The hand railing in the unit and around the stairs, and stairs themselves, are not to be used as a seat, for hanging clothes, or for exercising.

When in use, chairs may be placed within the common areas. When not in use, and prior to leaving the unit, chairs should be returned to your assigned cell. There should be no chairs on the upper tier walkways, in the housing units; with the exception of the window alcove adjacent to the second floor showers. Chairs in the common area will be positioned away from the walls, and not underneath the upper tier, so as to not impede staff's ability walk from cell to cell, or respond to emergencies. Housing unit sally port areas, and dormitory entrance and exits areas, are for in and out movement, and is not be utilized as a "hangout" area. You are not allowed to enter or loiter in front of any housing unit or dormitory. **Cell rotations occur on a nine (9) month basis, and are conducted by the Unit Team Counselor.**

TRUST FUND DEPARTMENT

LAUNDRY & CLOTHING EXCHANGE

The Trust Fund Department is directly responsible for the laundry and clothing service operation under the direct supervision of the Trust Fund Supervisor at FCC Pollock. Providing proper clothing and laundry service is a complex responsibility. You are responsible for your clothing, bedding, and linens, etc., and will be held accountable for using the Laundry services provided in an improper and non-economical manner. If you deliberately destroy, alter, or have in their possession unauthorized amount or altered items of issue, you will be subject to disciplinary action, including restitution. All authorized persons using the laundry/clothing service area will adhere to a daily and weekly operation schedule.

A sufficient inventory of clothing is maintained by the Receiving and Discharge (R&D) staff in the Correctional Systems Department. New commitments will be provided hygiene articles in R & D. The same hygiene articles will be available in the inmate's general population housing unit. Each new commitment are to report to the Laundry room the next working day after their arrival, for the completion of their clothing issue.

Usually in early October, you will be issued one (1) coat, depending on the weather in our local area.

Each new commitment are issued the following items:

(USP): Khaki shirt (1piece.); Khaki pants (1pr.); **(FPC):** Yellow jumpsuit (1 each); **(FCI):** Khaki jumpsuit (1 each) **All new commitments to FCC Pollock are issued the following items on their first day of arrival, and will receive more laundry items on the following day:** Brown T-shirt (1) each; Boxer shorts (1) each; Socks (1) pair; Brown Towel (1) each; Brown Sheets (2) each; Mattress (1) each; Coat (1) each **(During Winter months only);** Laundry Loops (2) each; Blankets (2) each; Commissary Bag (1) each.

Procedures for Handling Contaminated Laundry:

Contaminated laundry is defined as any laundry soiled with bodily fluids, blood, vomit, urine, or feces. Contaminated laundry will be handled using universal precautions and disposable gloves. In accordance with OSHA regulations, all contaminated items will be placed in water-soluble bags, sealed, then placed in a red biohazard bag and brought to Laundry. Laundry workers will place the sealed water-soluble bag in the washer, not exposing themselves to contamination. Contaminated laundry will be placed inside a water soluble bag at the location where it was used. Only washable items such as clothing and linen should be placed in the water soluble bag. The water soluble bag will then be sealed and placed in a red plastic bag labeled "contaminated linen". The red plastic bag containing the soiled clothing will then be immediately transported to the institution laundry for laundering. Laundry staff will remove the water soluble bag from the red plastic bag, and place the water soluble bag in an institutional washing machine. At no time will Laundry staff handle the soiled clothing or linen except in the water soluble bag. The soiled clothing will then be laundered using appropriate chemicals and water temperatures to insure the clothing and/or linen is sanitized and disinfected. All incidents involving contaminated materials will be reported to the Health Services Department. The **Special Housing Unit (SHU)** and the Health Services Department have readily available, both red biohazard bags and water soluble bags on site for contaminated laundry.

Clothing Exchange for Unserviceable Garments:

Currently, there is not a nine (9) month exchange program established at FCC Pollock. FCC Pollock is responsible for issuing durable and presentable clothing, which the Laundry Department launders twice a week. If you have an article of clothing no longer serviceable due to normal wear and tear, you can exchange it for a clean and serviceable replacement. You are responsible for submitting an electronic "Inmate Request to Staff Member" Cop-out, requesting and identifying the specific article of clothing needing to be replaced. When wanting to exchange issued clothing, you **MUST** follow the procedures identified below.

1. Report to the Laundry and request a *Clothing Exchange Form* (provided free in Laundry); or you can print the *Clothing Exchange Form* from TRULINCS at a cost of \$.15 cents per page.

2. You are to write and complete all information identified on the *Clothing Exchange Form*, to include your Name, Register Number, Clothing Size, Number of each item currently in your possession and Number of items that are beyond use.
3. Turn in the completed *Clothing Exchange Form* to your Unit Team Counselor or Housing Unit Officer. Once your request has been reviewed and investigated by your Unit Team Counselor and/or Housing Unit Officer for accuracy, the *Clothing Exchange Form* will be forwarded to the Trust Fund Department for processing.
4. The Unit Team Counselor or Lieutenant will scan the completed *Clothing Exchange Form* to Trust Fund. You are not authorized to hand carry the completed form to Laundry. The *Clothing Exchange Form* will not be accepted from any inmate.
5. You will be notified in writing by Laundry staff when your requested items are ready to be picked up.
6. All exchanges are provided on a one (1) for one (1) exchange. You **must** have the old item in order to receive an exchange.
7. Per policy, all exchanges you are provided by the Laundry Department are clean and serviceable.
8. Exchanging of laundry items is at the discretion of Laundry staff members.

Laundry Loops:

You are responsible for ensuring your laundry loop is secure and pants pockets are emptied prior to dropping them off at the Laundry. Laundry staff will **NOT** be responsible for your personal clothing if your laundry loop becomes unsecured, clothing comes loose from the unsecured laundry loops, and/or damaged. Write your name and register number on the attached label. Your loops will be used to process your boxer shorts, t-shirts, pants, shirts, jump suit, sweat pants, sweatshirt and recreation shorts. Your laundry bag will only be used to launder your towels, wash cloths and socks. You are responsible for your laundry loops. If you should lose or destroy your laundry loops, you are required to pay a replacement fee of \$5.00 to Trust Fund for processing, by submitting a BP-199 (green form). Laundry loops are to be used only for the purpose of processing laundry. **DO NOT ATTACH MULTIPLE LOOPS TOGETHER** to extend the length of your laundry loop for any purpose. If you send to Laundry an extended laundry loop, your loop and clothing will be returned, unprocessed, back to you. You are **NOT** to be outside of your assigned housing unit/dormitory with a laundry loop, if so, you may face disciplinary action. If you follow the guidelines outlined in this section of the handbook you will be able to maintain your laundry loop without disciplinary action.

Laundry Loop Exchanges:

In order to exchange an inoperable laundry loop, submit an electronic "Inmate Request to Staff Member" cop-out to Trust Fund, requesting to exchange your Laundry Loop and why. You will be notified in writing by Trust Fund staff when you are to report to Laundry to exchange your Laundry Loop.

COMMISSARY DEPARTMENT

Your funds are retained by the institution in a Trust Fund Account, from which you may withdraw money for personal spending in the institution commissary, family support, or other approved purposes. Accumulated institutional earnings and monies sent from outside are given to you upon release or may be mailed home. FCC Pollock uses a Point-of-Sale Computerized Commissary Withdrawal System that simplifies purchasing and gives you an improved, up-to-date record of all account activity. You must register your fingerprint with Commissary staff prior to shopping. All sales will be conducted using fingerprint recognition. Your Commissary access time is based on housing unit assignment. The commissary schedule is posted on the TRULINCS Bulletin Board, under "Local Documents." It is your responsibility to know how money is available in your commissary account. Once you sign/accept your receipt, accepts your goods and exits the sale booth, **all sales are final**. You may check the balance of your account by utilizing the TRULINCS System located in your respective housing unit, or over the computerized TRUFONE System. Borrowing commissary items from other inmates is not allowed and ill advised. Items such as tennis shoes, gym cloths, sweat suits and radios are in stock in the Commissary. **You can purchase one (1) or two (2) pair of tennis shoes, however, once you have purchased a pair of tennis shoes, you must wait a period of three (3) months between your next tennis shoe purchase.**

SPENDING LIMITATION

- ❖ You are permitted to spend \$320.00 a month, the maximum dollar amount. You may spend up \$160.00 a week for regular purchases.
- ❖ Once a month your account is "validated," meaning the spending period begins with the validation. Validation dates are posted.
- ❖ The maximum number of stamps you are allowed to purchase per week, is 20 first class stamps (one book).
- ❖ You **may not** have more than 60, first class stamps in your possession at any time.
- ❖ You are required to stamp and deposit your Commissary Slip the day prior to, your scheduled shopping day.
- ❖ **Locations:** The Commissary Slip stamping machines are located at the **(FCI)** outside the Commissary building, and at the **(USP)**, in the corridor outside Food Service. Commissary at the **(FPC)**, is coordinated by Trust Fund.

DEPOSITS TO ACCOUNTS

Deposits to Commissary Accounts from outside sources may be made only through the Bureau Wide Collections Program, also known as the **National Lockbox, or the Western Union Quick Collect Send Form**. Some negotiable instruments may require a hold if they are deemed a financial risk. Ordinarily, the following negotiable instruments are not held, and funds are immediately made available to you.

Acceptable Forms of Negotiable Instruments

- ❖ U.S. postal money orders;
- ❖ U.S. Government-issued checks (Federal, State, county, and municipal);
- ❖ Privately contracted correctional facility checks;
- ❖ Postal money orders issued by Anguilla, Antigua, and Barbuda, Bahamas, Barbados, Belize;
- ❖ British, Virgin Islands, Coronado, Dominica, Grenades, Montserrat, St. Christopher, Nevis, St. Lucas, St. Vincent and the Grenadines;
- ❖ Canadian postal money orders payable in U.S. dollars. Checks or money orders must be made out in the inmate's name, and registration number should be included. **NO** personal checks will be accepted. All non-domestic or foreign checks will be held 30 to 60 days at the Lockbox's discretion before being posted.
- ❖ All non-government checks and non-postal money orders will be held 15 days before being posted.

LOCKBOX

Funds and negotiable instruments can be deposited into an inmate's account through the use of the **LOCKBOX**; use address below:

Federal Bureau of Prisons Inmate's Name: _____ Inmate's Reg. No. _____ Post Office Box 474701 Des Moines, Iowa 50947- 0001

Western Union Quick Collect

Another method to send funds and negotiable instruments into an inmate's Commissary Account, is through the use of **Western Union Quick Collect**. Western Union Quick Collect has **three (3) ways** by which money can be transferred in your Commissary Account.

- ❖ The first method is to complete a Western Union Quick Collect Send Form, and contact the Western Union's Office at 1-800-325-0000, to locate an agent/office, to send money in person.
- ❖ The second method is to use the Western Union Quick Collect website, www.westernunion.com.
- ❖ Third method to send money, is through the use of a credit and/or, debit card, by calling 1-800-634-3422.
- ❖ The sender will need the following information in order to complete the wire transaction: **Your Name; Your Register Number; the City Code (which is FBOP); and the State Code (which is DC)**.
- ❖ Funds deposited by Western Union Quick Collect will be posted to your Commissary Account within two (2) to four (4) hours, from the time the funds were sent, between the hours of 7:00 a.m. and 9:00 p.m. (EST), seven days a week, including holidays.

- ❖ Funds received after 9:00 p.m. (EST), will be posted by 9:00 a.m. the following day.

COMMISSARY FUND WITHDRAWALS

To withdraw inmate funds from a Commissary Account, you must use the *Withdrawal of Inmate Funds from Commissary Accounts (BP-199)*, provided in TRULINCS. You may send funds to approved contacts on your contact list by utilizing the **TRULINCS Send Funds System**.

The **Care of Cashier check box** is available for use when the following withdrawal types below, require enclosures to accompany a payment. Ensure that you check the box for Care of Cashier.

- ❖ Books
- ❖ Government Document required
- ❖ Outside savings release funds
- ❖ Release funds
- ❖ Subscriptions
- ❖ Tuitions

Once you have printed the withdrawal form, turn the form in to either your assigned Unit Team Counselor, or Case Manager for review, and they will forward the form to the Unit Manager and Trust Fund staff for processing. Only the Associate Warden can approve inmate contributions to recognized charities and withdrawals exceeding \$500.00. The Supervisor of Education or his/her representative, approves all withdrawal forms for education and leisure time items.

TRUST FUND DEPARTMENT

MP3 PLAYERS

The player has an FM radio. It will not operate until it is activated on TRULINCS approximately two (2) hours after purchase. Only the inmate who purchased the player can activate or re-validate it. After activation it will display your name and register number on start up. Viewing/purchasing songs from the music library/store is limited to 60 minutes a day, in four 15 minute blocks. **Each player must be re-validated every 14 days, or your MP3 player will stop working.** You are only allowed to have one (1) MP3 player at a time. If the device fails to operate, refer to the warranty process posted on the TRULINCS electronic bulletin board. The BOP is **NOT** responsible for damages to MP3 players while charging, or attached to the TRULINCS computers. **MP3 Players cannot be used at privatized facilities, contract, and hold-over facilities.** There are **NO** refunds for songs purchased; please be sure of the song you want to purchase before buying. Songs with explicit lyrics are not available for sale. Songs/titles are automatically updated when made available by the vendor. The **BOP does not control what songs/titles are made available**, and does **NOT** take requests for songs/titles/genres to be made available to the inmate population. You must accept the music and media Terms of Use, before you can activate the MP3 player, or view the music library, or purchase any music.

TRULINCS (Trust Fund Limited Communication System)

TRULINCS is available in each housing unit/dorm. However, inmates placed in the Special Housing Unit (**SHU**) are not be granted access to the public messaging system. You must utilize this system to update your phone account, check balances or process BP-199's. You are authorized to send, and/or receive e-mails, to/from any person with whom you create a valid e-mail address with, as long as the address does not interfere with the orderly running of each institution. **TRULINCS is a privilege and access can be limited or denied.** You may create up to 100 active contacts. All TRULINCS correspondence will have a minimum of a two (2) hour, hold on all incoming or outgoing messages.

TRULINCS (FYI)

- ❖ You must acknowledge and submit an electronic *Inmate Agreement Form*, agreeing to adhere to the rules and regulations established for the TRULINCS system, each time you access the system.
- ❖ You must scan your fingerprint and enter your Register Number, PAC Number and Commissary PIN Number to gain access to the TRULINCS workstations.
- ❖ You will be charged \$.05 cents per minute to use TRULINCS.
- ❖ You will be required to purchase session time minutes in increments of 40, 100, 200 and 600 minutes. (600 minutes = \$30.00). The session time purchase is done through the use of the TRULINCS System.
- ❖ A printing station is located in the Education Department and Recreation Department for you to print your e-mails, Electronic Law Library (ELL) materials, and mailing labels. The cost to print e-mails, and/or ELL materials is \$.15 cent per page. If two (2) pages are printed, they will be printed on the front and back, for a cost of \$0.30 cents.
- ❖ If refunds are needed for miss-printed documents, you will be reimbursed in the form of a reprinted, **only**.
- ❖ If you are sanctioned to TRULINCS restriction for more than thirty days, you may request in writing, the balance of your account be returned to your commissary account. This transaction will only be a one-time transaction for the entire balance.
- ❖ The time of operation of the TRULINCS system **WILL NOT** interfere with the institution schedules, programs, work assignments or counts. When institution counts are conducted, all inmates will terminate their TRULINCS sessions immediately.
- ❖ TRULINCS sessions will be limited to 15-minute intervals. You will not be permitted access another TRULINCS session for 35-minutes.
- ❖ You are responsible for the content of the e-mails you send. TRULINCS is a privilege and can be suspended, if you commit a prohibited act.
- ❖ All TRULINCS sessions are monitored; therefore, you must consent to have all incoming and outgoing messages monitored, read and retained by Federal Bureau of Prisons Staff.
- ❖ The use of another inmate's Register Number, PAC/PIN Number are **NOT** allowed.

- ❖ Only one inmate will be permitted at each terminal, at one time. Do not congregate near the TRULINCS terminals.
- ❖ You must create your own telephone number contacts list within the TRULINCS system. You are responsible for your own telephone numbers, mailing addresses and contact e-mail addresses, via the TRULINCS System.
- ❖ Persons in the community may approve or refuse your electronic messages.
- ❖ Inmate messages that jeopardize the safety, security, or orderly running of the institution, the protection of the public, or depict, describe, or encourage unlawful acts, or has sexually explicit material embedded within will be rejected.
- ❖ Messages may not contain attachments, or exceed 13,000 characters.
- ❖ You will be able to access your incoming, outgoing, draft, deleted and rejected messages for 20 days. Messages 20-days old or older, will be automatically be purged by the TRULINCS system.
- ❖ You are **required** to create, print and attach a TRULINCS generated, mailing address label to all outgoing inmate mail/correspondence. If this label is not attached, the mailroom staff will reject your outgoing mail/correspondence and return it to you for proper address labeling.
- ❖ If you have an e-mail contact that is experiencing problems communicating with you, you are encouraged to correspond with them on the www.corlinks.com.
- ❖ All correspondence or text sent from you **must be** in plain, black and white, English language, block-lettering font style.

INMATE TELEPHONES

THINGS YOU SHOULD KNOW

- ❖ In order to preserve the security and orderly running of the facility and protect the public, the Bureau of Prisons monitors and records conversations on all inmate telephones located within the institution.
- ❖ All phone calls will be no longer than fifteen minutes, at which time the system will disconnect the call.
- ❖ After each successful call, your account will be closed for 30 minutes before you will be able to make another call.
- ❖ Phones will not be used during your work hours, only one phone is turned on during the work day.
- ❖ Additionally, it is considered an infraction of the rules to use another inmate's telephone access code (PAC), or place a call to an individual and then become connected to another number, (3-way calls). 3-way calls are not tolerated.
- ❖ You may not place a call and allow another inmate to speak on the telephone.

- ❖ Upon your arrival, he will be required to record your voice on the TRUFONE Voice Verification System. Each inmate must match their voice when attempting to place a call. It is the inmate's responsibility to match the voice as the recording will only be reset in rare and unusual circumstances.
- ❖ Each inmate is responsible for maintaining their own telephone numbers by utilizing the TRULINCS System to add or delete telephone numbers.
- ❖ You may have up to 30 names and telephone numbers on your account. You must buy telephone credits through the telephone system using your PAC Number.
- ❖ Any other request regarding phone privileges should be directed by electronic Cop-out to the Trust Fund Supervisor.
- ❖ Request for unmonitored Attorney calls may be made to your assigned Unit Team staff via Cop-out, and approved by the Unit Manager. These calls will only be approved if a documented and compelling legal need exists, such as an imminent court deadline.
- ❖ Your approved telephone number list and the ending date of any telephone or Commissary Restriction may be viewed over the TRULINCS System.
- ❖ Inmate telephones will be turned off 30 minutes prior to each official count.

INMATE PROGRAMS AND SERVICES AVAILABLE AT FCC POLLOCK

INMATE FINANCIAL RESPONSIBILITY PROGRAM (IFRP)

Working closely with the Administrative Office of the Federal Courts and the Department of Justice, the Federal Bureau of Prisons administers a systematic payment program for court ordered and imposed fines, fees, and assessments. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include Special Assessments imposed under 18 USC 3013, court ordered restitution, fines, court costs, financial judgments in favor of the U.S., other debts owed the Federal Government and other court-ordered obligations (e.g., child support, alimony, other judgments). Bureau of Prisons institution staff are tasked with assisting in the planning of how to meet the inmate will meet his financial responsibility, but the inmate is ultimately responsible for making all required payments; payments can either come from earnings within the institution, or from outside resources. To show compliance with IFRP, you must provide documentation of payment. If an inmate refuses to meet their obligation, then they cannot work for UNICOR, nor receive performance pay above the Maintenance Pay Level. He will also be placed in "IFRP Refuse" status. A few consequence of being in IFRP Refuse status are, having a monthly spending limit of only \$25.00; not being considered for any favorable requests, e.g., vacations, furloughs, early release, etc.; not being able to have a lower bunk in cell or dorm, unless you have a lower bunk pass for medical reasons; scoring zero (0) points on the Male Custody Classification Review document, in the Categories of Programming and Living Skills, just to name a few of the consequences associated for not satisfying your court ordered payments. Additionally, the status of any financial plan will be included in all Progress Reports, job

assignments, eligibility for community activities and institutional program changes. The U.S. Parole Commission will also review financial responsibility progress at your Parole Hearings.

INMATE WORK AND PERFORMANCE PAY COMMITTEE (Job Committee)

Every sentenced inmate who is physically and medically able will receive a work assignment; this includes all long-term holdover inmates. Job assignments will be made for handicapped inmates based on their job skills and special needs. If an inmate is medically unassigned, he will only be required to perform housekeeping tasks to the extent medically possible. Job assignments for all designated inmates will be made by the Job Committee. All inmates are to remain assigned to a work detail for **at least ninety days (90)**. **Requests to change jobs may only be considered after an inmate has completed 90 days in a job assignment.** To request a job change after 90 days, an inmate must **submit an Inmate Request to Staff Member (cop out) signed by the losing department head and also the gaining department head.** The request will then be forwarded to the Job Committee for processing. Federal Prison Industries (FPI) has a separate pay scale.

Pay Grades:

The Inmate Work and Performance Pay Committee will approve Pay Grades 1 through 4 commensurate with degree of skill and supervision required. Ordinarily, an inmate may be promoted above pay grade 4 if (1) he possess a verified high school diploma or GED certificate, or (2) he has participated in the literacy program for a minimum of 480 hours unless he has a SENTRY Progress Assignment of GED UNSAT, or the literacy teacher determines the inmate is not making an acceptable level of effort. Inmate pay posts to inmate's accounts by the tenth (10th) of each month. Quarterly ratings are done during the months of March, June, September and December of each fiscal year.

Bonus Pay:

The work supervisor may submit an inmate worker for bonus pay to the department head. The bonus pay must be for exceptional accomplishments or for outstanding contributions to the work assignment. Departments will use their regular allocation for awarding bonus pay. The amount of the bonus can be no more than one half of their regular pay. Bonus justifications will be entered in the Bonus Justification section on the BP-A0324.

Advanced Pay:

Inmates who will be released prior to the submission of the monthly payroll may be entitled to advance payment. At least 48 hours prior to the inmate's release, meet with your Detail Supervisor and Unit Team to ensure your inmate payroll information is keyed into the TRUPAID System.

Criteria for Inmate Vacations:

Twelve consecutive months on an institution work assignment; recommendation by the work supervisor based upon satisfactory job performance; clear conduct during the twelve months prior to request; approval by the Unit Manager; vacation: Inmates (except UNICOR workers) may receive

one week paid vacation at the prevailing rate of pay provided they meet the above listed criteria (UNICOR inmates are considered).

Maintenance Pay:

Use of maintenance pay (\$5.25 per month) is to be utilized for inmates who are in excess of the allotted job quota, i.e., if a detail quota is 10 and 12 are currently assigned, two inmates are to be paid maintenance pay. Additionally, inmates receiving performance pay who are found through the disciplinary process to have committed a level 100 or 200 series drug- or alcohol-related prohibited act will automatically have their performance pay reduced to maintenance pay level and will be removed from any assigned work detail outside the secure perimeter of the institution.

UNICOR FACTORY (FCI ONLY)

FPI UNICOR employs and trains inmates through the operation of and earnings from factories producing high-quality products and services for the federal government. UNICOR, Federal Prison Industries at FCI-POLLOCK, manufactures textile products for the military. The rate of pay is either hourly or piece rate depending on the position you hold in the factory. There are four waiting lists in which UNICOR hires from. The "Priority," "FRP" (Financial Responsibility Program), Pre-Release List within two (2) years of release and "Regular" Waiting List. You will receive your initial classification by your Unit Team and will be asked if you wish to fill out an application to be placed on the UNICOR Regular List or the UNICOR FRP List. If you indicate yes, you will be placed on the UNICOR Regular List or the UNICOR FRP List; this is for prior status inmates also. You will be placed on the list based when Unit Team signs and dates your application. Inmates requesting to have their prior status checked after being placed on one of the two lists must submit a cop-out to a UNICOR staff member at mainline. Once your status has been verified, UNICOR will place you on the UNICOR Prior List with the date you were placed on the UNICOR Waiting List. You will be required to sign acceptance of UNICOR Performance and Rules upon placement in UNICOR. UNICOR inmates must report to work as specified in the Dress Code Section. **If you have any questions about UNICOR or wish to know where your name appears on the list, please see UNICOR staff during the noon meal Monday through Friday during the noon meal.

FOOD SERVICE DEPARTMENT

MEAL SCHEDULE - MONDAY THROUGH FRIDAY

(Time Approximately)

Breakfast 6:00 a.m.

Lunch 10:00 a.m.

Dinner Upon completion of 4:10 p.m.

Official Count

WEEKENDS SCHEDULE

(Time Approximately)

Coffee Hour 6:00 a.m.

Brunch Upon completion of 10:00 a.m.

Official Count

Dinner Upon completion of 4:10 p.m.

Official Count

- ❖ Scheduled service times may change, based on institutional needs or unusual circumstances;
- ❖ **No items are permitted in or out of Food Service;**
- ❖ You are **not permitted** to possess books, legal work, laundry bags, radios, cups, bottles, or other personal property in Food Service.

MEAL TIME PROCEDURES

All inmates are required to take a place at the end of the existing line and to remain in that position throughout the serving process. Each inmate is authorized to pass through the mainline only one time during each meal. Each inmate must be in possession of their own I.D. Card, any inmate in possession of another inmate's I.D. Card will be processed through the disciplinary system. Inmates who are found going through the line a second time will receive an Incident Report for a Code 305, "Possession of Anything Not Authorized," and will be charged for the value of the meal. Inmates are entitled to have as much as they want from the salad and hot bars, but are encouraged to eat what they take. Excessive amounts of waste have a very negative impact on the Food Service budget. Meal tickets will be used to control portions on all major holidays and for all other special occasion meals. Inmates are responsible for clearing all items from their table and taking them to the dish room window. Inmates not assigned to Food Service are prohibited from entering the dish room at any time. All inmates must conduct themselves properly while in the dining room. Tables may not be moved or adjoined to another table. A clear path must be maintained between tables in both directions. When items are accidentally spilled, please locate and notify a member of the Food Service Staff.

MAINLINE DRESS CODE

Monday through Friday Breakfast and Lunch meals:

- ❖ Institution issued khaki pants and shirts, khaki jumpsuit, or yellow jumpsuit.
- ❖ ID card worn around the neck and visible on the outside of clothing.
- ❖ No headwear or sun glasses, unless approved by the appropriate department (Religious Services, Health Services).

Evening meals, weekends, and holidays:

- ❖ Sweat pants or shorts.
- ❖ ID card worn around the neck and visible on the outside of clothing.
- ❖ Shirts tucked into the shorts/sweat pants.
- ❖ No headwear (except approved religious headwear).
- ❖ No sunglasses, sandals, shower shoes, or bus shoes.

DIET CONCERNS

Food Service offers several diet options at each meal. A no-flesh alternative will be offered at all meals that have flesh featured as the entrée. Heart Healthy alternatives will be available for those inmates who prefer a less fatty diet. All special allergy diets must be requested and approved by Health Services. A Religious Diet is available for those inmates whose needs cannot be met through mainline self-selection. Inmates who wish to participate in the Religious Diet program must apply through Religious Services Staff. Religious Services Staff will conduct an integrity interview and approve or disapprove participation in the program. Participants of the Religious Diet Program are prohibited from eating anything from the mainline service and the hot bar. They are also prohibited from giving away any items from their diet tray. All violations will be forwarded to Religious Services with a recommendation to be removed from the program.

EDUCATION DEPARTMENT

PROGRAMS

The primary goal of the Education Department at FCC Pollock is to provide programs emphasizing the needs of each inmate. Education, vocational training, recreational and leisure activities in a correctional setting are designed to provide individuals the opportunity to develop skills that will aid them in returning to the community as responsible and productive citizens. In an effort to design the education programs to the needs and interests of the inmates, annual surveys are taken requesting input and suggestions for educational, vocational, recreational, leisure time activities, and library programs.

GENERAL EDUCATIONAL DEVELOPMENT (GED)

The literacy standard for the Bureau of Prisons is the high school diploma or GED equivalency. Program Statement 5350.28, Literacy Program (GED Standard), dated December 1, 2003, requires an inmate without a documented high school diploma or equivalency, participate in the GED Program for a minimum of 240 hours (excluding sick time, furloughs, and other excused absences from scheduled classes) or until completion of the GED, whichever comes first. After 240 hours, participation is voluntary. However, inmates will not be eligible for a promotion above pay grade 4 unless they have obtained a GED or provided documentation of a high school diploma. Education requirements of inmates with diagnosed special learning needs will be addressed in appropriate classes and provided with remedial instruction. Additionally, the 1994 Violent Crime Control and Law Enforcement Act (VCCLEA) mandates that any inmate with a date of offense on or after September 13, 1994, but before April 26, 1996, who does not have a high school credential, must participate and make progress toward attainment of a General Education Development (GED) certificate in order to vest earned Good Conduct Time. The Prison Litigation Reform Act (PLRA) provides that in determining Good Conduct Time awards the Bureau of Prisons will consider whether an inmate with a date of offense on or after April 26, 1996, has earned or is making

satisfactory progress toward attainment of a GED credential. Inmates with deportation detainers who were sentenced under either act must participate and make satisfactory progress in order to vest Good Conduct Time (VCCLEA) or be eligible to earn the maximum amount of Good Conduct Time (PLRA). Although sentenced deportable aliens are exempt from attending the literacy program for the mandated 240 instructional hours, they are still subject to the satisfactory progress literacy provision of the VCCLEA or the PLRA. To vest their earned Good Conduct Time (GCT) or be eligible for the maximum amount of GCT, deportable aliens without a verified high school diploma or a GED who are sentenced under the VCCLEA or the PLRA must meet the satisfactory progress. These inmates are still subject to the satisfactory progress requirement of the VCCLEA/PLRA.

ENGLISH AS A SECOND LANGUAGE (ESL)

Program Statement 5350.24, ESL, dated July 24, 1997, requires all inmates who have limited English proficiency skills to complete one period of ESL Program participation during his confinement. The mandatory period ends when the inmate has achieved the eighth – grade level as measured by score of 225 on the ESL CASAS reading certification test and a score of 215 on the CASAS listening comprehension test on forms B or C. The Education Department will recognize students for outstanding classroom participation and performance. These inmates will receive a certificate and an incentive award.

INCENTIVE AWARD

Each student who successfully completes the General Educational Development Test or CASAS certification test will receive a **\$25.00 achievement award** and will be recognized during the Education Department's graduation ceremony.

VOCATIONAL TRAINING

Vocational training programs are provided for inmates who want to acquire marketable skills in a variety of areas. Upon completion, the inmate will be prepared for an entry-level position in the field of study and have a general knowledge of his career options. Current vocational training programs include Culinary Arts, Small Engine Repair, Sewing, and Building Trades. To enroll in a vocational training program, an inmate must submit an Inmate Request to Staff form requesting enrollment in a specific course. Each student who completes a vocational training course will receive a **\$15.00 incentive award**.

ADULT CONTINUING EDUCATION (ACE)

Students interested in refresher skills or continuing education may sign up for various courses that are offered on a rotating basis throughout the year. Schedules of planned courses are posted on the TRULINCS system for your review. Examples of ACE courses are Conversational Spanish, Prison to Paycheck, National Geographic Classics, and United States and World History. Informational flyers will be posted providing information on the classes and when cop-outs will be accepted for these programs. Inmate Request to Staff forms will be accepted as an official request for

enrollment. ACE classes are limited in enrollment capacity and those inmates who officially sign up first will be given enrollment priority.

PARENTING PROGRAM

The parenting program is designed to help the inmate develop positive relationships and family values. Mutual support and nurturing will be promoted and reinforced among inmates and their families. Discipline, physical and sexual abuse, nutrition, self-esteem, child development, and social services resources will be provided and discussed. Opportunities will be given for structured parenting visitation activities as well as guest speakers. To enroll in Parenting Programs, an inmate must submit an Inmate Request to Staff form requesting enrollment.

APPRENTICESHIP PROGRAMS

Apprenticeship training provides the inmate the opportunity to participating in training which prepares him for employment in various trades. Inmates who successfully complete apprenticeship training will receive a journeyman's certificate from the U.S. Department of Labor, Bureau of Apprenticeship, and Training. To enroll in an apprenticeship program, an inmate must submit an Inmate Request to Staff form requesting enrollment.

POST-SECONDARY EDUCATION

Correspondence courses are structured to provide the inmate the opportunity to receive college credit while incarcerated. The Post-Secondary Education Coordinator must approve all correspondence courses. Inmates who are currently enrolled in a correspondence course and who transfer from another institution must seek re-approval from FCI-POLLOCK education staff. In addition, staff will receive and review all incoming correspondence course materials before distributing them to the inmate.

LEISURE AND LAW LIBRARIES

The leisure and law libraries offer a variety of services. Books, magazines, and newspapers will be available for inmates use. An Interlibrary Loan Program will be available for inmate use. The law library offers legal material as mandated by Program Statement 1315.07, Inmate Legal Activities, dated November 5, 1999.

ELECTRONIC LAW LIBRARY (ELL)

The Education Department has an Electronic Law Library System. In order to access the law library you must have an active account. In order to gain access you must do the following:

- ❖ Submit a cop-out to the Assistant Supervisor of Education, requesting an Electronic Law Library Account.
- ❖ You will be placed on call-out once your account has been created.
- ❖ You will read & sign the Rules of Behavior for the Inmate Access to the ELL and be given your account password.

- ❖ All new accounts will be created at a suitable time by the Education staff.

DRESS CODE IN EDUCATION AND HOURS OF OPERATION

Inmates must wear the designated institution uniform while in the Education Department from 7:30 a.m. (work call/class schedule) to 4:00 p.m. (recall). During the evening (after 4:00 p.m. stand-up count), and on weekends, inmates (excluding students and workers) may wear casual attire in the Education Department. Casual attire, sweat pants, shorts, and sleeved shirts must be tucked-in at all times. Students and workers assigned to the Education Department must wear the institutional khaki jumpsuit, all buttons fastened, and while in class and/or on duty during all hours of operation. No hats (unless approved religious head wear) or sunglasses are to be worn while in the Education Department. Headphones are not allowed in any classroom. There are “no exceptions.” Class schedules and hours of operation for the leisure and law libraries will operate in conjunction with Movement Schedules.

RECREATION DEPARTMENT

HOURS OF OPERATION

The Recreation Department’s hours of operation are in conjunction with movement schedules throughout the complex.

HOBBY CRAFT

All hobby craft ceramics, and art material and projects will be stored in a hobby craft locker. All projects kept in the hobby shop locker may be removed if they pose a safety, sanitation, or security hazard. Disposal of completed hobby craftwork must be arranged immediately after completion. Disposal will be by mailing the projects(s) to any individual approved to visit the inmate. The hobby craft supervisor will approve all such mailings. When a waiting list exists for inmates to participate in hobby crafts, inmates presently in hobby crafts may be limited to 180 days participation. After 180 days, each inmate may be rotated out of hobby craft and placed on the bottom of the waiting list. During such waiting periods, hobby craft will provide secure storage space for inmate hobby craft materials. Hobby crafts may not be sold to another inmate. The Recreation Department will provide various league plays, wellness programs such as health and fitness classes and cardiovascular conditioning, music programs, leather craft and art. Inmates interested in participating in classes or programs must submit a cop-out to a staff member in the recreation department. Boots are not allowed in the Recreation department at any time. Indigent inmates that do not have soft sole shoes should get with their Correctional Counselor to obtain a pair of soft sole shoes. Soft sole shoes provided by the Correctional Counselor are to be worn to Recreation only, i.e. not to be worn to Education or the Dining Hall.

RELIGIOUS SERVICES DEPARTMENT

The department offers a wide range of religious services for all inmates. The Religious Services Department provide pastoral care and religious accommodation to individual and group religious beliefs and practices in accordance with the law, Federal regulations and BOP policy. The Chaplains offer religious worship, education, counseling, spiritual direction, support and crisis intervention to meet the diverse religious needs of inmates. BOP Chaplains also oversee the religious diet program, ceremonial religious meals and religious holiday observances. All Chaplaincy Service programming is directed to promote BOP reentry goals. The Life Connections and Threshold Programs highlight our faith-based reentry priorities, is not available at FCC Pollock. Additional contractors, volunteers and visitors provide a variety of religious services and programs for inmate representative of the many approved inmate faith groups at the complex. Religious holy days and the Certified Processed Food Program (Religious Diet Program), are also coordinated through the Religious Services Department. Further information regarding these services and programs are available at the Chaplain's Office. FCC Pollock has three (3) full-time chaplains who conduct worship services according to their faith, and are available for counseling whenever you need. If you have any questions concerning your faith group, please see one of the chaplains during open house hours, which are posted on the Religious Services bulletin board or during the evening mainline meal.

CHAPEL SCHEDULE

Chapel schedules and upcoming special event notices are posted in each housing unit. If your stated religious preference is not present and posted on the chapel schedule, and you desire religious group accommodation, please make arrangements to speak with a Chaplain, who will explain the process of approval for Chapel time and space.

FAMILY EMERGENCIES

Should there be an outside emergency, death in your family, notification can be made by calling the institution of where you are currently designated at, to provide notification to an inmate at the USP or at the FPC, dial (318) 561-5300; to provide notification to an inmate at the FCI, dial (318) 765-4400, and follow the verbal prompts. The person calling should tell the Front Lobby Officer they have an emergency message, or notification for you. The caller must be able to provide your first and last name and assigned BOP Registration Number. It is important the caller provides information to allow Unit Team staff to verify the emergency or family death notification, e.g., name of the funeral home, hospital, police agency, etc. phone number(s), website addresses, and physical street/ mailing address. Only once verification of the information has been made and confirmed, will the Chaplain, if present, or a member of your assigned Unit Team, will inform you of the nature of the emergency phone call. When there is a death in your family, or a family member is in the hospital, staff will review your Pre-sentence Investigation Report (PSR), to verify immediate family association.

MARRIAGES

Chaplains are available to discuss with you the criteria for marriage while incarcerated during Open House hours. Any inmate wishing to be married while incarcerated must have the Warden's authorization to do so. The inmate or fiancé will pay all expenses of the marriage. Government funds may not be used for marriage expenses. Chaplains are available to discuss with the inmate and fiancée the issue of marriage while incarcerated. If any inmate requests permission to marry, he must: Have a letter from the intended spouse, which verifies her intention to marry; demonstrate legal eligibility to marry; be mentally competent; and submit a Request to Marry Form to the Unit Staff.

RELIGIOUS DIET PROGRAM/ SPECIAL OBSERVANCES/SPECIAL RELIGIOUS EVENTS

A Religious Diet Program usually referred to as "Common Fare" is available at FCC Pollock. Inmates who wish to participate must submit an "Inmate Request to Staff Form" (Cop-out), to the attention of the Religious Services Department, requesting the "Common Fare" Diet. Once you have submitted the request, an interview will be scheduled by Religious Services staff. After completion of the interview, you will be notified in writing which component of the Religious Diet Program you have been approved for. If you are interested in this program, please speak with a Chaplain during Open House Hours.

Many religions have days that are important and considered special, or holy to its followers. The BOP recognizes certain holy days and days of "work proscription," (e.g., days off from work). In order to participate in any **recognized special religious observance**, fast, ceremonial meal, holy day or religious day off (work proscription), you must submit a **request in writing** to a Chaplain at least, **30 days prior** to the observance date. **Jewish Passover requests must be received 90 days in advance** due to ordering Passover foods. If approved, you will be placed on the call-out that day, to observe the event, and/or, a religious day off. Chaplains may reschedule or limit any activity that occurs, in order to accommodate and facilitate special religious events. The schedule is subject to change without prior notice.

RELIGIOUS HEADWEAR/ PERSONAL PROPERTY

Religious headwear is standardized across the entire BOP agency. Approved religious headwear is sold and available in the Commissary. If you have questions about appropriate headwear, please speak with a Chaplain during Open House Hours. The complex has policies governing incoming publications and personal property, to include religious property. There are catalogs in the Chapel from which you may purchase approved personal religious items from your Commissary Account through a Special Purchase Order (SPO). SPO orders are done at 2:30 p.m., on Saturday afternoons. You must bring your property form showing you do not already have the item you are ordering. The Bureau's policies **do not allow anything** to be **sent in from friends or relatives**.

CHAPEL LIBRARY

The Chapel has religious books, videos, and literature available for each Religious Faith Group. Most books may be checked out during the faith group's meeting time in the chapel. Please stop by the Chapel to review the schedule for video viewing times.

PSYCHOLOGY SERVICES

Psychology Services departments in all BOP institutions offer mental health care to inmates. This care may include screening, assessment and treatment of mental health or drug abuse problems, individual and/or group counseling, psycho-educational classes, self-help and supportive services, or referral to Health Services for medical treatment of a mental illness. All inmates will be screened by Psychology Services staff during the institution's Admission and Orientation (A&O) Program. Psychologists are available for individual and/or group psychotherapy. Inmates interested in services can submit an "Inmate Request to Staff Member" (Cop-out) to Psychology Services. Mental health services are offered in the areas of drug and alcohol abuse, as well as for other behavioral or emotional problems. In Psychology Services there are clinical psychologists who provide assessment and treatment for problems such as depression, anxiety and interpersonal issues. Treatment is offered through individual and group psychotherapy, as well as several self-help programs which utilize self-help books. This department also offers the Drug Abuse Education class, the Non-Residential Drug Abuse Treatment program and referrals to the Residential Drug Abuse program. In addition to these programs, consultations with psychiatrists are arranged through Psychology Services staff to meet the needs of inmates who may require psychotropic medications.

INTAKE SCREENING

An inmate's initial contact with a Psychologist will ordinarily come within 14 days of arrival and will take the form of a routine intake screening. An inmate will be asked to participate in an interview and information from his PSI will be used to complete a short intake screening report that will be included in the inmate's Central File and used for planning purposes at FCC Pollock.

INDIVIDUAL PSYCHOTHERAPY

A Psychologist will be available for individual psychotherapy on an as needed basis. Inmates may request an appointment **via electronic cop-out** to Psychology Services. An appointment may then be scheduled and an inmate will be placed on call-out, generally within 14 workdays.

COUNSELING ACTIVITIES

There are many alternatives for inmates who have personal problems, and desire to correct them. These options include Alcoholics Anonymous, Narcotics Anonymous, Anger Management, the Parenting Program and other voluntary and self-help groups. In addition, this department has professional staff as resources that are trained in the various social science fields. Inmate

participation in these activities will be encouraged based upon the staff's assessment of inmate needs, but participation in such activities is voluntary. The staff of each unit is available for informal counseling sessions and they conduct formal group counseling activities.

CRISIS INTERVENTION

If an inmate has a serious problem of an emergency nature that limits his ability to cope with daily functioning/day-to-day activities, Psychology Services will see him as soon as possible, usually the same day. If you need immediate assistance, notify a staff and Psychology Services will be informed and assess.

DRUG ABUSE PROGRAMMING

Inmates with histories of drug and/or alcohol abuse during the past five years should discuss their interest in and need for drug abuse programming with the Psychologist during Intake Screening. Individualized programs will be designed to meet each inmate's needs and may consist of one or more of the following: Group therapy or counseling, personal development groups, individual therapy or counseling, correctional counseling, crisis intervention, pre-release counseling, voluntary groups, or other programs deemed appropriate. *We currently offer Drug Education Classes, Non-Residential Drug Abuse Programming, Residential Drug Abuse Program **Screening (FCC Pollock is NOT an RDAP facility)**. If you are interested, submit an electronic copout to Drug Treatment with your information (first and last name, reg. No., programming interest). Alcoholics Anonymous and Narcotics Anonymous support groups are only available at the FCI.

DRUG ABUSE EDUCATION

The Drug Abuse Education Course is not drug treatment. The purpose of the course is to encourage you to review the consequences of your choice to have drugs in your life, to look at the relationship between drug use and crime, and to begin to think about how different your life could be without drugs. Looking at your drug involvement in this way may motivate you to ask for drug abuse treatment. If your pre-sentence report documents a prolonged history of drug use, evidence that alcohol or drug use contributed to the commission of your offense, a judicial recommendation for treatment, or a violation of community supervision as a result of alcohol or drug use, you are required to take the Drug Abuse Education Course. Failing to take this required course results in your ineligibility for performance pay above maintenance pay level, as well as ineligibility for bonus or vacation pay. You will also not be eligible for a Federal Prison Industries work program assignment. If you are not sure what this means, you may want to ask your counselor. The Drug Abuse Education Course is available in every Bureau of Prisons institution. If you are required to complete the course, your name will automatically be placed on the waiting list for the course. When it is time for you to complete the course, Psychology Services staff will contact you. If you would like to enroll in the course, but are not required to participate, you may

submit an Inmate Request to a Staff Member (a “Cop-Out”) in order to place your name on the waiting list for the course.

NON-RESIDENTIAL DRUG ABUSE TREATMENT

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

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

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

RESIDENTIAL DRUG ABUSE TREATMENT

The RDAP is available in many Bureau institutions, however, RDAP **is not available at FCC Pollock**. The RDAP provides intensive drug abuse treatment to inmates diagnosed with a drug use disorder. Inmates in the residential program are housed together in a treatment unit that is set apart from the general population. Treatment is provided for a minimum 9 months; however, your time in the program depends on your progress in treatment. To apply for the RDAP you must send an Inmate Request to a Staff Member (a “Cop-Out”) to obtain an interview for the program. First, staff will screen your pre-sentence report to determine if there is any documentation indicating that you have a pattern of drug abuse or dependence. If so, you will be referred to the Drug Abuse Program Coordinator for an interview to determine if you meet the diagnostic criteria for a substance use disorder. Inmates who are diagnosed with a drug use disorder are qualified for the RDAP and are admitted to the program based on their nearness to release, as mandated by federal statute. You must have enough time left to serve on your sentence to complete the unit-based component and the community transition component of the program. Follow-up Treatment, as described earlier, is provided to inmates after they complete the unit-based component and before they transfer to a residential reentry center. The RDAP is operated as a modified therapeutic community where inmates are expected to model the pro-social behaviors expected in the community. This means RDAP participants are role models to other inmates. Therefore, they are to demonstrate honesty, to relate positively with their peers, and to fully participate in all treatment activities in the unit. The RDAP is a half-day program, with the rest of the day devoted to work, school, and other self-

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

CHALLENGE PROGRAM (USP ONLY)

The Challenge Program is a unit-based, residential treatment program stressing the acquisition and implementation of pro-social values and a non-criminal lifestyle. The core curriculum is designed to lead participants toward (1) respect for self and others, (2) responsibility for personal actions, (3) honesty in relationships with others, and (4) tolerance toward others. Participants challenge faulty criminal thinking and behavior patterns, encourage positive interpersonal interactions, and work toward preventing relapse. Specific skill building programs, such as anger management, stress management, problem solving, and oral setting are included in the program. Participants in the program should be interested in making lifestyle changes and willing to commit to the program for 12 months. To apply for the Challenge Program, you must send an Inmate Request to a Staff Member (a "Cop-Out") to the Challenge Program Coordinator to obtain an interview for the program. You may participate in the Challenge Program at any point during your incarceration.

Eligibility Requirements for the Challenge Program (USP)

- ❖ 3-6 months without a 100 or 200 level incident report
- ❖ History of substance abuse
- ❖ Willingness to participate in community meeting, treatment groups and daily scrutiny and inspection by treatment and Unit Team
- ❖ Sufficient time to complete program – it is at least a 12 month commitment
- ❖ Ability to complete 6 hours of pre-programming before move onto unit A-1

Incentives for participation:

- ❖ \$60.00 incentive award at completion of each phase-total of \$180.00
- ❖ Safer unit to live in
- ❖ Possible transfer to medium security facility or institution closer to home upon completion

SPECIALIZED MENTAL HEALTH PROGRAMS

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

The Sex Offender Management Program

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

The Residential Sex Offender Treatment Program

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

The Non-residential Sex Offender Treatment Program

The Non-residential Sex Offender Treatment Program (SOTP-NR) is a moderate intensity program designed for low to moderate risk sexual offenders. Many of the inmates in the SOTP-NR are first-time offenders serving a sentence for an Internet sex crime. All SOMP institutions offer the SOTP-NR. When you volunteer for treatment, Bureau staff will determine whether the Residential or Non-residential Treatment Program is appropriate for you based on your offense history. If eligible for treatment, you will be transferred to a SOMP institution based on your treatment needs and security level. If you are interested in receiving sex offender treatment and would like to know if you are eligible for the program, contact Psychology Services. You may apply at any point in your sentence. However, inmates ordinarily enter treatment when they have between 24 to 42 months remaining on their sentence. If you are at the beginning of your sentence or have more than 48 months remaining on your sentence, you may want to wait before applying for the program.

INMATE SUICIDE PREVENTION PROGRAM

While incarcerated, it is not uncommon for inmates to have feelings of depression and hopelessness. This is particularly true if they are newly incarcerated, serving a long sentence, experiencing family problems, experiencing problems getting along with other inmates, or receives bad news. When someone is experiencing these feelings, as well as the pressure of incarceration, it is not unusual for them to consider committing suicide. Although staff is trained to watch for signs of suicidal inmates and notify Psychology Services of any concerns, they do not always see signs that other inmates may see. If you are experiencing any feelings of depression or hopelessness or any of the problems listed above, or you know another inmate that is showing signs of depression, hopelessness, or withdrawal, please alert a staff member IMMEDIATELY. Your quick action may save a life.

A Few Signs of Depression Include:

But are not limited to,

- Sadness

- Seeing no reason for living or having no sense of purpose
- Feeling anxious or agitated, being unable to sleep, or sleeping all the time
- Experiencing dramatic mood changes
- Tearfulness
- Lack of enjoyment in usual activities
- Withdrawing from friends, family, associates
- Giving away his possessions
- Stating, “there is nothing to live for”
- Seems to be obsessed with their death or similar words and actions
- Feeling rage or uncontrolled anger or seeking revenge
- Increased alcohol or drug use

SUICIDE COMPANIONS (FCI ONLY)

Inmate Companions are responsible for observing other inmates on suicide watch and making entries in the suicide watch log every 15 minutes. Inmates selected are expected to be mature enough to interact appropriately with staff as well as any inmate from the compound or SHU who is placed on watch. Inmate Companions must maintain clear conduct; participate or complete IFRP; and must have completed, or be currently participating in GED classes, or have a High School Diploma. If you are interested, please submit an electronic cop-out to Psychology Services.

CONFIDENTIALITY

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

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

that you are going to harm or kill yourself or someone else, or engage in a behavior that jeopardizes the safety or security of the institution, confidentiality will be breached and the appropriate individuals will be notified on a need-to-know basis only. Simply put, there is no guarantee of confidentiality in the prison setting. However, you can rely on the professional judgment of Psychology Services staff who conscientiously balance your confidentiality and the safety and security of the institution. While these limitations on confidentiality may initially deter you from seeking treatment, you can be assured that the vast majority of inmates who receive psychological services are comfortable with the decisions staff make with regard to their confidentiality. If you have additional questions about confidentiality, be certain to discuss your concerns with Psychology Services staff.

Sexually Abusive Behavior Prevention and Intervention An Overview for Offenders

}» Be Aware Both Male and Female Staff Routinely Work and Visit Inmate Housing Areas }»

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

- ❖ Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

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

If you are afraid or feel you are being threatened or pressured to engage in sexual behaviors, you should discuss your concerns with staff. Because this can be a difficult topic to discuss, some staff, like psychologists, is specially trained to help you deal with problems in this area. If you feel immediately threatened, approach any staff member and ask for assistance. It is part of his/her job to ensure your safety. If it is a staff member that is threatening you, report your concerns immediately to another staff member that you trust, or follow the procedures for making a confidential report.

What Can You Do if You Are Sexually Assaulted?

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

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you may want to clean up after the assault **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.**

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

How to Report an Incident of Sexually Abusive Behavior?

It is important that you **tell a staff member if you have been sexually assaulted 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 confidentially report sexually abusive behavior if you are not comfortable talking with staff.

- ❖ **Write directly to the Warden, Regional Director or Director.** You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive

behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.

- ❖ **File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.
- ❖ **Write the Office of the Inspector General (OIG)** which investigates allegations of staff misconduct 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.

To Report an Incident of Sexually Abusive Behavior, You Can Use the Address Below:

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

OR

- ❖ **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.

Please Note: These e-mails are:

- ❖ 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/inmates/custody_and_care/sexual_abuse_prevention.jsp

UNDERSTANDING THE INVESTIGATIVE PROGRESS

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)

This facility does not currently have a Memo of Understanding (MOU) with a local RCC, as such, you may seek services through Psychology Services.

Management Program for Inmate Assailants

Those who sexually abuse/assault/harass 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

- ❖ **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.

- ❖ **NOTE: Sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts, and may be illegal.**
- ❖ 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

**Federal Bureau of Prisons
Southeast Regional Office
Regional PREA Coordinator**
3800 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/inmates/custody_and_care/sexual_abuse_prevention.jsp

HEALTH SERVICES DEPARTMENT

GENERAL INFORMATION

INTAKE SCREENING

Shortly after your arrival to the institution, you will receive a screening examination. You should report any urgent medical problems or prescription medications to the medical staff at that time. Inmates who are newly committed to the BOP will receive a medical and dental examination within 14 days of arrival.

The Health Services staff at FCC Pollock will provide necessary medical and dental services to the inmate population consistent with acceptable community standards. Most medical care is provided through appointments, which are placed on the institution Call Out sheet on TRULINCS. You must present your ID card each time you report to Health Services.

You must pay a fee for health care services of \$2.00 per health care visit if you:

- a. receive health care services in connection with a health care visit that you requested (except for services described in §549.72) ***or***
- b. are found responsible through the Disciplinary Hearing Process to have injured another inmate, who as a result of the injury, requires a health care visit.

You will be charged a co-pay fee for a medical evaluation requested by non-clinical staff if the condition is not an emergency.

You will not be charged a health care service fee if you are considered indigent and unable to pay the health care service fee. Who is considered an indigent inmate? An inmate is considered indigent when they are without funds (indigent inmate), who has not had a Trust Fund Account balance of \$6.00 for the past 30 days (Ref. P6031.02).

SICK CALL APPOINTMENTS

If you have a medical or dental problem, you should report to sick call triage at the Health Services Unit (HSU) dressed in the appropriate institution uniform. At the **FCI**, the appropriate uniform is a **khaki jumpsuit; at the USP**, is a **khaki shirt and khaki pants**; and at the **FPC**, is a **yellow jumpsuit**. A \$2.00 co-pay fee is charged to you when you request health care services, such as Sick Call, or after hours treatment for a condition, which is not an emergency. Needed health care will not be denied due to lack of funds. Co-payment fees are waived when medical staff initiates appointments or services, including follow-up appointments

FCC POLLOCK				
Medical/Dental Sick Call Triage Sign-Up Hours				
FCI: During the 5 minute, one-way sick-call morning move				
USP: As each unit is called to breakfast				
FPC: As each dorm is called to breakfast				
Monday	Tuesday	Wednesday (SHU)	Thursday	Friday
FCI: Beginning at 6:05 a.m.				
USP: Approximately 6:30 a.m. to 7:30 a.m.				
FPC: Beginning at 6:30 a.m.				

ROUTINE MEDICAL/DENTAL TREATMENT

You may send an Inmate Request to Staff (cop-out) to request routine care from your assigned Primary Care Provider, or Dentist. Some examples include, wellness concerns appropriate for your age, such as, blood pressure checks, HIV tests, physicals, dental cleanings, and prostate examinations. You may also request a medical exam within one year of expected day of release. Routine preventive health immunizations are available upon request.

EMERGENCY MEDICAL TREATMENT

Emergency medical services will be available and provided on a 24-hour, seven days a week, basis. In the event of a medical emergency, you are to report directly to the nearest staff member for assistance. Telephone arrangement and/or notification must be made between the institution staff member and a member of the medical staff prior to the individual being seen. The staff member contacting the medical department will furnish information regarding the nature of the impending emergency and will receive instructions on how you should proceed in obtaining medical care. You should not report to Health Services without authorization by a medical staff member. Medical

coverage on evenings, weekends, and holidays is for the treatment of emergency medical and dental problems only.

INFECTION CONTROL

You will receive a PPD (TB) Test yearly to determine if you have been exposed to Tuberculosis. This is mandatory unless a healthcare provider has determined that you are exempt from testing. A Chest X-Ray is not a substitute for a PPD Test. Refusal of PPD may result in an Incident Report. Other infectious diseases may be monitored in Chronic Care Clinics, such as HIV or Hepatitis. All inmates are cautioned to avoid activities, which may result in exposure to blood-borne diseases, including tattooing. Good hand washing and hygiene practices will limit the transmission of contagious skin infections.

PHARMACY SERVICE AND PILL LINE

New prescriptions and re-fills are completed during normal business hours, Monday-Friday, and will be available for pick up in conjunction with Pill Line only. No medications of any type will be dispensed without the presentation of your ID card. Pill Line staff do not provide Sick Call Services.

<p style="text-align: center;">FCC Pollock Pill Lines Times</p> <p>FCI: Breakfast Mainline through 7:30 a.m. & Evening Mainline</p> <p>USP: Breakfast Mainline through 7:30 a.m. & Evening Mainline</p> <p>FPC: Breakfast Mainline through 7:30 a.m. & Evening Mainline</p>

ADVANCE DIRECTIVES

If you are unexpectedly ill or injured and become unconscious, you will have no control over the medical decisions that are made for you in your final days. You may choose to execute a Living Will, which states you do not want your life to be prolonged by extraordinary means in the event of a terminal and incurable condition. You can only write and sign a Living Will when you are mentally alert and competent to make decisions. You are not required to have a Living Will. BOP pre-printed Living Will forms can be found in the inmate law library, along with more information on Advanced Directives. You may also have this document prepared by a private attorney at your own expense. Once completed, the original document will be placed in your Health Record.

HEALTH CARE RIGHTS AND RESPONSIBILITIES

You are responsible for attending all medical appointments on the Call-Out sheet. If you choose to refuse treatment or your appointment, you are still required to report to Health Services to sign a *Refusal of Treatment form*. Failure to report for an appointment is grounds for an incident report for a Code 310, Unexcused Absence from Work or Any Assignment. If you are not satisfied with your treatment, and the issue cannot be resolved between you and your medical provider, you may proceed with the Administrative Remedy Process as outlined in this handbook.

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

- ❖ You have the right to access health care services based on local procedures at your institution. Health Services cannot be denied due to lack (verified) of personal funds to pay for your care. Health services include medical, dental and all support services.

}]» You accept responsibility: to comply with the health care policies of your institution; follow recommended treatment plans established for you by health care providers; to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care; to pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.

HEALTH CARE RIGHTS & RESPONSIBILITIES

- ❖ 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.

}]» You accept responsibility: to treat these providers as professionals, follow their instructions to maintain and improve your overall health.

- ❖ 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.

}]» You accept responsibility: to address your concerns in the accepted format, ex. Inmate Request to Staff Member form, main line, or by using the Administrative Remedy Program.

- ❖ You have the right to provide the Bureau of Prisons with Advance Directives or a Living Will, providing the Bureau of Prisons with instructions, if you were admitted as an inpatient to a hospital.

}» You accept responsibility: to provide the Bureau of Prisons with accurate information to complete this agreement.

- ❖ 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.

}» You accept responsibility: to keep information confidential.

- ❖ You have the right to obtain copies of certain releasable portions of your health record.

}» You accept responsibility: to be familiar with the current policy, abide by such, to obtain these records.

- ❖ You have the right to be examined in privacy.

}» You accept responsibility: to comply with security procedures should security be required during your examination.

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

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

- ❖ 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.

}» You accept responsibility: to communicate with your health care provider honestly regarding your pain and your concerns about your pain; 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.

- ❖ You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.

}» You accept responsibility: to be honest with your health care provider(s); to comply with prescribed treatments and follow prescription orders; not to provide any other person your medication or other prescribed item.

- ❖ You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.

}» You accept responsibility: to eat healthy and not abuse or waste food or drink.

- ❖ You have the right to request a routine, physical examination, as defined by Bureau of Prisons' Policy. If you are under the age of 50, once every three years (3); if over the age of 50, once (1) a year and within one (1) year of your release.

}» You accept responsibility: You have the responsibility to notify medical staff you wish to have an examination.

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

}» You accept responsibility: to maintain your oral hygiene and health.

HEALTH CARE RIGHTS & RESPONSIBILITIES

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

}» You accept responsibility: to maintain the cleanliness of personal and common areas; safety in consideration of others; and to follow smoking regulations.

- ❖ 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.

}» You accept responsibility: to notify health services regarding any ill effects that occur because of your refusal. You also accept the responsibility to sign the treatment refusal form.

CORRECTIONAL INMATE SYSTEMS MANAGEMENT DEPARTMENT

RESPONSIBILITIES

RECORDS OFFICE

Ensuring the legality of an inmate's admission and release. Establishing and maintaining a "records control system" to effect the release of inmates on the correct date. Coordinating and monitoring the release of inmates to other jurisdictions upon completion of their sentence(s) or for temporary release for court appearances. Responding to requests for records. Determining and verifying outstanding charges from other agencies/jurisdictions and coordinating the placement of detainers.

DETAINERS

Warrants (verified or certified warrants) based on pending charges, complaints, judgments, overlapping consecutive or unsatisfied sentences in federal, state, or military jurisdictions, will be accepted as detainers. Detainers and untried charges can have an effect on institutional programs. Therefore, it is important the inmate initiate efforts to clear up these cases. CSM Staff may give assistance to offenders in resolving their detainers. The degree to which staff can assist in such matters will depend on individual circumstances. Federal and State detainers based on untried charges may be quickly processed under the procedures of the "Interstate Agreement on Detainers." This agreement applies to all detainers based on pending charges that have been lodged against an inmate by a "member" state, including the United States Government, regardless of when the detainer was lodged. For an inmate to use this procedure, the warrant must be lodged as a detainer with the institution. If no detainer is actually lodged at the institution, but the inmate knows of pending charges, it is important for the inmate to contact the court and district attorney because in some states the detainer notice may start the time running for a Speedy Trial Act agreement.

The Records Department addresses questions concerning sentence computations, detainers, pending charges, Good Time procedures, Jail Credit, parole eligibility, full term dates, release dates, or periods of supervision which should first be submitted to Correctional Systems staff.

SENTENCE COMPUTATION AND METHODS OF FINAL RELEASE

The Designation and Sentence Computation Center (DSCC) is responsible for the computation of inmate sentences. An inmate will be given a copy of his Sentence Computation as soon as it is prepared. Any questions about Good Time, Jail Credit, and parole eligibility, full term dates, release dates, or periods of supervision should first be submitted to CSD staff.

Designation and Sentence Computation Center (DSCC):

Ensuring placement of inmates in facilities commensurate with their security and program needs.
Computation of various types of sentences in order to establish an inmate's statutory release date.
Auditing sentence computations. Monitors the status of contract prisoners.

GOOD CONDUCT TIME AND GOOD TIME

The Comprehensive Crime Control Act became law November 1, 1987. The two most significant changes in the sentencing statutes deal with the Good Time and parole issues. There are no provisions under the new law for parole. The only Good Time available will be 54 days per year Good Conduct Time. This may not be awarded until the end of the year, and may be awarded in part or in whole, contingent upon behavior during the year. Once awarded, it is vested and may not be forfeited. There is no Statutory Good Time or Extra Good Time for persons sentenced after November 1, 1987. The good time discussed below does not apply to inmates sentenced under the Federal Sentencing Guidelines (USSG): "Good time" awarded by the Bureau of Prisons under statutes enacted prior to November 1, 1987, has the effect of reducing the stated term of the sentence, that is, it advances the date when release will be mandatory if the offender is not paroled at an earlier date. The award of good time does not in itself advance the offender's release date. It has that effect only if the offender would not otherwise be paroled before the mandatory date. The Parole Commission in settling a parole date may also consider the behavior for which good time is awarded. However, this is not always done.

GOOD TIME PROCEDURES

Extra good time is awarded at a rate of 3 days per month during the first 12 months, and at the rate of 5 days per month thereafter (i.e., the first 12 months, as stated, means 11 months and 30 days – day for day – of earning Extra Good Time before an inmate can start earning 5 days per month. For example, if an inmate were to stop working, transfer from industry to an institution job, or if good time was terminated for any reason, the time that the inmate is not earning good time does not count in calculation of the first 12 months). If the beginning or termination date of an Extra Good Time award occurs after the first day of the month, a partial award of day is made. An inmate may be awarded extra time even though some, or the entire inmate's Statutory Good Time has been forfeited or withheld.

- ❖ Extra Good Time is not automatically discontinued while an inmate is hospitalized, on furlough, out of the institution on a Writ of Habeas Corpus, or removed under the Interstate Agreement on Detainers Act.
- ❖ Extra Good Time may be terminated or disallowed during such absences if the Warden finds that the inmate's behavior warrants such action.

- ❖ An inmate committed for Civil Contempt is not entitled to extra good time deduction while serving the civil contempt sentence.
- ❖ An inmate in an Extra Good Time earning status may not waive or refuse extra good time credits.
- ❖ Once Extra Good Time is awarded, it becomes vested and may not be forfeited or withheld or retroactively terminated or disallowed.

STATUTORY GOOD TIME

Under 18 USC Code 4161, an offender sentenced to a definite term of six months or more is entitled to a deduction from his term, computed as follows:

- ❖ If the offender has faithfully observed the rules of the institution and has not been disciplined.
- ❖ Not greater than one year – 5 days for each month of the “not less than six month” or “more than one year sentence.”
- ❖ More than 1 year, less than 3 years – 6 days for each month of the stated sentence.
- ❖ At least 3 years, less than 5 years – 7 days for each month of the stated sentence.
- ❖ At least 5 years, less than 10 years – 8 days for each month of the stated sentence.
- ❖ 10 years or more – 10 days for each month of the stated sentence.

At the beginning of the prisoner’s sentence, the full amount of Statutory Good Time is credited, subject to forfeiture if the prisoner commits disciplinary infractions. If the sentence is for five years or longer, 18 USC 4206 (d) requires the parole commission to release an offender after he has served two-thirds of the sentence, unless the commission determines that he has seriously violated Bureau of Prisons rules or regulations or that there is reasonable probability that he will commit a crime. For offenders serving sentences of five to ten years, this provision may mandate release before the date established by subtracting good time from the sentence. Statutory Good Time does not apply to life sentences or to those few inmates remaining who were sentenced under the Youth Correction Act. It applies to a split sentence if the period of confinement is exactly six months; a shorter period does not qualify for good time under the statute and a longer period cannot be part of a split sentence. This applies only to inmates sentenced for an offense committed prior to November 1, 1987.

EXTRA GOOD TIME

The Bureau of Prisons awards Extra Good Time credit for performing exceptionally meritorious service, or for performing duties of outstanding importance, or for employment in an industry or camp. An inmate may earn only one type of good time award at a time (i.e., an inmate earning industrial or camp good time is not eligible for meritorious good time), except that a lump sum award may be given in addition to another good time award. The Warden may disallow or terminate the awarding of any type of extra good time (except for lump sum award), but only in a

non-disciplinary context and only upon recommendation of staff. The Discipline Hearing Officer may also disallow or terminate the awarding of any type of Extra Good Time (except lump sum awards) as a disciplinary sanction. Once an awarding of Meritorious Good Time has been terminated, the Warden must approve a new staff recommendation order for the award to recommence. "Disallowance" means an inmate does not receive an extra good time award for only one time for the calendar month. There may be no partial disallowance. A decision to disallow or terminate Extra Good Time may not be suspended pending future consideration. No retroactive award of Meritorious Good Time may be disallowed or terminated. Extra Good Time for an inmate in a federal contract Residential Reentry Center (RRC) is awarded automatically beginning on arrival at the facility and continuing as long as the inmate is confined to the Center.

LUMP SUM AWARDS

Any staff member may recommend to the Warden the approval of an inmate for a Lump Sum Award of Extra Good Time or a monetary award depending on the eligibility of the inmate. Such recommendations must be for an exceptional act of service that is not a part of a regularly assigned duty. The Warden may make Lump Sum Awards of Extra Good Time of not more than 30 days. If the recommendation is for more than 30 days and the Warden agrees, the Warden will refer the recommendation to the Regional Director, who may approve the award.

No award will be approved if the award would be more than the maximum number of days allowed under USC 4102. The actual length of time served on the sentence including jail credit time, is the basis on which the maximum amount of the award is calculated. Any Extra Good Time already earned will be subtracted from this stated maximum. Staff may recommend Lump Sum Awards of extra good time for the follow reasons:

- ❖ An action of heroism
- ❖ Voluntary acceptance and satisfactory performance of an unusually hazardous assignment.
- ❖ An act, which protects the lives of staff or inmates or the property of the United States. This is to be an act and not merely the providing of information is custodial or security matters.
- ❖ A suggestion which results in substantial improvement of a program or operation which results in significant saving or:
- ❖ Any other exceptional or outstanding service.

PAROLE

Parole is release from incarceration under conditions established by the United States Parole Commission. Parole is not an act of clemency. A parolee remains under the supervision of a United States Probation Officer until the expiration of his full term. Inmates are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment (EXCEPTIONS: inmates sentenced before September 6, 1977, and inmates with a minimum parole

eligibility of ten years). If the inmate chooses not to appear before the Parole Board within the first 120 days of commitment, a waiver must be given to the Case Manager prior to the time of the scheduled parole hearing. This waiver will be made part of the Parole Commission File and the inmate's Central File. All inmates who previously waived a parole hearing are eligible to appear before the parole board at any regularly scheduled hearing after they waive. Application for a parole hearing must be made at least 60 days before the first day of the month of the hearing. The parole board conducts hearings at FCC Pollock on a 17-week cycle. Hearings are held via video conference. Application to the Parole Commission for a hearing is the responsibility of the inmate, but in certain cases, the unit team will assist the inmate if necessary. Application forms may be obtained from Case Managers. Following the hearing, the inmate will be advised of the tentative decision reached in the case by the hearing examiner. The Commissioner must confirm the recommendations of the hearing examiner. The confirmation usually takes three weeks and is made through the mail on a form called a "Notice of Action." The inmate may appeal this decision unless it is a DC Superior Case that is non-applicable. Forms for appeal may be obtained from Unit Case Managers. If granted a Presumptive Parole Date (a parole date more than six months following the hearing), a Parole Progress Report will be sent to the parole board nine months before the parole date. Parole may be granted to a detainer or for the purpose of deportation.

MAIL ROOM DEPARTMENT

Processing all incoming and outgoing inmate and official mail. The hours of operation are Monday through Friday, 6:30 a.m. to 4:00 p.m. (excluding weekends and holidays). Incoming general correspondence is distributed by the Housing Unit Officers after the 4:15 p.m. stand up count, Monday through Friday. Certified/Accountable Mail, or Special/Legal Mail are pieces of mail for which you must sign at the mailroom. All incoming general correspondence is opened and inspected before delivery. In most cases, inmates are permitted to correspond with the public, family members and others without prior approval. Except for "Legal mail," all outgoing mail from a sentenced inmates in an institution, may not seal their envelopes; all mail is subject to be read and inspected by staff.

CORRESPONDENCE

In most cases, inmates are permitted to correspond with the public, family members and others without prior approval. Outgoing mail from inmates may be inspected and must remain unsealed. The outgoing envelope must have the inmate's name, Register Number, and a return address in the upper left-hand corner. The institution you are living at must be spelled out on the return address (*see examples below*); if this information is not on the envelope, it will be returned to you for correction. Outgoing mail is to be placed in the mailbox located in each housing unit and dorm.

Mailing labels are printed from the TRULINCS System and used on all envelopes.

The complex institution addresses are:

(FCI)

Full
Name: _____
Register
Number: _____
**Federal Correctional
Institution
P.O. Box 4050 (Unit)
Pollock, Louisiana 71467-
4050**

(USP)

Full
Name: _____
Register
Number: _____
**United States Penitentiary
P.O. Box 2099 (Unit)
Pollock, Louisiana 71467-
4050**

(FPC)

Full
Name: _____
Register
Number: _____
**FCC POLLOCK
Satellite Camp
P.O. Box 2099 (Dorm)
Pollock, Louisiana 71467-
4050**

- ❖ You assume responsibility for the contents of all their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of federal laws.
- ❖ You may be placed on restricted correspondence status based on misconduct or as a matter of classification. The inmate is notified of this placement and has the opportunity to respond.
- ❖ Only mail from the United States Postal Service will be accepted. There is no mail service at this institution on weekends and holidays.

INCOMING CORRESPONDENCE

First Class Mail is distributed Monday through Friday (except holidays) and ordinarily by the Evening Watch Officer in each living unit. Newspapers and magazines may also be delivered at this time. The Mail Room Staff will deliver legal and special mail as soon as possible after it is received. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution.

The incoming inmate mail must have an inmate's full name and full Register Number. The mailroom staff will not recognize nicknames and/or religious names. This will aid prompt delivery and accuracy. All inmate packages received at the institution must have prior authorization. Note: Some packages are authorized under Bureau policies (i.e., magazines, special mail, paperback books, educational or legal materials). These packages do not require pre-approval. However, these packages must be marked with words such as "Authorized by Bureau Policy." This will alert mail room staff that the enclosed materials contain items not requiring prior approval. This will help avoid the erroneous return of packages. If upon inspection, a package marked with the special mail markings, marked as material otherwise approved under Bureau policy, contains property, or other

than approved material, the entire contents shall be released and returned at government expense.

INCOMING PUBLICATIONS

The BOP permits inmates to subscribe to and receive publications without prior approval. The term “publication” means a book, single issue of a magazine or newspaper, or material addressed to a specific inmate. An inmate may receive hardcover publications only from a publisher, book club, or bookstores. See section on Unit Rules for specific guidelines for receiving incoming publications. Accumulation of publications will be limited to five magazines and to the amount that can be neatly stored in the locker provided in each room, due to sanitation and fire safety reasons. The Unit Manager may allow more space for legal publications upon request. The Warden will reject a publication if it is determined to be detrimental to the security, good order, discipline of the institution, or if it might facilitate criminal activity.

Publications that may be rejected by the Warden include, but are not limited to, publications that meet one of the following criteria:

- ❖ It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.
- ❖ If depicts, encourages, or describes methods of escape from correctional facilities or contains blueprints, drawings, or similar descriptions of Bureau of Prisons institutions.
- ❖ It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.
- ❖ It is written in code.
- ❖ It depicts, describes, or encourages activities, which may lead to the use of physical violence or group disruption.
- ❖ It encourages or instructs in the commission of criminal activity.
- ❖ It is sexually explicit and the material poses a threat to the security, good order, or discipline of the institution

SPECIAL MAIL

- ❖ **“Special Mail”** is a category of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence sent to the following: President and Vice-President of the United States, United States Department of Justice (including Bureau of Prisons), U.S. Attorneys Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts, (including U.S. Probation Officers), Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorney Generals, Prosecuting Attorneys, Directors of State Departments of Corrections,

State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State Law enforcement officers, attorneys, and representatives of the news media.

- ❖ You are expected to use the special mail privilege responsibly. Questions concerning alleged abuses of the special mail privilege should be referred to the Office of the General Counsel.
- ❖ Special Mail also include correspondence received from the following: President and Vice-President of the United States, Attorneys, Members of U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons, but including U.S. Attorneys), other Federal law enforcement officers, State Attorney Generals, Prosecuting Attorneys, Governors, U.S. Courts (including U.S. Probation Officers), and State Courts.
- ❖ For incoming correspondence to be processed under the special mail procedures, (See 540.18-540-19). The sender must be adequately identified on the envelope and the front of the envelope must be marked, **“Special mail – Open only in the presence of the inmate.”**
- ❖ A designated staff member opens incoming special mail in the presence of the inmate. This is usually done by the Mail Room Staff. This type of correspondence will be checked for physical contraband and for qualification as special mail. The correspondence will not be read or copied if the sender has accurately identified him/herself on the envelope and the front of the envelope clearly indicated that the correspondence is special mail and only to be opened in the presence of the inmate.
- ❖ Without adequate identification as special mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

NEWS MEDIA CORRESPONDENCE

An inmate may write through Special Mail Procedures to representatives of the news media if specified by name or title. The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in Bureau custody. Representatives of the news media may initiate correspondence with an inmate. Correspondence from a representative of the news media will be opened, inspected for contraband, for qualification as media correspondence and for content, which is likely to promote either illegal activity or conduct contrary to regulations.

CORRESPONDENCE BETWEEN CONFINED INMATES

An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family or a party in a legal action in which both parties are involved (***MUST** provide documentation dated within the last 6 months). The following additional limitations apply: Such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate). The Superintendent/Warden at both institutions must approve the correspondence from a state facility. The Unit Managers are designated as the approval officials for correspondence between federal institutions. The approvals with encompass both written and TRULINC correspondence.

REJECTION OF CORRESPONDENCE

The Warden may reject correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, or discipline of the institution, to the protection of the public, or if it might facilitate criminal activity. Examples include: items which cannot be mailed out under law, or postal regulations; Information of escape plots, or plans to commit illegal activities, or to violate institution rules; Directions of an inmate's business (prohibited act 334). An inmate may not direct a business while confined. This does not, however, prohibit correspondence necessary to enable an inmate to protect property or funds that were legitimately his at the time of his commitment. Thus, for example, an inmate may correspond about refinancing a mortgage for his home or sign insurance papers; however, the inmate may not operate (for example) a mortgage or insurance business while confined in the institution.

NOTIFICATION OF REJECTION

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

MAILING OF INMATE PROPERTY

Effective February 17, 2017, the Authorization to Receive Package or Property (BP-A0331) form, will no longer be issued for incoming inmate release clothing. Release clothing will be provided by Correctional Systems, Receiving and Discharge, at the time of your release. Release clothing already at the complex will be issued. Inmates wishing to have personal items mailed into the

institution will send an Inmate Request to Staff (cop-out) to the responsible department head for the requested items below:

- ❖ Health Services Administrator – orthopedic shoes, arch supports, prescription eyeglasses, prosthetic devices and hearing aids.
- ❖ Chaplain – special purchase items.
- ❖ Associate Warden – Questionable items not covered in the other categories will be submitted to the appropriate Associate Warden for a decision.

The department head will inform the inmate of the decision. If the request is approved, the department head will complete the appropriate authorization form. The Mail Room Officer will not approve any item or package delivery unless this approval form is on file.

CHANGE OF ADDRESS/FORWARD OF MAIL

The mailroom will provide inmates with a **Change of Address Card**, as required by the United States Post Office, **upon request**. These cards are given to inmates who are being released or transferred, to notify correspondents of a change in address. **Any general mail received after 30 days will be returned to the sender.**

CERTIFIED/INSURED MAIL

You are responsible for the cost incurred when using Registered, Certified, Return receipt, or Insured Mail. You will affix the proper amount of postage to each item to cover the total cost of mailing. Certified and return receipt will be available for inmates in the law library and the mailroom. **No inmates may be provided services such as express mail, private carrier services, COD, or stamp collecting while confined.**

FUNDS RECEIVED THROUGH THE MAIL

As previously noted, all funds to be applied to inmate accounts must be forwarded to the Bureau of Prisons Lockbox, Des Moines, Iowa; or sent via Western Union. **Any funds sent directly to the institution will be returned to the sender with a letter of explanation. A copy of this letter will be forwarded to the inmate and a copy retained in the mailrooms.**

RECEIVING AND DISCHARGE (R&D)

Reviewing commitment and release paperwork. Processing inmate property. The physical processing of all inmates into and out of the institution.

STAFF RESPONSIVENESS

Correctional Systems Department (CSD) and DSCC staff, where appropriate, will provide inmates with information regarding Sentence computation; Good time; Adjustments to release dates; Detainers; Writs; Mail; Personal property; and other CSD-related issues. Normally, these

responsibilities are accomplished during intake processing, A&O, Open House, mainline, or by responding to an Inmate Request to Staff Member.

ENVIRONMENTAL AND SAFETY COMPLIANCE DEPARTMENT

PERSONAL PROTECTIVE EQUIPMENT

To protect against physical injury and/or health hazards, you are required to use all safety equipment provided. Personal protective equipment such as hard hats, hearing protection, goggles, respirators, aprons, arm guards, wire mesh gloves, and safety shoes are to be used in designated areas and must be worn in the proper manner. Your immediate detail supervisor provides this equipment. Safety goggles must be worn when performing any grinding, chiseling, filing, or sanding operations. All inmates in general population are required to wear safety toed shoes while performing work functions in the following areas: Food Service Kitchen; UNICOR; Facilities; Laundry and Commissary.

WORK RELATED INJURIES AND SAFETY CONCERNS

In the event you should sustain a work related injury, it is in your best interest to notify your immediate supervisor at the time of the accident. Failure to notify your supervisor of your injury within a maximum of (48) hours, may result in forfeiture of lost time, and/or, inmate accident compensation. You will receive an Inmate Accident Compensation Procedures pamphlet that outlines procedures to follow if an accident occurs.

After notification of an injury, your supervisor will contact Health Services to report directly to medical for an examination and treatment. Should it be necessary for you to remain off your work detail as the result of your injury, you will be issued either an idle slip or medical "lay-in" slip. You must return a copy of this notice to your supervisor and to the Unit Officer. If you have any safety related concerns, report them to your supervisor. If you feel the concerns have not been corrected, you have the responsibility to report your concerns to the ESCD.

SANITATION

Maintaining a sanitary working and living environment is expected by all for the areas of the institution. In order to comply with fire prevention practices, storage of excess newspaper, magazines, and cardboard are not authorized. Accordingly, you are responsible for maintaining your room and work site in a highly sanitary manner. Cleaning supplies are available in each living unit and upon request to the Unit Officer. Housing unit inspections will be conducted by the Safety Manager or designee, Housing Unit Officer, Institution Duty Officer, and Unit Team Staff.

FIRE PROTECTION AND PREVENTION

Fire prevention and safety are everyone's responsibility. Fire protection/prevention equipment is established throughout the facility. This includes but is not limited to fire extinguishers, sprinkler heads, smoke detectors, etc. These have been established and are maintained for the protection of

the persons and the physical structure of this facility. Tampering with this equipment is not permitted. Fire drills are done on a quarterly basis during day watch, evening watch, and morning watch. Follow the direction of the staff member(s) conducting the drill until the area is returned to normal operation. The entire inmate population is prohibited from using or possessing tobacco products.

VEHICLE OPERATION

If you are permitted to drive a vehicle, you must obey all driving rules. Do not ride on tractors, forklifts, or any tow vehicles. A certified forklift instructor must train all inmates operating forklifts. No inmate is authorized to operate any vehicle without an inmate license.

HAZARDOUS COMMUNICATION

As required by the Occupational Safety & Health Administration (OSHA), as an inmate employed on a work detail, you are entitled to receive information pertaining to any hazardous substances or conditions which may exist at or around your work site. Your supervisor will instruct you on the chemicals you work with and the hazards associated with them. All chemicals must be properly labeled and must be in the original container. The contents of all chemicals you will use are listed on Safety Data Sheets (SDS). The SDS for your area are stored in a binder and are readily accessible. The SDS provide the chemical names, the manufacturer information, any hazardous ingredients, health hazard data, physical data, fire and explosive data, reactivity data, spill or leak procedures, personal protection information, special precautions, and disposal procedures. You will be trained on the proper handling, use, and storage of these chemicals. You are required to read all labels associated with chemicals being used in your work and living areas. Personal protective equipment shall be utilized at all times when such materials dictate the use of same.

RECYCLING

FCC Pollock participates in the recycling program to meet the objectives, as defined in the Presidential Executive Orders, to accomplish the benchmarks of reducing waste. Recycle containers are located throughout the complex, to include the housing units, designated for recycled materials throughout the institution.

LOCK OUT/TAG OUT PROGRAM

Do not adjust, oil, clean, repair, or perform any other maintenance to any machinery while it is in motion or if the machine is not "locked out." When major repairs are needed to a piece of machinery, staff will "lock out and tag" out the machine to ensure the equipment is not activated while it is being worked on. Only the staff member who locks out the machine is authorized to unlock the machine. Exceptions may be allowed to remove the lock out for repairs if the machine is down for a long period, and the staff member is not on duty.

THE GLOBALLY HARMONIZED SYSTEM (GHS)

OSHA revised its Hazard Communication Standard (HCS) to align with the United Nations' Globally Harmonized System of Classification and Labeling of Chemicals (GHS) and published it in the Federal Register in March 2012 (77 FR 17574). Two significant changes contained in the revised standard require the use of new labeling elements and a standardized format for Safety Data Sheets (SDSs), formerly known as, Material Safety Data Sheets (MSDSs). The new label elements and SDS requirements will improve worker understanding of the hazards associated with the chemicals in their workplace. To help companies comply with the revised standard, OSHA is phasing in the specific requirements over several years (December 1, 2013 to June 1, 2016).

ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)

This institution's plan creates an Environmental Management System (EMS) that follows the International Organization for Standardization (ISO) 14001 EMS Standard. In 1992, the Bureau established a comprehensive environmental awareness and pollution prevention program designed to: Procure items that promote recycling and source reduction. Implement waste reduction and conservation initiatives. Establish cost-effective recycling programs. Establish, at each institution, an Environmental Concerns Committee and an Environmental Concerns Coordinator to address environmental and recycling activities. FCC Pollock furthers its commitment to environmental protection and pollution prevention by identifying and defining, under the EMS, program responsibilities and compliance standards for laws, regulations, Executive Orders, and other requirements.

ACCESS TO LEGAL SERVICES

LEGAL CORRESPONDENCE

Legal correspondence from attorneys will be treated as special mail if it is properly marked. The envelope must be marked with the attorney's name and indication that he or she is an attorney and the front of the envelope must be marked "Special Mail – open only in the presence of the inmate." It is the responsibility of the inmate to advise his attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence.

ATTORNEY VISITS

Attorneys should ordinarily make advance appointments for each visit. No prior approval is required for attorney visits on a visiting day if the attorney of record is noted on the inmate's visiting list. Attorneys are encouraged to visit during regular visiting hours. Attorney visits will be subject to visual monitoring.

LEGAL MATERIAL

With prior approval, a reasonable amount of legal material may be allowed in the visiting area. Legal material may be transferred through staff, but is subject to inspection for contraband. You are expected to handle the transfer of legal material through the mail as often as possible.

ATTORNEY PHONE CALLS

Unmonitored confidential inmate to attorney phone calls will only be authorized when an inmate demonstrates communication with the attorney by the other means is not adequate, i.e., imminent court deadline. You will be responsible for the expense of the unmonitored attorney call and may either call collect or complete a Form BP199, Request for Withdrawal of Inmate's Trust Funds. You must submit a request form to your unit team 24-hours prior to the call. The respective unit manager is the approving authority for legal calls.

LAW LIBRARY

The law library is located in the Education Department and contains a variety of legal reference material for use in preparing legal papers. Reference materials include the United States Code Service, Federal Reporter, Supreme Court Reporter, Bureau of Prisons Program Statements, Institution Supplements, Indexes, and other legal materials. The law library is open during convenient non-working hours, including weekends (hours of operation are posted on the bulletin board in the Education Department). An inmate law library clerk is available for assistance in legal research. Those inmates in SHU may submit copouts for legal items not maintained in the SHU Law library.

OATHS AND ACKNOWLEDGMENTS

Title 28 USC § 1746 provides that an unsworn declaration under penalty of perjury may be used with "like force and effect" as a sworn declaration... when required by the United States. Since most documents inmates sign are pursuant to a United States law, rule, or regulation, a sworn oath is often not required. When an unsworn declaration is not sufficient, your case manager is authorized to administer oaths and acknowledgments.

NOTARY PUBLIC

As stated above, an unsworn declaration under penalty of perjury is sufficient for most federal documents. Should you have a state or local document that needs to be notarized, submit a copout to the Unit Counselor. The Unit Counselor will then arrange with the outside contract notary provider the method of payment via the inmate account system.

COPIES OF LEGAL MATERIALS

In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. A debit card copy machine is available in the Education Department for inmate use. Inmates may purchase copy cards at the commissary.

FEDERAL TORT CLAIMS

If the negligence of institution staff results in personal injury or property loss or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such claim, inmates may complete a Standard Form 95. They can obtain this form from the Unit Counselor. All Federal Tort Claims should be mailed to the following address:

**BUREAU OF PRISONS
SOUTH CENTRAL REGIONAL OFFICE
Attn: Regional Counsel's Office
U.S. Armed Forces Reserve Complex
Marine Forces Drive
Grand Prairie, Texas 75051**

FREEDOM OF INFORMATION/PRIVACY ACT OF 1974

The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the prior written consent of, the individual to whom the record pertained, except for specific instances. All formal requests for access to records about another person and/or agency record other than those pertaining to themselves shall be processed through the Freedom of Information Act, 5 USC §552. Clearly mark the request "FOIA/Privacy Act Request," and mail such request to the following address:

**BUREAU OF PRISONS CENTRAL OFFICE
320 First Street NW
Washington, DC 20534**

INMATE ACCESS TO CENTRAL FILES

You may request access to the non-disclosable documents in your Central File (plus Pre-Sentence Report and/or summary) prior to your parole hearing. Institution staff will permit the review of the Central File upon receipt of a written request from an inmate. The assigned Unit Team will schedule the inmate on a call-out to review his file.

INMATE ACCESS TO OTHER DOCUMENTS

You can request access to the non-disclosable documents in your Central File and medical file, or other documents concerning yourself that are not in his Central File or medical file by submitting a Freedom of Information Act Request to the Director of the Bureau of Prisons, Attention: FOI Request. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. You must also provide your register number and Date of Birth for identification purposes. A request on behalf of an inmate by an attorney for a record concerning

that inmate will be treated as a “Privacy Act Request” if the attorney has forwarded an inmate’s written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

PROBLEM RESOLUTION

INMATE REQUESTS TO STAFF (COP-OUT)

The Bureau form BP-148, commonly called a cop-out is used to make a written request to a staff member. Any type of request can be made with this form. Cop-outs may be obtained in the living units from the Correctional Officer on duty. Electronic cop-outs may also be submitted through the TRULINC system. Staff members who receive a cop-out will answer the request in a “reasonable” period. The answer will be written on the bottom of the request form.

ADMINISTRATIVE REMEDY PROCESS

The BOP emphasizes and encourages the resolution of complaints on an informal basis. I hope that an inmate can resolve a problem informally by contacts with staff members or “cop-outs.” When informal resolution is not successful, a formal complaint can be filed as an Administrative Remedy. Complaints regarding Tort Claim, Inmate Accident Compensation, Freedom of Information or Privacy Act Requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy Procedure.

Appeals regarding UDC sanctions are made to the Warden (BP-9). Appeals are made to the Regional Director (BP-10), and the General Counsel (BP-11). On appeal, the following items will be considered:

- ❖ Whether the UDC or DHO substantially complied with the regulations on inmate discipline.
- ❖ Whether the UDC or DHO based its decision on the evidence available.
- ❖ Whether an appropriate sanction was imposed according to the severity level of the prohibited act.
- ❖ The investigator, UDC member, DHO, and staff representative may not assist in preparing the response to the administrative appeals from UDC or DHO actions.

The first step of the Administrative Remedy Procedure is the documentation of the Informal Resolution attempts written on a BP-8 form. Inmates may obtain this form from their Correctional Counselor or other designated unit staff member. On the BP-8 form, the inmate will briefly state the nature of the problem and list the efforts made to resolve the problem informally.

If the issue cannot be informally resolved, the Correctional Counselor will issue a BP-229 (BP-9) Request for Administrative Remedy form . The inmate will return the completed BP-9 along with

the BP-8 form to the Correctional Counselor, who will review the material to ensure an attempt at informal resolution was made. The BP-9 complaint must be filed within 20 calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period. Institution staff has 20 calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional 20 calendar days when deemed necessary to do so. The inmate will be notified of the extension.

When a complaint is determined to be of an emergency nature and threatens the inmate’s immediate health or welfare, the reply must be made as soon as possible, ordinarily within three working days from receipt of the complaint.

If you are not satisfied with the response to the BP-9, you may file an appeal to the Regional Director. This appeal must be received in the Regional Office within 20 calendar days from the date of the BP-9 response. The Regional Appeal is written on a BP-230 (BP-10) form and must have a copy of the BP-9 form and response attached. The Regional appeal must be answered within 30 calendar days, but the time limit may be extended an additional 30 days. The inmate will be notified of the extension.

If you are not satisfied with the response by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons. The national appeal must be made on a BP-231 (BP-11) form and must have copies of the BP-9 and BP-10 forms with responses. The BP-11 form may be obtained from the Correctional Counselor. The national appeal must be answered within 40 calendar days, but the limit may be extended an additional 20 days if the inmate is notified.

ADMINISTRATIVE TIME LIMITS FOR FILING (IN CALENDAR DAYS)		
BP-9	20 days of incident	
BP-10	20 days from BP-9 response	
BP-11	30 days from BP-10 response	
Response		Extension
BP-9 - 20 days		BP-9 - 20 days
BP-10 - 30 days		BP-10 - 30 days
BP-11 - 40 days		BP-11 - 40 days

SENSITIVE COMPLAINTS

If you believe a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known to the institution, you may file a complaint directly to the Regional Director. The inmate must explain, in writing, the reason for not filing the complaint with the

institution. If the Regional Director agrees that the complaint is sensitive, it will be processed. If the Regional Director does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination and the complaint will be returned to the inmate. The inmate may then pursue that matter by filing a BP-9 at the institution.

ADMINISTRATIVE REMEDY PROCEDURES UNDER THE PRISON RAPE ELIMINATION ACT (PREA)

Administrative remedies regarding allegations of sexual abuse may be filed at any time. Attempts at Informal Resolution (BP-8) are not required. If filed as an emergency grievance under Section 12 of the Program Statement alleging substantial risk of imminent sexual abuse, an expedited BP-9 response should be provided within 48 hours.

DISCIPLINARY PROCEDURES

INMATE DISCIPLINE INFORMATION

It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committees (UDC) and for more serious violations, the Discipline Hearing Officer (DHO). Inmates are advised upon arrival at the institution of the rules and regulations, and are provided with copies of the Bureau's Prohibited Acts, as well as local regulations. If a staff member observes or believes he or she has evidence an inmate committed a prohibited act, an incident report will be written. This is a written copy of the charges against the inmate. The incident report shall ordinarily be delivered to the inmate within 24 hours of the time staff became aware of the inmate's involvement in the incident. The Correctional Supervisor may attempt an informal resolution of the incident. If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the greatest severity category. Violation in the greatest severity category must be forwarded to the Discipline Hearing Officer for final disposition. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an initial hearing. Inmates who have been found guilty of a drug or alcohol related incident report will receive a maintenance pay-grade for a period of 12 months.

INITIAL HEARING

Inmates must be given an initial hearing within five working days of the time staff became aware of the inmate's incident. The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence on his behalf. The UDC must give its decision in writing to the inmate by the close of business the next workday. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension. The UDC will either make final disposition of the incident or refer it to the Discipline Hearing Officer (DHO) for final disposition.

DISCIPLINE HEARING OFFICER (DHO)

The Discipline Hearing Officer (DHO) conducts disciplinary hearing on serious or repetitive rule violations. The DHO may not act on a case that has not been referred by the UDC. An inmate will be provided with advance written notice of the charges not less than 24 hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his choice to represent him if requested. An inmate may make statements in his own defense and may produce documentary evidence. The inmate may not question a witness. An inmate may submit a list of questions for the witness or witnesses to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant. The inmate has the right to be present throughout the DHO Hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for the delays must be documented in the record of the hearing. Final disposition is made by the DHO.

APPEALS OF DISCIPLINARY ACTIONS

Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. See the section on Problem Resolution for more information on appeals.

CONCLUSION

Hopefully this information will assist you in your first days in federal custody. You should feel free to ask any staff member for assistance, particularly your unit staff. Additionally, you may utilize the open door procedure during the noon meal, Monday through Friday, inside the dining room. Again, attempt honest resolution of your problem with your assigned unit team first.

PROHIBITED ACTS AND AVAILABLE SANCTIONS

GREATEST SEVERITY (100) LEVEL PROHIBITED ACTS:	
100	Killing.
101	Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
102	Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
105	Rioting.
106	Encouraging others to riot.
107	Taking hostage(s).
108	Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
109	(Not to be used).
110	Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug abuse testing.
111	Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

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

AVAILABLE SANCTIONS FOR GREATEST SEVERITY (100) LEVEL PROHIBITED ACTS:

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

HIGH SEVERITY (200) 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's clothing.
212	Engaging in or encouraging a group demonstration.
213	Encouraging others to refuse to work, or to participate in a work stoppage.
214	(Not to be used).
215	(Not to be used).
216	Giving or offering an official or staff member a bribe, or anything of value.
217	Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
219	Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
221	Being in an unauthorized area with a person of the opposite sex without staff permission.
222	(Not to be used).
223	(Not to be used).
224	Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
225	Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
226	Possession of stolen property.
227	Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).

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

AVAILABLE SANCTIONS FOR HIGH SEVERITY (200) LEVEL PROHIBITED ACTS:

A.	Recommend parole date rescission or retardation.
B.	Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
B.1	Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
C.	Disciplinary segregation (up to 6 months).
D.	Make monetary restitution.
E.	Monetary fine.
F.	Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
G.	Change housing (quarters).
H.	Remove from program and/or group activity.
I.	Loss of job.
J.	Impound inmate=s personal property.
K.	Confiscate contraband.
L.	Restrict to quarters.
M.	Extra duty.

MODERATE SEVERITY (300) LEVEL PROHIBITED ACTS:

300	Indecent Exposure.
301	(Not to be used).
302	Misuse of authorized medication.
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
304	Loaning of property or anything of value for profit or increased return.
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
306	Refusing to work or to accept a program assignment.
307	Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
308	Violating a condition of a furlough.
309	Violating a condition of a community program.
310	Unexcused absence from work or any program assignment.
311	Failing to perform work as instructed by the supervisor.
312	Insolence towards a staff member.
313	Lying or providing a false statement to a staff member.
314	Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).
315	Participating in an unauthorized meeting or gathering.
316	Being in an unauthorized area without staff authorization.
317	Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
318	Using any equipment or machinery without staff authorization.
319	Using any equipment or machinery contrary to instructions or posted safety standards.
320	Failing to stand count.
321	Interfering with the taking of count.
322	(Not to be used).
323	(Not to be used).
324	Gambling.
325	Preparing or conducting a gambling pool.
326	Possession of gambling paraphernalia.
327	Unauthorized contacts with the public.

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

AVAILABLE SANCTIONS FOR MODERATE SEVERITY (300) LEVEL PROHIBITED ACTS:

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

LOW SEVERITY (400) 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 (400) LEVEL PROHIBITED ACTS:

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

- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband
- L. Restrict to quarters.
- M. Extra duty.

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

INMATE'S RIGHTS AND RESPONSIBILITIES §541.12

- ❖ You have the right to expect, as a human being, you will be treated respectfully, impartially, and fairly by all personnel.
}» **You accept responsibility:** to treat others, both employees and inmates, in the same manner.
- ❖ You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
}» **You accept responsibility:** to know and abide by the rules and regulations of the institution.
- ❖ You have the right to freedom of religious affiliation and voluntary religious worship.
}» **You accept responsibility:** to recognize and respect the rights of others in this regard.
- ❖ You have the right to health care, 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, toiletry articles, and medical and dental treatment.
}» **You accept responsibility:** to not waste food; to follow the laundry and shower schedule; to keep clean living quarters and your area free of contraband; and to seek medical and dental care, as you may need it.
- ❖ You have the right to visit and correspond with friends, family members, and with members of the news media, in keeping with Bureau rules and institution guidelines.
}» **You accept responsibility:** to conduct yourself appropriately during visits, not to accept contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
- ❖ You have the right to unrestricted and confidential access to the courts by correspondence on matters, such as the legality of your conviction.
}» **You accept responsibility:** to present honest and fair petitions, questions, and problems to the court.
- ❖ You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
}» **You accept responsibility:** to use the services of an attorney honestly and fairly.
- ❖ You have the right to participate in the use of the Law Library reference materials to assist you in resolving legal problems; and to receive help when it is available through a legal assistance program.
}» **You accept responsibility:** to use these resources in keeping with the procedures and schedules prescribed, and to respect the rights of other inmates who use the materials and seek assistance.

- ❖ You have the right to a wide range of reading materials for educational purposes and for your own enjoyment; to include magazines and newspapers sent from the community, with certain restrictions.
}» **You accept responsibility:** to use these resources in keeping with the procedures and schedules prescribed, and to respect the rights of other inmates who use the materials and seek assistance.

You have the right to participate in educational and vocational training; as well as, employment activities, as far as, resources are available, in keeping with your interest, needs and abilities.

}» **You accept responsibility:** to abide by the regulations governing the use of such activities; to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community.

- ❖ You have the right to use your money for commissary and other purchases, consistent with institution security and good order; as well as, for opening a bank and/or, Savings Accounts and for assisting your family.
}» **You accept responsibility:** to meet your financial and legal obligations; including, but not limited to, court-imposed assessments, fines, and restitution; to make use of your funds in a manner consistent with your release plans, family needs, and for other obligations you may have.