INTRODUCTION

Welcome to the Federal Medical Center (FMC), Rochester, Minnesota. FMC Rochester is one of six medical referral centers within the Federal Bureau of Prisons. Your placement at this facility is twofold. One, you have been placed in the custody of the Attorney General, and the Federal Bureau of Prisons has designated you to serve your sentence at this facility. Our goal is to maintain a safe, secure, and clean institution for both staff and inmates. Two, placement at this facility is for medical and/or mental health treatment, or as a work cadre inmate servicing a wide variety of work assignments in a health care environment.

FMC, Rochester has long established a tradition of excellence in correctional health care. We are frequently relied upon to provide health care to offenders with complex mental and physical illnesses. Inmates are sent to us directly from the U. S. Courts, as well as from other Bureau of Prison facilities throughout the country. The expertise and knowledge of our many correctional and health care professionals will assist in many avenues during the tenure of your confinement to include release preparation, a most important component, and the successful treatment of any illnesses. FMC, Rochester’s health care delivery system has become a trademark model within the agency.

To accomplish our objective of providing quality health care consistent with community standards within a correctional environment, we will require the cooperation of everyone. Therefore, we have prepared this Admission and Orientation Handbook to provide you with information concerning services and programs offered by this institution, and the policies and procedures that govern its operation.

This booklet is designed to give you a brief overview of the institution and the services that are available to you. It will inform you of your rights, and in turn, what is expected of you during your incarceration at FMC, Rochester.

If you have difficulty reading or comprehending the material in this booklet, notify your Unit Manager and arrangements will be made to have the information read to you.
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Admission and Orientation Program

Orientation:

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

Within 28 days of arrival, inmates will participate in the Admission and Orientation (A&O) Program. While in A&O, inmates are advised of the programs, services, policies and procedures regarding the facility. The A&O Program is held every other Tuesday (Check the call-out sheets posted in your unit). The A&O Program is normally scheduled to begin at 7:35 a.m., and is completed by approximately 11:00 a.m. Should you have questions concerning policies or procedures as outlined in the A&O Handbook, your concerns can be addressed at this time. Your presence is mandatory. Only medical call-outs will take priority. Check with staff if you have a medical call-out and an A&O call-out.

Upon arrival, inmates are issued an Inmate Identification Card. Inmates are required to carry their identification cards at all times upon departing their assigned cell. Inmates are responsible for the care of these cards. If you lose your identification card, or if it becomes faded, see a member of your unit team to make arrangements for obtaining a new identification card.

Correctional Programs, Staff Roles, Unit Management

The following outlines the roles of staff who most directly affect you during your incarceration.

Unit Team: Each housing unit has a unit team that will meet with you and establish your individual program goals. A unit is a self-contained living area that includes both housing sections and offices for unit staff. Each unit has staff directly responsible for those inmates living in that unit. Unit staff includes a Unit Manager, a Case Manager, a Correctional Counselor, a Unit Secretary, and a Unit Officer. The Staff Psychologist, Education Advisor and Unit Officer are considered members of the Unit Team and provide input for classification purposes. The unit team makes decisions concerning education, custody classification, work assignments, program recommendations, and is responsible for special concerns of the inmate population.

Inmates are assigned to a specific Unit Team. Generally, the resolution of issues or matters of interest while at the institution are most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling and assistance in setting and attaining goals while in prison. Ordinarily, a member of the unit staff will be at the institution from 7:30 a.m.
to 9:00 p.m., and during the day on weekends and holidays.

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

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

**Correctional Counselor:** The Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties, and plans for the future. He/She regularly contacts detail supervisors regarding your work performance, and maintains current information on your behavior, prepares visiting lists, signs package authorizations and special purchase authorizations, processes administrative remedy complaints, makes room assignments, and is a primary member of the Unit Discipline Committee (UDC). He/She plays a leading role in segments of unit programs relating to inmate activities. The Unit Counselor may conduct counseling groups for inmates in his/her unit and/or groups open to the general population.

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

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

**Inmate Request to Staff, Call-Outs, and Communications**

Any inmate desiring an answer to a problem or requesting an interview with a staff member may complete an electronic Request to Staff, commonly referred to as a cop-out, utilizing TRULINCS. Inmates residing in Special Housing Units or the Martin Wing may submit a paper form available from the Unit Officer. A response will be returned to you in the format in which it was submitted. Responses may take up to three weeks. One request per day is allowed. The cop-out guide for departments is posted on Local Documents on TRULINCS. If you require immediate assistance, please see a staff member in person.
A SENTRY generated list of appointments/meetings is posted daily on inmate bulletin boards and other locations in the unit common areas. This list is referred to as “call-outs.” Each inmate is responsible to read the call-outs daily for scheduled appointments/meetings, and to arrive at the appointment/meeting promptly as identified on the call-outs. If you have questions about the call-outs, please see your unit officer or a member of your unit team.

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

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

**Correctional Services Department**

The Correctional Services Department is primarily responsible for the safety and good order of the institution.

**Captain:** The Captain reports directly to the Associate Warden of Programs. The Captain has been delegated the responsibility for the overall security of the institution. The Captain is the Chief Correctional Supervisor for all Correctional Services personnel.

**Lieutenant:** Each shift of Correctional Officers is supervised by one or more Lieutenants. The Lieutenant reports to the Captain, who ensures the security aspects of the institution are intact at all times. Lieutenants are also responsible for the investigation of most incidents reported by staff alleging an inmate committed a prohibited act. After normal business hours, the Operations Lieutenant on duty is responsible for the overall operation of the institution.

**Correctional Officer:** The Correctional Officer reports directly to the Lieutenants and is responsible for maintaining security of the unit, accountability of inmates, and ensuring that inmates keep the unit both safe and sanitary. The Correctional Officer will often be your supervisor when you are working in the unit.

**FMC Rules and Regulations:** See Attachment A.
Movement Times

All inmate movement will be scheduled to occur, during the hourly controlled ten-minute movement period. The one exception to this is those inmates, authorized by call-out or appointment, to report to a specific area. In these instances, the responsible detail supervisor will ensure that the inmate is released in ample time to make the appointment. Stairwell doors within the housing units will remain locked during non-movement time. Inmates on off-duty status will be permitted to travel to the recreation yard and back to the unit only during times of scheduled movement. The Activities Lieutenant will call inmate details to the noon meal according to the established schedule.

Scheduled movements for weekdays are as follows:

<table>
<thead>
<tr>
<th>Time</th>
<th>Action</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>6:00 a.m.</td>
<td>7:00 a.m.</td>
<td>Mainline (Open Movement)</td>
</tr>
<tr>
<td>6:30 a.m.</td>
<td>7:00 a.m.</td>
<td>Pill Line</td>
</tr>
<tr>
<td>7:00 a.m.</td>
<td>7:10 a.m.</td>
<td>Ten Minute Move</td>
</tr>
<tr>
<td>7:40 a.m.</td>
<td>7:50 a.m.</td>
<td>Work Call</td>
</tr>
<tr>
<td>8:25 a.m.</td>
<td>8:35 a.m.</td>
<td>Ten Minute Move</td>
</tr>
<tr>
<td>9:25 a.m.</td>
<td>9:35 a.m.</td>
<td>Ten Minute Move</td>
</tr>
<tr>
<td>10:15 a.m.</td>
<td></td>
<td>Ten Minute Move in Preparation for Mainline</td>
</tr>
<tr>
<td>10:30 a.m.</td>
<td>10:50 a.m.</td>
<td>Pill Line</td>
</tr>
<tr>
<td>11:00 a.m.</td>
<td>12:15 p.m.</td>
<td>Mainline (Open Movement)</td>
</tr>
<tr>
<td>12:25 p.m.</td>
<td>12:35 p.m.</td>
<td>Work Call (Ten Minute Move)</td>
</tr>
<tr>
<td>1:25 p.m.</td>
<td>1:35 p.m.</td>
<td>Ten Minute Move</td>
</tr>
<tr>
<td>2:25 p.m.</td>
<td>2:35 p.m.</td>
<td>Ten Minute Move</td>
</tr>
<tr>
<td>2:50 p.m.</td>
<td></td>
<td>Pill Line Move for Building Ten</td>
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<tr>
<td>3:00 p.m.</td>
<td></td>
<td>Pill Line Move for Buildings One, Two, Chapel, and Recreation</td>
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<tr>
<td>3:30 p.m.</td>
<td></td>
<td>Yard Recall and Recall Pill Line Inmates</td>
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<tr>
<td>4:15 p.m.</td>
<td></td>
<td>COUNT (Stand Up)</td>
</tr>
<tr>
<td>4:45 p.m.</td>
<td>6:00 p.m.</td>
<td>Mainline (Open Movement)</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>6:10 p.m.</td>
<td>Ten Minute Move</td>
</tr>
<tr>
<td>6:50 p.m.</td>
<td></td>
<td>Pill Line Move for Building Ten</td>
</tr>
<tr>
<td>7:00 p.m.</td>
<td></td>
<td>Pill Line Move for Buildings One, Two, Chapel, and Recreation</td>
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<tr>
<td>8:00 p.m.</td>
<td>8:10 p.m.</td>
<td>Ten Minute Move/Recall Pill Line Inmates</td>
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<tr>
<td>8:35 p.m.</td>
<td></td>
<td>Final Yard Recall</td>
</tr>
<tr>
<td>9:00 p.m.</td>
<td></td>
<td>COUNT (Stand Up)</td>
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</tbody>
</table>

Scheduled movements for weekends and holiday schedules are as follows:

<table>
<thead>
<tr>
<th>Time</th>
<th>Action</th>
<th>Description</th>
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<tbody>
<tr>
<td>6:45 a.m.</td>
<td>7:45 a.m.</td>
<td>Coffee Hour (Open Move)/Pill Line</td>
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<tr>
<td>8:00 a.m.</td>
<td>8:10 a.m.</td>
<td>Ten Minute Move</td>
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<tr>
<td>9:00 a.m.</td>
<td>9:10 a.m.</td>
<td>Ten Minute Move</td>
</tr>
<tr>
<td>9:45 a.m.</td>
<td></td>
<td>Yard Recall</td>
</tr>
<tr>
<td>10:00 a.m.</td>
<td></td>
<td>COUNT (Stand Up)</td>
</tr>
<tr>
<td>10:30 a.m.</td>
<td>12:00 p.m.</td>
<td>Mainline (Open Movement)</td>
</tr>
<tr>
<td>11:00 a.m.</td>
<td></td>
<td>Pill Line</td>
</tr>
<tr>
<td>12:00 p.m.</td>
<td>12:10 p.m.</td>
<td>Ten Minute Move</td>
</tr>
</tbody>
</table>
1:00 p.m.  1:10 p.m.  Ten Minute Move
2:00 p.m.  2:10 p.m.  Ten Minute Move
3:00 p.m.  3:10 p.m.  Ten Minute Move/Pill Line
3:30 p.m.  Yard Recall and Recall Pill Line Inmates
4:15 p.m.  COUNT (Stand Up)
4:45 p.m.  6:00 p.m.  Mainline (Open Movement)
6:00 p.m.  6:10 p.m.  Ten Minute Move
7:00 p.m.  7:10 p.m.  Ten Minute Move/Pill Line
8:00 p.m.  8:10 p.m.  Ten Minute Move/Recall Pill Line Inmates
8:35 p.m.  Final Yard Recall
9:00 p.m.  COUNT (Stand Up)

**Visiting Rules and Regulations/Transportation Assistance:** See Attachment C

**Mail**

The Mail Room conducts open house from 12:00 p.m. – 1:00 p.m. Monday through Friday (excluding holidays) to answer questions regarding mail and to accept outgoing special mail. FMC Rochester is an Administrative Facility; therefore, you will not be allowed to seal outgoing general correspondence. Outgoing general correspondence should be placed in the outgoing general mail boxes located on the units. All outgoing mail must contain a TRULINCS label with the appropriate address. Those inmates that are in special housing units will have their mail stamped “approved” by the unit officer because there is limited access to TRULINCS. The TRULINCS generated labels will not be accepted as a return address, as they are required to be hand written. Pre-trial status inmates are not allowed to seal outgoing general mail. Your incoming mail will be opened by the mail room officer and processed. Incoming general correspondence will be forwarded to the unit to be distributed by the unit officer, generally after the 4:15 p.m. count. The unit officer is responsible for screening and sealing outgoing general correspondence, and he/she will place it with the outgoing mail to be picked up the following morning.

All types of outgoing mail or packages should contain the following information on the return address:

Full Committed Name  
Reg. No.  
PMB 4000, Federal Medical Center  
Rochester, MN 55903-4000

Special Mail (often referred to as Legal Mail) includes correspondence sent to the following: President and Vice President of the United States; the U.S. Department of Justice; U.S. Attorneys Offices; Surgeon General; U.S. Public Health Service; Secretary of the Army, Navy, or Air Force; U.S. Courts/U.S. Probation; Members of the U.S. Congress, Embassies and Consulates; Governors; State Attorneys General; Prosecuting Attorneys; Directors of State Departments of Corrections; State Parole Commissioners; State Legislators; State Courts; State Probation Officers; other Federal and State law enforcement officers; attorneys; and representatives of the news media.
Inmates must deliver their own outgoing special mail directly to the hands of the Mail Room Officer during open house hours. Inmates will be required to bring their commissary card with them for identifications purposes. Mail room staff receiving the special mail will immediately confirm that the inmate delivering the mail is the same inmate reflected in the return address. Staff will initial the mail and continue processing the mail in accordance with Bureau policy. Inmates in special housing or inmates who are medically unable to leave the unit will be required to hand deliver their outgoing special mail to a unit team member. Unit staff will initial, date, and deliver the special mail to the mail room for continued processing in accordance with Bureau policy. Inmates may seal their outgoing special mail before submitting directly to staff for further processing and should identify it as LEGAL OR SPECIAL MAIL on the envelope. However, outgoing special mail submitted without an accurate return address will not be further processed, but rather returned immediately to the inmate. Inmates attempting to send outgoing special mail under another inmate’s return address will be considered for disciplinary action.

Outgoing special mail weighing 16 ounces or greater will be processed as a “package.” This requires using a BP-329, Request-Authorization to Mail Inmate Package. Outgoing special mail packages must be arranged through the unit team. These packages may be sealed and will not be opened unless contraband is apparent as a result of electronic scanning performed.

All outgoing special mail is subject to scanning by electronic means including, but not limited to x-ray, metal detector, and ion spectrometry devices. Inspection of sealed outgoing special mail by these methods may occur outside the inmate’s presence. Electronic scanning is for the sole purpose of identifying harmful materials and cannot be used to read or review the content of outgoing special mail communication.

In the event suspected harmful materials are identified by electronic scanning, all necessary safety precautions must be taken to further inspect the potentially harmful materials. If the presence of harmful materials is confirmed, appropriate action will follow to include confiscation of the harmful materials and investigation for possible inmate disciplinary or criminal charges. Insofar as possible under these circumstances, confiscated outgoing special mail will not be read by staff, and inmates will be informed as soon as possible of its disposition. Whenever possible, special mail will be returned to the inmate for re-sending.

All incoming special/legal mail must be properly identified in order to be treated as such. It is your responsibility to notify your attorney or the courts to include the statement “LEGAL OR SPECIAL MAIL – OPEN ONLY IN THE PRESENCE OF THE INMATE” on the envelope of any incoming legal/special mail. Inmate mail will then be processed by Special/Legal Mail procedures when identified on the envelope with the above statement (See Attachment E). Special/legal mail must be picked up by inmates at the Mail Room during open house hours. A list will be posted by the incoming door in the inmate dining hall identifying the inmates who have special/legal mail. Unit staff will
deliver special/legal mail to inmates who are in special housing or who are medically unable to leave the unit.

You may not correspond with any other incarcerated individual in a state or local facility unless approval is granted by the Warden of each institution. You may not correspond with any other Federal inmate unless approval is granted by the respective Unit Managers at each facility. You may contact the correctional counselor to initiate this process.

You are responsible for placing the correct postage on any item to be mailed. Stamps must be purchased at Commissary as you cannot receive stamps through the mail.

**Inmate Package Mail – Incoming:** Your correctional counselor may approve incoming packages by completing and signing an Authorization to Receive Package or Property Form. Your counselor will give you directions to proceed with this process.

Material otherwise approved by Bureau policy, (for example, magazines, special mail, paperback books, educational or legal materials), received in package form must be clearly marked with the special mail/legal markings or the notation “Contents – Authorized Publications,” or must contain markings readily permitting the person processing such mail to ascertain the nature of the contents from the sender’s address and/or business.

A package received in the absence of an appropriately completed or expired BP-A0331 Form, or the markings as stated above, is considered unauthorized and will be returned to the sender. If necessary, a return address will be obtained from the inmate.

Additional information regarding mail procedures are referenced in the program statements and institution supplements on Correspondence and the Mail Management Manual.

**Correctional Systems Management Department**

The Correctional Systems Management Department will conduct Open House from 11:00 a.m. – 12:00 p.m. on Mondays, Thursdays, and Fridays. Questions regarding your sentence computation or detainer issues may be addressed by submitting an Inmate Request to Staff to the Correctional Systems Management Department or by coming to Open House on Mondays, Thursdays, and Fridays from 11:00 a.m. – 12:00 p.m. Cancellation of open house will be announced and rescheduled via the P.A. system. When your property arrives from your former institution, a Correctional Systems Officer will call you to the department to issue the property. Do not go to the Correctional Systems Management Department unless called, as disciplinary action may result. Any questions you have regarding packages may be directed to your counselor. Questions pertaining to property should be submitted to the Correctional Systems Management Department via an Inmate Request to Staff.
Personal Hygiene, Sanitation, and Laundry

Each inmate is responsible for maintaining an acceptable level of sanitation in his/her personal living area. Clothing will be issued to you shortly after you arrive, usually the next day. You will be given bed linens immediately upon your arrival. It is recommended that you wipe your room with disinfectant. Contact the unit officer for the bottle of disinfectant. If you are unable to do this yourself, assistance will be provided. Upon arrival, two laundry bags marked with your name and register number will be issued to you with your clothing. Government-issued clothing will not be altered or disfigured in any manner. Examples include, but not limited to, the following: converting pants to shorts, pleats, cutting off shirt sleeves, defacing clothing, etc. An inmate found to have destroyed government property may receive an Incident Report and appropriate disciplinary action will be taken. Laundry Open House Hours are Tuesday and Thursday from 11 a.m. - 12 p.m. (noon). During Open House Hours you may exchange sheets, pillow cases, and shoes. You will be issued a pair of shoes upon arrival. Once you start a job, you can exchange your shoes for a new pair. After one year you are allowed to exchange your shoes for a new pair. Used shoes can be exchanged for another used pair, if damaged, during open house. You may also exchange your coat on a one for one exchange during open house hours. Dirty laundry bags can be dropped off Monday through Friday, 6:00 a.m. - 7:00 a.m., in the laundry carts located in Building 4, by the elevator. Be sure to properly secure your laundry bag. Laundry bags can only contain the following: institutional clothing, personal clothing, sheets, and a pillowcase. Laundry bags containing other items will be returned unclean to the inmate. The clean laundry bags can be picked up Monday through Friday, except for holidays, from 11:15 a.m. - 12:30 p.m. in the bag room. Clean bags can be picked up the next day after dropped off, from 6 a.m. - 7:00 a.m., except bags dropped off Friday which can be picked up on Monday.

Inmates housed in Building 9 and in the Martin Unit located in Building 1 will place their dirty laundry in the housing unit laundry carts, as they will not be issued a laundry bag. Inmates participating in the Hygiene Program in the Building 1 Workshop can either wash their bag of clothing in the Workshop or they can drop off their laundry bags and pick them up according to the information listed above.

Hygiene items are issued to inmates residing in Building 2 on the first Tuesday of the month from 6:00 a.m. - 7:00 a.m. Hygiene items are issued to inmates residing in Building 1 & Building 10 on the first Thursday of the month from 6:00 a.m. - 7:00 a.m. Blankets can be exchanged on hygiene day. There will be no open house on these days.

Commissary

You are required to carry your Commissary Card with you at all times. Commissary lists are located in the officer’s station on each housing unit. Due to security reasons, medical/nursing care, the environment, inpatient regulations, and the severity of illnesses, different commissary lists are required for inmates residing in Building 9, Building 1, and the Special Housing
Units. Inmates are expected to use the appropriate commissary list for their housing unit. The Commissary is open for sales on Tuesdays, Wednesdays, and Thursdays. All inmates assigned to the Medical/Surgical Unit will be escorted to shop after the AM Census is completed on Tuesdays. Other inmates with the first five digits of their register number ending in 00 through 33 may shop from 11:00 a.m. - 12:30 p.m. on Tuesdays. The Mental Health Unit inmates will be escorted to shop after the AM census is completed on Wednesdays. Other inmates with the first five digits of their register number ending 34 through 66 may shop from 11:00 a.m. - 12:30 p.m. on Wednesdays. Other inmates with the first five digits of their register number ending in 67 through 99 may shop from 11:00 a.m. - 12:30 p.m. on Thursdays. Inmates assigned to outside work details only shop at 7:30 a.m. on Thursdays. Inmates are required to have their thumb print registered and have their photo I.D. card to shop. Inmates designated to the Mental Health Unit will have a butterfly punch placed on their commissary card, to ensure they are shopping from their designated commissary list. If your appearance changes significantly, or if your card is damaged or lost, you will be charged a replacement fee of $5.00. You are not allowed to wear recreational or food service clothing in the commissary. You cannot wear your radio in the commissary. Any non-religious headgear must be removed from your person prior to entering the commissary.

Special Purpose Order and additional over-the-counter (OTC) medication sales for all inmates are conducted on Mondays from 11:15 a.m. to 12:15 p.m. Special Purpose Order slips must be turned in to your counselor and the correctional counselor will ensure the signed Special Purpose Order is delivered to commissary staff.

Deliveries will be made to Special Housing, the Martin Wing, 9/2 and 9/3 non-ambulatory inmates on Thursdays. All commissary orders must be received in the Warehouse Office no later than the close of business on the first working day of each week.

**Telephone Calls**

Telephones are available for inmate use in the units during the inmate’s non-working hours, excluding count times. Upon arrival you are required to register your voice recording through V-PIN. Dial 111 to register. Follow the instructions given on the recording. You are authorized to make phone calls from your assigned quarters. Telephones will be operational from 6:00 a.m. - 7:30 a.m., 10:30 a.m. - 12:30 p.m., and 4:00 p.m. - 11:30 p.m. Monday through Friday. On weekends and Federal holidays, telephones will be operational from 6:00 a.m. - 11:30 p.m. It should be noted, you are not permitted to use the telephones during count or census. A telephone has been designated on each housing unit for monitored attorney calls. All telephone calls from the inmate telephones utilize the TRUFONE system, and no third person, charge, toll free, or credit card calls are allowed. Three-way calls and conference calls are not allowed. TRUFONE requires your PAC number and voice recognition.

Your telephone Personal Access Code (PAC) should not be shared with any other inmate. If you misplace or compromise your access code, you will be charged a
replacement fee. Any misuse of the inmate telephones, (i.e., three way calls, unauthorized contact with people not approved on your telephone list and sharing of PAC number) will result in an incident report for Code 297, Use of the Telephone for Abuses other than Criminal Activity (e.g., circumventing telephone monitoring procedures; possession and/or use of another inmate’s PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code).

Directions for use of TRUFONE are posted near the telephones. All calls are limited to 15 minutes. Inmates are limited to 300 minutes per month and may be used for any combination of collect or direct dialed calls. Ordinarily, inmates will be allowed an extra 100 minutes per month in November and December. Telephone rates are posted throughout the institution. Telephone calls are subject to monitoring and recording by institution staff. Obtain a Request for Unmonitored Legal Call from your correctional counselor if you must make an unmonitored legal call. The Request for Unmonitored Legal Call must include information explaining why correspondence, visiting, or normal telephone use is not adequate.

**TRULINCS (Trust Fund Limited Computer System) - Electronic Messaging**

Through TRULINCS you are able to update the contact list to include editing phone numbers, e-mail addresses, and postal mailing addresses. You may also view 31 day increments of your financial history utilizing TRULINCS. TRULINCS requires use of the fingerprint reader located next to the computer. When the system is accessible from 6:00 a.m. - 11:30 p.m., you are able to access account balances. You can change your contact list as many times as you want when the system is on. There is no charge to update your contact list, change phone numbers, process a BP-199, print labels (5 labels per day) and look at your account balance. There is a charge of $0.05 per TRULINCS unit for sending and reviewing electronic messages. There is a charge of $0.15 per side of paper to print electronic messages and financial history. There is no charge to print a BP-199. Inmates are allowed to use these computers only on their assigned unit.

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

Law Library - This service allows inmates to perform legal research and is available in the law library (Building 4).

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

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

Prescription Refill – This service allows inmates to request prescription refills via TRULINCS of self-carry medications that are ready for refill directly to the Pharmacy. Pharmacy staff will receive the prescription refill request and process the request accordingly.

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

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

Request to Staff – This service allows inmates to correspond with staff in available departments electronically. There is a standard DOJ Sexual Abuse Reporting mailbox available that provides inmates with an additional method to report allegations of sexual abuse and harassment directly to the Office of Inspector General (OIG).

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

The National Spending Limit is $320.00 but may be further restricted at the local level.

Commissary

You are required to carry your Commissary Card with you at all times. Commissary lists are located in the officer’s station on each housing unit. Due to security reasons, medical/nursing care, the environment, inpatient regulations, and the severity of illnesses, different commissary lists are required for inmates residing in Building 9, Building 1, and the Special Housing Units. Inmates are expected to use the appropriate commissary list for their housing unit. The Commissary is open for sales on Tuesdays, Wednesdays, and Thursdays. All inmates assigned to the Medical/Surgical Unit will be escorted to shop after the AM Census is completed on Tuesdays. Other inmates with the first five digits of their register number ending in 00 through 33 may shop from 11:00 a.m. – 12:30 p.m. on Tuesdays. The Mental Health Unit inmates will be escorted to shop after the AM census is completed on Wednesdays. Other inmates with the first five digits of their register number ending 34 through 66 may shop from 11:00 a.m. – 12:30 p.m. on Wednesdays. Inmates assigned to outside work details only shop at 7:30 a.m. on Thursdays. Other inmates with the first five digits of their register number ending in 67 through 99 may shop from 11:00 a.m. – 12:30 p.m. on Thursdays. Inmates are required to have their thumb print registered and have their photo I.D. card to shop. Inmates designated to the Mental Health Unit will have a butterfly punch placed on their commissary card,
to ensure they are shopping from their designated commissary list. If your appearance changes significantly, or if your card is damaged or lost, you will be charged a replacement fee of $5.00. You are not allowed to wear recreational or food service clothing in the commissary. You cannot wear your radio in the commissary. Any non-religious headgear must be removed from your person prior to entering the commissary.

Special Purpose Order and additional over-the-counter (OTC) medication sales for all inmates are conducted on Mondays from 11:15 a.m. to 12:15 p.m. Special Purpose Order slips must be turned in to your counselor and the correctional counselor will ensure the signed Special Purpose Order is delivered to commissary staff.

Deliveries will be made to Special Housing, the Martin Wing, 9/2 and 9/3 non-ambulatory inmates on Thursdays. All commissary orders must be received in the Warehouse Office no later than the close of business on the first working day of each week. Commissary spending re-validation will occur per the table below.

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<tr>
<th>5th Digit of Register Number</th>
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<td>28th</td>
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Inmate Funds
All funds being sent to inmates at FMC Rochester, Minnesota, must be sent to the National LockBox at the following address:

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

Instruct those sending funds NOT to enclose personal checks, letters, pictures, or any other items in the envelope. Enclose only the allowable negotiable instrument. The National LockBox cannot forward any items enclosed with the negotiable instrument to the inmate. Items personal in nature must be mailed directly to the Bureau of Prisons institution where the inmate is housed.

Instruct those sending funds they must have the inmate’s committed name (no nicknames) and register number printed on all money orders; U.S. Treasury, state, and local government checks; business checks; and foreign negotiable instruments payable in U.S. currency; and envelopes. All non-postal money
orders and non-government checks will be held for 15 days. All foreign negotiable instruments payable in U.S. dollars will be held for 45 days. The LockBox picks up funds Monday through Friday, excluding Federal Holidays. All funds received are processed within 24 hours. Funds will be available by 2:00 p.m. local time the following day.

Instruct them that their name and return address must appear in the upper left-hand corner of the envelope to ensure that their funds can be returned to them in the event funds cannot be posted to the inmate’s account. In the event funds have been mailed but have not been received in the inmate’s account and adequate time has passed for mail service to Des Moines, Iowa, the sender must initiate a tracer with the entity who sold them the money order to resolve any issues.

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

1) At an agent location with cash: The inmate's family or friends must complete a Quick Collect Form. To find the nearest agent, they may call 1-800-325-6000 or go to www.westernunion.com.

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

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

For each Western Union Quick Collect transaction, the following information must be provided:
1) Valid Inmate Eight-Digit Register Number (entered with no spaces or dashes) followed immediately by Inmate's Last Name
2) Committed Inmate Full Name entered on Attention Line
3) Code City: FBOP, DC

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

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

Any questions or concerns regarding Western Union transfers should be directed to Western Union by the sender (general public). Questions or concerns should not be directed to the BOP.
Inmates' families and friends may also send inmates funds through MoneyGram’s ExpressPayment Program. All funds sent via MoneyGram’s ExpressPayment will be posted to the inmate's account within two to four hours, when those funds are sent between 7:00 a.m. and 9:00 p.m. EST (seven days per week, including holidays). Funds received after 9:00 p.m. EST will be posted by 7:00 a.m. EST the following morning. Funds sent to an inmate through the MoneyGram ExpressPayment Program may be sent via one of the following ways:

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

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

1) Valid Inmate Eight-Digit Register Number (entered with no spaces or dashes), followed immediately by Inmate's Last Name

2) Company Name: Federal Bureau of Prisons

3) City & State: Washington, DC

4) Receive Code: Must always be 7932

5) Committed Inmate Full Name entered on Beneficiary Line

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

2) ONLINE using a credit, debit or prepaid card (Visa or MasterCard only): The inmate's family and friends can click on www.moneygram.com/paybills. Enter the Receive Code (7932) and the amount you are sending (up to $300). If you are a first time user you also must set up a profile and account. Any questions or concerns regarding MoneyGram ExpressPayment transfers should be directed to MoneyGram by the sender (general public). Questions or concerns should not be directed to the BOP.

An inmate may use funds in their account to purchase items at the institution commissary, place funds on their inmate phone account, purchase TRU-Units for their TRULINCS account, or send funds by creating a BP-199. Inmates may not be in possession of cash at any time. Upon release, all Trust Fund accounts will be consolidated and placed on an Inmate Release Debit Card. Inmates may verify their account balances by utilizing the TRULINCS or the inmate telephone (118+PAC).
Requests for **Withdrawal of Inmate Personal Funds, BP-199 forms**, will be processed weekly by Trust Fund, Inmate Accounts. Withdrawals are initiated in TRULINCS, Send Funds (BP-199) by the inmate. When the BP-199 is printed it must be signed by the inmate in staff presence and hand delivered. The Supervisor of Education approves withdrawal requests for correspondence courses and materials for approved education programs. Unit Managers will approve all other withdrawal requests. Only an Associate Warden can approve inmate withdrawals exceeding $500.00.

**Education, Leisure Activities, Barber Shop, Law Library & Recreation**

The Education Department offers a wide variety of educational and testing programs, which are explained in detail during the A&O program. The hours for the Education Department, Law Library, and Recreation areas are posted on inmate bulletin boards. Leisure time activities are also posted on housing unit and electronic bulletin boards.

The Barber Shop has inmate barbers to cut hair during posted scheduled hours. Haircuts and hair care services are authorized in the barber shop only. Hours of operation will be posted in each of the housing units and the barber shop.

General Rules: Food/beverages and Food Service Detail Clothing are prohibited in the Recreation areas.

**Education**

The mission of Education/Recreation Services is to provide mandatory literacy and English-as-a-Second Language programs as required by law, as well as other education/recreation and related programs that meet the needs and interests of the inmate population, provide options for the positive use of inmate time, and enhance successful reintegration into the community.

Education opportunities provided for Federal inmates include General Equivalency Diploma (GED) and ESL programs, as required by law. Various nationally recognized tests will be used to place inmates in appropriate education programs. Inmates must perform to the best of their abilities on exams for appropriate placement in class.

**Literacy/GED**

The Violent Crime Control and Law Enforcement Act (VCCLEA) and the Prison Litigation Act (PLRA) require inmates who lack a high school diploma to participate in a GED credential program and make satisfactory progress in the program in order to be eligible to vest the maximum amount of earned good conduct time (VCCLEA sentenced inmates) or earn the maximum amount of good conduct time.

Unless exempt (pre-trial, holdover, etc.), inmates must participate in the literacy program for one mandatory period of at least 240 instructional hours, or until they achieve a GED credential. For all inmates to receive job pay promotions above the entry level, they must have a high school diploma, a GED credential, or a pay exemption.
Inmates who are exempt from attending GED class based on a deportation detainer must enroll in GED or ESL in order to receive their good conduct time.

Inmates under a final Bureau of Immigration and Customs Enforcement (BICE) order of deportation, exclusion, or removal are exempt. Inmates who have completed the mandatory period of enrollment must remain enrolled, or re-enroll to vest/earn their good conduct time. Inmates found guilty of an incident report related to their literacy program enrollment will be changed to GED UNSATISFACTORY PROGRESS, and will not vest/earn their good conduct time.

Following an assignment of a GED UNSATISFACTORY PROGRESS code, inmates will be required to complete additional 240 hours of program enrollment before they can be changed back to a SATISFACTORY code. Good conduct time will not vest while the UNSATISFACTORY assignment exists.

Inmates who are eligible for District of Columbia Educational Good Time (DCEGT) can earn DCEGT for participating, but not completing GED, ESL and marketable level occupational training programs. While enrolled in the qualifying education program, inmates will earn DCEGT credit. However, DCEDGT credit will show up on their sentence computation when they complete or withdraw from the qualifying program.

**Inmates with a Verified High School Diploma**

In order to obtain a realistic and accurate assessment of an inmate’s skill levels, a demonstration of literacy attainment must be verified for inmates with a high school diploma. Even though current policy accepts a high school diploma for custody classification, good time credits, education programs, etc., a high school diploma does not necessarily certify an inmate is literate.

Inmates who have a high school diploma (not an AA or higher post-secondary degree) are encouraged to submit a cop-out to the Education Department to request to sign-up for the Tests of Adult Basic Education (TABE) to validate their reading, language, and math computation, as well as applied math. The purpose of the TABE is to ensure these inmates have sufficient language and math skills to pursue their post-secondary education study and/or obtain a job in the community. Mastery of the reading, language, and math skills from the TABE is part of inmates’ reentry plan documented in the Inmate Skills Development System (ISDS).

In the Academic section of the ISDS, the inmate will not be scored/rated green (indicating demonstration of literacy skills) and should be scored/rated yellow (indicating unknown) until he/she scores a 9.0 or higher on TABE A or D. If an inmate scores below 9.0, he/she should enroll in remedial classes offered by the Education Department to improve his/her literacy levels.

**ESL**

The Crime Control Act of 1990 mandates non-English speaking Federal prisoners participate in the ESL program. An inmates’ communication skill level in English is evaluated at initial classification and interviews. Those found to have limited ability to communicate in English will be referred to the education
department to determine proficiency at the 8th grade level or higher based on a nationally recognized achievement test. Inmates scoring less than the 8th grade level of proficiency will be enrolled in ESL until they function at the 8th grade level or above on a nationally recognized education achievement test. If indicated by test scores, participation in ESL will be required regardless of education degree status. Inmates with high school diplomas or college degrees may be required to participate in the ESL program.

Incentives
Incentive awards are provided to recognize inmates making satisfactory progress and successfully completing the literacy (i.e., GED and ESL) program. Inmates may also receive incentives for progressing to various levels in the GED or ESL Programs. Graduation ceremonies recognize GED, ESL, and Occupational Education completions.

Other Programs
The completion of the literacy program is often the first step towards adequate preparation for successful post-release reintegration into society. Additional educational programs such as advanced occupational training or college are needed in today’s world. Vocational training and apprenticeship programs afford inmates an opportunity to obtain marketable job skills.

Occupational Education Programs
Occupational Education programs prepare inmates for a specific occupation or cluster of occupations. FMC Rochester offers a Landscape Management Vocational Training Program certified by Rochester Community and Technical College (RCTC).

- Inmates must request initial enrollment through the Supervisor of Education. Education staff will determine an inmate’s academic eligibility for enrollment and deportation status (if applicable).
- The Supervisor of Education will notify an inmates’ unit team of enrollment consideration for occupational education programs.

Apprenticeship
Apprenticeship training provides inmates the opportunity to participate in training which prepares them for employment in various trades. Apprenticeship programs in the BOP are registered with the Bureau of Apprenticeship and Training, U.S. Department of Labor. These programs are structured to offer on-the-job learning in industries. Upon completion of a registered trade, inmates can earn a Certificate of Completion from the Department of Labor.

Adult Continuing Education (ACE):
ACE classes enhance an inmate’s general knowledge on various subjects and address the skill deficits identified in an inmate’s individual reentry plan. ACE classes are organized differently in different institutions. Typical ACE classes include: typing, computer literacy, and business skills.

Post-Secondary Education (Inmate Correspondence Courses)
Inmates are encouraged to expand their knowledge through a variety of methods, including correspondence courses. In general, inmates are permitted to enroll
in any correspondence course that involves only "paper and pencil." Courses requiring equipment are generally not authorized. The cost for correspondence courses must be paid by the inmate. If an inmate has sufficient funds available in his commissary account, a BP-199 may be used for payment. Inmates interested in enrolling in correspondence courses are required to contact the Staff Coordinator prior to enrollment. Catalogs are available from the Staff Coordinator. Diplomas or certificates from correspondence high school GED programs do not satisfy the criteria for an adult literacy program completion.

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

**Library Services**
**Leisure Libraries:** Leisure libraries offer inmates a variety of reading materials, including but not limited to: periodicals, newspapers, fiction, non-fiction, and reference books. Institutions also participate in an interlibrary loan program with local, state, and college libraries and available bookmobile services.

**Electronic Law Libraries (ELL):** Inmates are afforded access to legal materials and an opportunity to prepare legal documents in the ELL. Resources are available for inmates to prepare legal material via Trust Fund.

A copying machine is available to reproduce materials needed for research. The price to reproduce materials is established by Trust Fund.

**Recreation, Leisure, Wellness, and Social Programs**
The BOP encourages inmates to make constructive use of leisure time and offers group and individual activities. At each facility, physical fitness and leisure programs are provided to promote positive lifestyle changes. These programs strive to provide inmates with opportunities to reduce stress and enhance overall health and emotional well-being.

**Leisure Programs**
Institutions offer a wide range of activities in which inmates may participate when not performing assigned duties. Leisure activities include: organized and informal games, sports, physical fitness, table games, hobby crafts, music programs, intramural activities, social and cultural organizations, and movies.

**Art and Hobby Craft Programs**
Art work includes all paintings and sketches rendered in any of the usual media (e.g., oils, pastels, crayons, pencils, inks, and charcoal). Hobby craft activities include ceramics and leatherwork.
Art and hobby craft programs are not meant for the mass production of art and hobby craft items or to provide a means of supplementing an inmate’s income. Use of hobby craft facilities is a privilege that the Warden or staff delegated that authority may grant or deny.

Inmates are encouraged to participate in housing unit activities such as unit-based hobby craft. The Recreation Supervisor will coordinate housing unit activities with Unit Managers.

Wellness Programs
Wellness programs include screening, assessments, goal setting, fitness/nutrition prescriptions and counseling.

Recreation and Zimmer
The Zimmer Amendment was passed in 1996. The amendment does not allow for the BOP to use appropriated and non-appropriated funds to provide amenities or personal comforts in the Federal Prison System. Specifically, institutions activated prior to 1996 through attrition, will conform to the guidelines set by the law. The main sections of Zimmer address: (1) viewing of R, X, or NC-17 movies; (2) instruction or training for boxing, wrestling, judo, karate or other martial arts or any body building or weightlifting equipment; and (3) electronic or electric instruments.

Consequences for Rules Violation in Recreation
Inmates are strongly encouraged to participate in recreation activities. However, when inmate behavior violates established rules, consequences may include an incident report and/or suspensions from programs.

ACCESS TO LEGAL SERVICES

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

Attorney Visits
Attorneys are encouraged to visit during regular visiting hours, by advance appointment. However, visits from an attorney can be arranged at other times based on the circumstances of each case and the availability of staff. Attorney visits will be subject to visual monitoring, but not audio monitoring. These visits should be coordinated through your Unit Team.

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

**Attorney Phone Calls**

In order to make an unmonitored phone call with an attorney, the inmate must demonstrate to the Unit Team the need, such as an imminent court deadline. Inmates are responsible for the expense of unmonitored attorney telephone calls. When possible, it is preferred that inmates place an unmonitored, collect legal call. Phone calls placed through the regular inmate phones are subject to monitoring. A form requesting an unmonitored legal call can be obtained from your Correctional Counselor.

**Law Library**

Electronic Law Libraries (ELL): Inmates are afforded access to legal materials and an opportunity to prepare legal documents in the ELL. Resources are available for inmates to prepare legal material via Trust Fund.

**Notary Public**

Currently, notary services are available in the Education Department.

**Copies of Legal Material**

In accordance with institution procedures, inmates may copy material necessary for their research or legal matters. A copying machine is available in the Education Department for inmate use for a nominal fee. Individuals who have no funds and who can demonstrate a clear need for particular copies may submit a written request for a reasonable amount of free duplication through the Unit Team.

**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 a claim, inmates must complete a Standard Form 95. They can obtain this form by submitting an Inmate Request to Staff Member or requesting one through your Correctional Counselor.

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

The Privacy Act of 1974 forbids the release of information from agency records without a written request, 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 (FOIA), 5 USC 552. Requests may be made in writing to the FOIA Branch, Central Office, 320 First St., N.W., Washington, D.C. 20534.

**Inmate Access to Central Files and Other Documents**

An inmate may request to view his/her central file (minus the FOIA section) under the supervision of his/her Case Manager by submitting a cop-out to the Unit Team. An inmate does not need to submit a FOIA Act Request to the Director.
of the BOP unless the information requested is in the FOIA Exempt section. Likewise, an inmate wishing to review his/her medical file should send a request to Health Services.

An inmate can request access to the non-disclosable documents in his central file and medical file, or other documents concerning himself that are not in his central file or medical file, by submitting a Freedom of Information Act Request to the Director of the BOP, Attention: FOI Request. A request on the behalf of an inmate by an attorney, for records 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.

Executive Clemency
The BOP advises all inmates that the President of the United States is authorized under the Constitution to grant executive clemency by pardon, commutation of sentence, or reprieve. A pardon is an executive act of grace that is a symbol of forgiveness. It does not connote innocence nor does it expunge the record of conviction. A pardon restores civil rights and facilitates the restoration of professional and other licenses that may have been lost by reason of the conviction. Other forms of executive clemency include commutation of sentence (reduction of sentence imposed after a conviction), and a reprieve (the suspension of execution of a sentence for a period of time). Inmates should contact their assigned Case Manager for additional information regarding this program.

Commutation of Sentence
The BOP also advises inmates on commutation of sentences. Commutation of sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. Inmates applying for commutation of sentence must do so on forms available from the assigned unit team. The rules governing these petitions are available in the Law Library.

Pardon
A pardon may not be applied for until the expiration of at least five (5) years from the date of release from confinement. In some cases involving crimes of a serious nature, such as violation of Narcotics Laws, Gun Control Laws, Income Tax Laws, Perjury, and violation of public trust involving personal dishonesty, fraud involving substantial sums of money, violations involving organized crime, or crimes of a serious nature, a waiting period of seven years is usually required.

Compassionate Release/Reduction in Sentence
The Director of the Bureau of Prisons may motion an inmate’s sentencing court for reduction in sentence (RIS) for an inmate presenting extraordinary and compelling circumstances. See 18 U.S.C. § 3582 and Program Statement on Compassionate Release/Reduction in Sentence. The BOP may consider both medical and non-medical circumstances. The BOP consults with the U.S. Attorney’s Office that prosecuted the inmate and will notify any victims of the inmate’s current
If the RIS is granted, the judge will issue an order for the inmate’s release and he or she will then usually begin serving the previously imposed term of supervised release. If an inmate's RIS request is denied, the inmate will be provided a statement of reasons for the denial. The inmate may appeal a denial through the Administrative Remedy Procedure. Denials by the General Counsel or the Director are final agency decisions and are not appealable. Inmates who feel their request is of an emergency nature (e.g., a terminal medical condition) may state as such in accordance with the regulation. (See 28 CFR part 542, subpart B).

**Work Assignments/Performance Pay**

Unit staff will assign each newly arrived inmate to a temporary work assignment, if medically/psychiatrically fit, soon after the inmate’s arrival. All inmates will be screened for work assignment suitability. At the inmate’s initial classification meeting, the unit team will assign the inmate to a more permanent work assignment, which may or may not be the same as his initial work assignment. Once assigned to that permanent work assignment, it is expected that the inmate will ordinarily remain on that assignment for a minimum of three months, keeping in mind that the needs of the institution take priority. An inmate’s request for a job change will normally not be considered by the unit team until the inmate has remained on the same job for a minimum of three months, and that consideration will normally be part of the inmate’s regular program review. Work assignment changes because of the need to fill manpower quotas may be done at any time when there is a need. Any inmate may be removed from a job with the approval of the department head and the inmate’s unit team. The unit team retains final authority for job changes.

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. This is not a sanction issued by the Unit Discipline Committee (UDC) or the Discipline Hearing Officer (DHO), but rather an automatic consequence once an inmate is found to have committed the prohibited acts outlined in the policy. This reduction to maintenance pay level, and removal from an assigned work detail outside the secure perimeter of the institution, will ordinarily remain in effect for one year, unless otherwise authorized by the Warden. Inmates who are required to complete the drug education program who refuse participation, withdraw, are expelled, or otherwise fail to meet attendance and examination requirements are not eligible for performance pay above maintenance pay level, or for bonus pay, or vacation pay. In addition, inmates who are in IFRP (Inmate Financial Responsibility Program) REFUSE status are not eligible for performance pay above the maintenance pay level, or for bonus pay, or vacation pay. IFRP REFUSE restrictions on commissary spending limits remain in effect until the next commissary re-validation date.
Religious Services
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. Check the current monthly schedule on your unit bulletin board or at the Religious Activity Center for the specific time and day for a particular religious service or meeting. Chaplains are available for counseling. Feel free to speak to a chaplain as they make their rounds, or seek them out at the Religious Activity Center. BOP Chaplains also oversee the religious diet program, ceremonial religious meals and religious holiday observances. All Chaplaincy Services’ programming is directed to promote BOP reentry goals. The Life Connections and Threshold programs highlight our faith-based reentry priorities.

Inmate Discipline: Refer to Attachment B

DISCIPLINARY PROCEDURES

Inappropriate sexual behavior towards staff and other inmates will not be tolerated. Inappropriate sexual behavior is defined as verbal or physical conduct perceived as a sexual proposal, act, or threat. Examples of inappropriate inmate sexual behavior include: displaying sexually explicit materials; making sexually suggestive jokes, comments, proposals, and gestures; and engaging in stalking, indecent exposure, masturbation, or physical contact. Inmates who engage in this type of behavior will be disciplined and sanctioned accordingly, through the inmate discipline process.

Discipline
The inmate discipline program helps ensure the safety, security, and orderly operation for all inmates. Violations of BOP rules and regulations are handled by the Unit Discipline Committee (UDC) and, for more serious violations, the Disciplinary Hearing Officer (DHO). Upon arrival at an institution, inmates are advised of the rules and regulations and are provided with copies of the Prohibited Acts and Available Sanctions, as well as local regulations.

Inmate Discipline Information
When a staff member witnesses or reasonably believes an inmate has committed a prohibited act, a staff member will issue an incident report, a written copy of the charges against an inmate. The incident report will ordinarily be delivered to the inmate within 24 hours of the time staff became aware of the inmate’s involvement in the incident. If the incident is referred for prosecution, the incident report is delivered by the end of the next work day after it has been released for administrative processing. An informal resolution of the incident may be attempted at any stage of the discipline process. If an informal resolution is accomplished, the incident report will be removed from the inmate’s central file. Informal resolution is encouraged for all violations in the Moderate and Low severity categories. Staff may suspend disciplinary proceedings up to two calendar weeks while informal resolution is undertaken. If
an informal resolution is not accomplished, staff will reinstate the discipline process at the stage at which they were suspended. Violations in the Greatest and High severity categories cannot be informally resolved and must be forwarded to the DHO for final disposition.

**Initial Hearing**

Inmates will ordinarily be given an initial hearing within five (5) work days after the incident report is issued, excluding the day it was issued, weekends, and holidays. The Warden must approve, in writing, any extension over five (5) days. The inmate is entitled to be present at the initial hearing and may make statements and present documentary evidence. The UDC must give its decision in writing to the inmate by the close of the next work day. The UDC may make findings on Moderate and Low severity offenses. The UDC will automatically refer Greatest and High severity offenses to the DHO for final disposition.

**Discipline Hearing Officer (DHO)**

The Disciplinary Hearing Officer (DHO) conducts disciplinary hearings on all Greatest and High severity prohibited acts and other violations referred by the UDC at the Moderate and Low severity levels. The DHO may not hear any case not referred by the UDC. An inmate will be provided with advance written notice of the charge(s) not less than 24 hours before the inmate’s appearance before the DHO. Inmates may waive this requirement. Inmates may appear before the DHO either in person or electronically (for example, by video or telephone conferencing). The Warden provides a full-time staff member to represent an inmate, if requested. An inmate may make statements and present documentary evidence on his or her behalf. The inmate may request witnesses appear at the DHO hearing to provide statements. The DHO will call witnesses who have information directly relevant to the charge(s) and are reasonably available. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant. Inmates may not question a witness at the hearing; however, the staff representative and/or the DHO will question the witness(es). An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. An 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 may be jeopardized. The DHO may postpone or continue a hearing for good cause or disposition when the case does not warrant DHO involvement, or may refer an incident report back for further investigation or review. The DHO will give the inmate a written copy of the decision and disposition, ordinarily within 15 days of the decision.

**Appeals of Disciplinary Actions**

Appeals of all disciplinary actions may be made through the Administrative Remedy Program. The initial reviewing official for the UDC is the Warden. The decision of the DHO is final and subject to review only by the Regional Director through the Administrative Remedy program. Appeals are made to the Regional Director (BP-230) and the General Counsel (BP-231). On appeal, the reviewing authority (Warden, Regional Director, or General Counsel) considers:

- Whether the UDC or DHO substantially complied with regulations on inmate
discipline.
• Whether the UDC or DHO based its decision on facts. If there is conflicting
evidence, whether the decision was based on the greater weight of the evidence.
• Whether an appropriate sanction was imposed for the severity level of the
prohibited act, and other relevant circumstances.

Special Housing Unit Status
Special Housing Units (SHUs) are housing units in BOP institutions where inmates
are securely separated from the general inmate population, and may be housed
either alone or with other inmates. SHU helps ensure the safety, security, and
orderly operation of correctional facilities, and protect the public by
providing alternative housing assignments for inmates removed from the general
population.

When placed in the SHU, you are either in administrative detention (A/D) status
or disciplinary segregation (D/S) status.

Administrative detention (A/D) status: A/D is an administrative status which
removes you from the general population when necessary to ensure the safety,
security, and orderly operation of correctional facilities, or protect the
public. Administrative detention status is non-punitive, and can occur for a
variety of reasons.

You may be placed in A/D status for the following reasons:

(a) Pending Classification or Reclassification: You are a new commitment
pending classification or under review for Reclassification. This includes
newly arrived inmates from the bus, airlift, and U. S. Marshals Service.

(b) Holdover Status: You are in holdover status during transfer to a designated
institution or other destination.

(c) Removal from general population: Your presence in the general population
poses a threat to life, property, self, staff, other inmates, the public, or to
the security or orderly running of the institution and:

(1) Investigation: You are under investigation or awaiting a hearing for
possibly violating a Bureau regulation or criminal law;

(2) Transfer: You are pending transfer to another institution;

(3) Protection cases: You requested, or staff determined, you require
administrative detention status for your own protection; or

(4) Post-disciplinary detention: You are ending confinement in disciplinary
segregation status, and your return to the general population would threaten the
safety, security, and orderly operation of a correctional facility, or public
safety.

When placed in A/D status, you will receive a copy of the administrative
detention order, ordinarily within 24 hours, detailing the reason(s) for your placement. However, when placed in A/D status pending classification or while in holdover status, you will not receive an administrative detention order.

In A/D status you are ordinarily allowed a reasonable amount of personal property and reasonable access to the commissary.

Disciplinary segregation (D/S) status: D/S is a punitive status imposed only by a Discipline Hearing Officer (DHO) as a sanction for committing a prohibited act(s). When you are placed in D/S status, as a sanction for violating BOP regulations, you will be informed by the DHO at the end of your discipline hearing.

In D/S status, your personal property will be impounded, with the exception of limited reading/writing materials and religious articles. Your commissary privileges may also be limited. In either status, your amount of personal property may be limited for reasons of fire safety or sanitation. The Warden may modify the quantity and type of personal property allowed. Personal property may be limited or withheld for reasons of security, fire safety, or housekeeping. The unauthorized use of any authorized item may result in the restriction of the item. If there are numerous misuses of an authorized item, the Warden may determine that the item will not be issued in the SHU.

Program staff, including unit staff, will arrange to visit inmates in a SHU within a reasonable time after receiving the inmate's request. A Health Services staff member will visit you daily to provide necessary medical care. While in SHU, you may continue taking your prescribed medications. In addition, after every 30 calendar days of continuous placement in either A/D or D/S status, a Mental Health staff will examine and interview you.

**Administrative Remedy**

The most effective method for resolving difficulties is direct communication with the respective staff member. If this does not result in a satisfactory solution, you may then file a formal request via the Administrative Remedy process. Most courts require evidence that you have availed yourself of this process before they accept a request for legal action.

Should you feel your problem necessitates the Administrative Remedy process, you should first contact your correctional counselor, who will work with you to attempt an informal resolution. The counselor will investigate your claim by contacting the appropriate staff members. The counselor will then discuss with you the information received. Should you be dissatisfied with the results of the process, you will be issued a Request for Administrative Remedy (BP-229), commonly referred to as a BP-9. After the correctional counselor attempts informal resolution, the BP-229 will be forwarded to the appropriate department head to attempt informal resolution. The department head will meet with the inmate and attempt to resolve the issue informally. After the form is receipted, the Warden has 20 calendar days to return a written response. If you are dissatisfied with the response, you may then file a Regional Administrative
Remedy Appeal (BP-230), commonly referred to as a BP-10, to the Regional Director. The BP-10 must be received in the Regional Office within 20 calendar days of the date of the response on the BP-9. The Regional Director has 30 calendar days to return a response. If you are dissatisfied with the response on your BP-10, you may file a Central Office Administrative Remedy Appeal (BP-231), commonly referred to as a BP-11, to the General Counsel. The BP-11 must be received in the General Counsel’s Office within 30 calendar days of the date of the BP-10 response. The General Counsel has 40 calendar days to return a response. All forms mentioned are available from your assigned correctional counselor.

All appeals pertaining to DHO hearings are filed directly with the Regional Director via a BP-10 within 20 calendar days of the date you receive the written record of the hearing. If you believe your safety or welfare is in danger if the remedy request becomes known at the institution, you may submit your request directly to the Regional Director. You must mark the remedy “Sensitive” and explain in your request why the remedy is sensitive. Administrative remedy procedures under the Prison Rape Elimination Act (PREA) will be addressed according to Program Statement 1330.17, Administrative Remedy Procedures.

The mailing addresses for BP-10 and BP-11 forms are as follows:

<table>
<thead>
<tr>
<th>North Central Regional Office</th>
<th>Office of the General Counsel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gateway Complex Tower II, 8&lt;sup&gt;th&lt;/sup&gt; Floor</td>
<td>Central Office</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; and State Avenue</td>
<td>320 First Street, NW</td>
</tr>
<tr>
<td>Kansas City, Kansas 66101-2492</td>
<td>Washington, DC 20534</td>
</tr>
</tbody>
</table>

**Urine Surveillance**

In accordance with Bureau of Prisons policy, FMC, Rochester will require urine sampling on a regular basis. A list of those inmates to be tested is generated on a monthly basis. A member of the correctional services staff will contact you for testing. You will have two hours from the time of the order to provide a urine sample. A refusal to provide a sample will result in disciplinary action.

**Inmate Financial Responsibility Program**

Every sentenced inmate with court-ordered financial obligations will be reviewed by unit staff to develop a plan to pay their financial obligations. Payments may be made via institution earnings, deposits, or outside sources. The inmate is responsible for providing proof of payment to unit staff for outside payments. Inmates are advised that interest and penalties may accrue to unpaid obligations and their payment progress will be reported to the United States Parole Commission and Probation Office through inclusion in their Progress Reports. Inmates who elect not to participate in this program or fail to comply with a developed contract will lose privileges ordinarily granted to other
inmates. Concerns regarding this program should be addressed with your unit team. This may include any child support obligation, current or in the arrears of payment. Additional information concerning FRP payments may be found in the Program Statement 5380.08, entitled Financial Responsibility Program, Inmate.

Institution Supplements

Institution Supplements are local institution regulations which provide implementing instructions for Bureau of Prisons program statements. These supplements contain information regarding programs and procedures unique to FMC. A listing of these institution supplements is available in the Law Library, in addition to a collection of all supplements deemed appropriate for inmate review. Should you have a particular concern regarding any program or procedure, it is recommended you review the respective policies. If you have further questions, contact your unit team to clarify the matter.

Conclusion

Hopefully this information will assist inmates during their incarceration and help clarify any concerns they may encounter. New commitments should feel free to ask any staff member for assistance, particularly unit staff. For individuals who are not yet in custody, and who have been given this publication to prepare for commitment, the BOP’s RRM or the staff at the institution to which they have been designated can help clarify any other concerns.

Mental Health Services

Mental Health Services through the Psychiatry and Psychology Departments are available to all inmates. These include educational groups, therapy groups, individual therapy, intensive diagnosis/assessment, and inpatient treatment. In addition, outpatient substance abuse treatment services are available.

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 (Psychiatry) for medical treatment of a mental illness.

If you are new to the BOP, or if you have previously identified mental health or drug abuse programming needs, you will be scheduled for an interview with Psychology Services staff. The purpose of this interview is to review your history and identify your programming needs. A psychologist may make recommendations to support your successful adjustment to prison and prepare you for your eventual release. We encourage you to participate actively in this process. This interview is an ideal time for you to share your interest in specific services, such as drug abuse treatment or mental health counseling.

The Psychology Services department offices are located in Building 1 and Building 2. There are a number of ways to contact Psychology Services at this institution.
You may:

- Submit an Inmate Request to a Staff Member (a “Cop-out”) to Psychology Services.
- Speak with a Psychology Services staff member available on the unit.
- Or in the case of a crisis situation, notify your Unit Officer, Unit Team, or any other BOP staff member of your urgent need to speak with Psychology Services.

**Suicide Prevention**

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

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

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

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

If you are interested in assisting Psychology Services with suicide prevention efforts, you may choose to participate in this institution’s inmate health companion program. Inmates who are interested in serving as suicide watch inmate companions must meet the following criteria: (1) be a sentenced BOP inmate; (2) no 100 series incident reports in the past 3 years; (3) may not be in FRP, DRG ED, or GED refusal status; (4) and pass a screening by a multidisciplinary team. If you would like more information about this program, you may submit a “cop-out” to the nursing department.

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

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

The Drug Abuse Education Course is available in every BOP 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.

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

• inmates with a relatively minor or low-level drug abuse problem,
• inmates with a drug use disorder who do not have sufficient time to complete the intensive Residential Drug Abuse Treatment Program (RDAP),
• inmates with longer sentences who are in need of treatment and are awaiting placement in the RDAP,
• inmates with a drug use history who chose not to 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 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 a community. This means RDAP participants are role models to other inmates. Therefore, they are to demonstrate honesty, to relate positively with their peers, and to fully participate in all treatment activities in the unit. The RDAP is a half-day program, with the rest of the day devoted to work, school, and other self-improvement activities. The RDAP is available in 76 BOP institutions. It is not available here.

If you are interested in volunteering for the RDAP and would like to know if you are eligible for the program, contact the institution’s drug abuse program coordinator. You may apply for the program at any time during your incarceration, but your interview, like program admittance, will be based on your proximity to release. Ordinarily inmates are interviewed 42-24 months from release depending on the facility’s security level and waiting list for the RDAP.
Early Release
The Violent Crime Control and Law Enforcement Act of 1994 allows the BOP to grant a non-violent inmate up to 1 year off his or her term of imprisonment for successful completion of the residential drug abuse treatment program (Title 18 U.S.C. § 3621(e)(2)). For more information, talk to an institution drug abuse treatment specialist or drug abuse program coordinator.

Community Transition Drug Abuse Treatment
To successfully complete the RDAP, inmates are required to participate in the Community Transition Drug Abuse Treatment component of the program. The BOP ensures that inmates receive continued treatment when transferred to a residential reentry center (RRC) or to home confinement. The RRC is structured to help you adjust to life in the community and find suitable post-release employment. RRCs provide a structured, supervised environment and support job placement, counseling, and other services. Within the structure of the RRC, RDAP participants continue their drug abuse treatment, with a community-based treatment provider. The BOP contracts with this provider to deliver treatment services in the community. Inmates must continue to participate in transition drug abuse treatment to earn any benefit associated with successful completion of the RDAP, e.g., early release.

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

The BOP 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 BOP 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 BOP’s sex offender treatment programs are stratified into two program levels:

The Residential Sex Offender Treatment Program [male institutions only]
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 and at USP
Marion in Illinois.

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, BOP 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.

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

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

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

Sexual Assault Prevention

It is our intent to provide a safe and healthy environment for all inmates
incarcerated at FMC, Rochester. It should be noted, male and female staff
routinely work and visit inmate housing areas. You have a right to be safe from
sexually abusive behavior. While you are incarcerated, no one has the right to
pressure you to engage in sexual acts. You do not have to tolerate sexually
abusive behavior or pressure to engage in unwanted sexual behavior from another
inmate or a staff member. Regardless of your age, size, race, ethnicity, gender
or sexual orientation, you have the right to be safe from sexually abusive
behavior. Sexually abusive behavior is defined as rape, sexual assault with an
object, or sexual fondling. If staff learn of an allegation of sexual abuse,
they are required to forward it to the appropriate authorities in accordance
with Bureau of Prisons policy and mandatory reporting laws. Staff routinely
monitor outgoing electronic messages, U.S. Mail, and telephone calls.

Below are some methods to avoid becoming a sexual assault victim:
   a. Decline gifts and favors from other inmates
   b. Avoid use of intoxicating substances
   c. Avoid out of the way or poorly lit areas of the
      institution
   d. Choose associates wisely
   e. Trust your instincts about potentially dangerous
      situations

Below are some methods of reporting sexual abuse:
   a. Report such events immediately to institution staff. Do not destroy
      potential evidence by such activities as eating, drinking, showering, or
      washing clothing. The SIS will investigate the allegations.
   b. 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.
   c. 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.
   d. Write the Office of the Inspector General (OIG) which investigates
      allegations of staff misconduct. OIG is a component of the Department of
      Justice and is not part of the Bureau of Prisons. The address is: Office
      of the Inspector General, P.O. Box 27606, Washington, DC 20530.
e. Send an e-mail directly to OIG from TRULINCS electronic Request to Staff Service to the mail box titled DOJ Sexual Abuse Reporting. The OIG investigates allegations of staff misconduct. E-mails will be untraceable at the institution level, not allow for a reply from OIG, not be saved in your e-mail “Sent” list, and be processed by OIG during normal business hours, Monday - Friday. If you want to remain anonymous to the Bureau, you must request it in the e-mail to the OIG.

f. If you are housed in the Special Housing Unit where you do not have access to TRULINCS, you may submit a confidential report to the Office of the Inspector General (OIG) at the Office of the Inspector General, P.O. Box 27606, Washington, DC 20530. You may seal your outgoing confidential report before submitting it directly to staff for further processing and should identify it as LEGAL or SPECIAL MAIL on the envelope. You will be required to hand deliver your outgoing special mail to a unit team member. Unit staff will initial, date, and deliver the special mail to the mail room for continued processing in accordance with Bureau policy.

g. If you are an Immigration and Customs Enforcement (ICE) detainee you may contact Consular Officials at the addresses listed on pages 53-54, or the Department of Homeland Security (DHS). To report any sexual assaults that occurred while in ICE custody, you can call 1-888-351-4024 or 1-888-351-9116. You can also contact the Office of Inspector General for DHS at 1-800-323-8603. The address for the DHS Office of Inspector General is: Office of Inspector General/Mail Stop 0305, Department of Homeland Security, 245 Murray Lane SW, Washington, DC 20528-0305.

If you are the victim of sexually abusive behavior, 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. If you do not currently have contact with a psychologist or chaplain, you can submit a Request to Staff indicating you wish to be seen for counseling. The Victim Services Sexual Assault Program for Olmsted County is an outside confidential support service available to the FMC inmates who have experienced a sexual assault. This Sexual Assault Program is operated by staff and volunteers who have been trained to help victims cope with the wide range of needs and responses to sexual assault. The 24-hour Crisis Line is 507-289-0636. The Olmsted Victim Services office number is 507-328-7270. The FMC shall enable reasonable communication between the inmate victim and these agencies, in as confidential a manner as possible, using indigent inmate phone lines by unit team staff.

Anyone who sexually abuses/assaults 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 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 you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

For additional information on sexual assault prevention and intervention, refer
Escorted Trips
Escorted trips provide approved inmates with staff escorted trips into the community for such purposes as receiving medical treatment not otherwise available, for visiting a critically ill member of the inmate’s immediate family, or for participating in programs or work related functions. Additionally, bedside visits and funeral trips may be authorized for inmates with custody levels below maximum. All expenses will be borne by the inmate, except for the first eight hours of each day that the employee is on duty. There are occasions based on a determination that the perceived danger to BOP staff during the proposed visit is too great, or the security concerns about the individual inmate outweigh the need to visit the community.

Furloughs
A furlough is an authorized absence from an institution by an inmate who is not under the escort of a staff member, a U.S. Marshal, other Federal or State agent. Furloughs are a privilege, not a right, and are only granted when clearly in the public interest and for the furtherance of a legitimate correctional goal. An inmate who meets the eligibility requirements may submit an application for furlough to staff for approval.

Central Inmate Monitoring System
The Central Inmate Monitoring System (CIMS) is a method for the Agency to monitor and control the transfer, temporary release, and participation in community activities of inmates who pose special management considerations. Designation as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities. All inmates who are designated as CIMS cases will be notified by their Case Manager.

Marriages
If an inmate wishes to be married while incarcerated, the Warden may authorize him to do so under certain conditions. All expenses of the marriage will be paid by the inmate. If an inmate requests permission to marry he must:

• Have a letter from the intended spouse which verifies their intention to marry.
• Demonstrate legal eligibility to marry.
• Be mentally competent.
• The marriage must not present a security risk to the institution.

Marriage procedures are detailed in local Institution Supplement’s.

Health Services
FMC Rochester’s mission as a Medical Referral Center is to provide competent and appropriate medical, dental, and behavioral health care to inmates while protecting society by confining offenders in a humane, secure, and cost-effective environment.

Inmates: You have the right to receive health care while in the custody of the

**Staff:** Health Services staff at FMC includes physicians, a dentist, dental assistants, nurse practitioners, physician assistants, nurses, pharmacists, pharmacy technicians, a radiological technician, physical therapists, laboratory technologists and a respiratory therapist. Administrative and support services staff complement the professional healthcare staff.

**Physical Examinations:** All newly committed general population inmates receive a complete physical examination within 14 days of admission. Behavioral Health D&O, Forensic and Residential Services inmates receive a physical examination within 7 days of admission. Nursing Rehabilitation Center and Behavioral Health inpatient inmates receive an appropriate physical within 24 hours of admission. This exam consists of clinically needed laboratory testing, HIV screening, hearing and vision screening exams, a tuberculosis skin test (TST) and a physical examination. Diagnostic procedures relating to potential communicable diseases are mandatory for the protection of the patient as well as to determine the need for testing.

An inmate who refuses these tests will be isolated for an appropriate clinical period of time as determined by the medical staff. Inmates who are being referred here from other BOP institutions may have most of the above testing already done. Your medical records will be reviewed.

In addition to the regular exam, inmates age 50 and over will be offered a glaucoma test, and electrocardiogram, testing for rectal bleeding, and a prostate exam.

Periodic health examinations will be available based on age specific guidelines. This preventative assessment can be requested through the sick call triage process.

**Immunizations:** Routine immunizations are given according to the Center for Disease Control (CDC) recommendations. Influenza vaccine will be offered annually for all inmates. Health records will be reviewed for Tetanus/TDAP, MAR, and Pneumovax vaccines. Inmates with certain job assignments or health risks will be offered the Hepatitis B vaccine. Upon request you will be furnished with a copy of your immunizations with a copy of your immunization record for your use following release.

**Sick Call Triage:** You have the right to have access to Sick Call Triage. With this right you have the responsibility of signing up for Sick Call Triage. Sick Call Triage is held Monday - Thursday (except holidays) for Work Cadre Inmates. You must sign up at the 9-1 Ambulatory Care Department from 7:00 a.m. - 7:30 a.m. You will be assessed and assigned an appointment on that day or a subsequent day. If you arrive after 7:30 a.m. and are assessed to not have an emergency, you will be asked to return the following sick call day. Ambulatory Care inmates (Building 10) may sign up for Sick Call Triage Monday - Thursday from 7:00 a.m. - 7:30 a.m. at the 10/1 nurse’s station. They will also be
assessed and assigned an appointment date and time. Behavioral Health inmates may sign up for Sick Call Triage 7:00 a.m. - 7:30 a.m. at the Physician’s Assistant’s (PA) office Monday - Thursday (except holidays).

**Inmate Copayment Program:** Refer to Attachment G.

**Dental Triage:** Inmates with acute dental problems should sign up for Dental Triage at the Dental Clinic in Building 9, first floor, between 7:00 a.m. - 7:20 a.m. Routine dental care requests should be submitted by an Inmate Request to Staff Member form to the Chief Dental Officer.

**Urgent and After Hours Medical Care:** Urgent and after hours medical care is available at all times. Contact your unit officer or detail supervisor if you feel you need emergency care. Ambulatory Care inmates (Building 10) will report to the nurse’s station between 6:00 a.m. and 4:00 p.m. for acute illness. You will then be referred to a MLP or a physician. After hours, contact your unit officer.

If you are injured while performing your work assignment, no matter how minor it may seem, report the injury to your work supervisor. You then should report to the 9-1 Ambulatory Care Department so your injury can be treated. Your detail supervisor will notify the MLP or Nurse of your injury. If after regular scheduled MLP work hours, the detail supervisor will notify the Ambulatory Care Nurse or Nurse Supervisor.

**Medication:** Medication in the Nursing Rehabilitation Center (9/2 and 9/3) and Behavioral Health Units are given in single doses by nursing staff. The schedule for pill times in Behavioral Health is posted. In the Nursing Rehabilitation Center, all medications will be administered by the nurses.

Self-administered medications for all other inmates with a current prescription can be renewed by the inmate through the inmate’s TRUFACS account and will be filled within 24 business hours and dispensed at the Pharmacy window located in Building 9, first floor, during pill line.

Pill line times on weekdays: 10:30 a.m. - 11:00 a.m.
3:00 p.m. - 3:30 p.m.

Inmates on restricted or controlled medications will be given single doses on weekdays at the 9-1 Ambulatory Care Pill Line, at the following times:

- 6:00 a.m. - 6:30 a.m. - Diabetic inmates on insulin
- 6:30 a.m. - 7:00 a.m.
- 10:30 a.m. - 11:00 a.m.
- 3:00 p.m. - 3:30 p.m.
- 7:00 p.m. - 7:30 p.m. (or when announced)

On weekends and holidays, all medications given at pill line will be dispensed from the 9-1 Ambulatory Care area at:
6:45 a.m. - 7:15 a.m. - Diabetic inmates on insulin
7:15 a.m. - 7:45 a.m.
11:00 a.m. - 11:30 a.m.
3:00 p.m. - 3:30 p.m.
7:00 p.m. - 7:30 p.m.

You must show your picture Commissary Card and state your full name and number.

**Medication List:** A copy of your current medication list is available from Pharmacy and medical staff upon request.

**Over-the-Counter (OTC) Medication for Outpatients:** A variety of OTC medication is available in the commissary. Indigent inmates may submit a Pharmacy OTC Medication Requisition through their correctional counselor to obtain OTC medications. In order to qualify as indigent, you may not have had more than $6.00 in your inmate trust fund account within the past 30 days.

**Health and Wellness Programs:** FMC offers a wide variety of Health and Wellness programs to inmates throughout the institution. Some programs are limited to specific units, although most are open to all inmates. Inmates can be enrolled into a Health Education Class by a referral from clinical staff, unit team, or by self-referral via an Inmate Request to Staff.

Health education classes are available on a varied schedule through Health Services and Recreation such as Wellness Group, Cardiac Education, Diet Counseling, assessment and education (Anti-Coagulation Therapy, Hypertension, Lipids, Cardiac, Diabetes, General Diet Modification and use of the nutrition board in the inmate dining area), Foot Care Clinic, Communicable/Infectious Disease Education, Medication Education, Disease Prevention Group, Diabetes Education, Sports and Occupational Injury Prevention, Chronic Pain Management, Stress Management, and Spiritual Wellness. Other available programs include Outpatient Chemical Dependency and Native American Alcoholics Anonymous. Some wellness programs are offered through psychology services.

**Preventative Health Care Clinic:** The Preventative Health Care Clinic is being offered to you to promote healthy living; prevent disease; provide screening for infectious diseases, cancer and chronic diseases; and update immunizations. If you are interested in participating in the clinic, you may request a preventative health appointment at sick call or by submitting your request to Health Services via the inter-office mail system. All newly incarcerated inmates will be automatically scheduled for a baseline preventative health visit.

**Clinics and Specialists:** General population inmates will be evaluated through routine Sick Call Triage procedures. If the medical staff determines that you need further evaluation by a medical specialist, then you may be referred to an outside consultant. It is your responsibility to watch the call-out list for all medical appointments and to be on time. Missed appointments may result in an incident report being written.
Other requests such as eyeglasses, hearing aids, etc., should be pursued through the routine Sick Call Triage procedures and must be reviewed and approved by appropriate medical staff.

**Reading Glasses:** You may purchase reading glasses (similar to those sold at drug stores on the street) from the commissary. You may try reading glasses of various strengths at the Central Supply area during their posted open house hours, 12:00 p.m.(noon) - 1:00 p.m.

**Medical Duty Status:** Medical staff may determine that due to illness or injury you are not able to continue to perform your regular duties. The following categories may be assigned:

“**Medical Idle**” - Restricted to quarters except for meals, religious services or visits. Used for a maximum of three days, generally for acute minor illness (flu, etc.).

“**Convalescence**” - For recovery from a serious illness or injury. Generally limited to 30 days but may be renewed by medical staff. Restrictions on activity will be specified as needed.

“**Medically Unassigned**” - Due to a medical condition, you are unable to perform in full work status. Specific activities permitted will be noted. This category may be permanent depending on the condition.

Medical Duty Status Forms (Idle) may also be used for the purpose of authorizing you to have medical equipment which has been specifically ordered for you by a medical staff member. You are required to have a copy of this medical idle whenever you are using the piece of equipment. This decision will be reviewed by the Medical Idle Committee.

**Health Records:** You may request to have a copy of your medical record by forwarding an Inmate Request to Staff to the Health Information Management Department. Allow 20 working days for your request to be processed. Please specify what portions of your medical file you wish to receive copies of. Open house is held from 10:15 a.m. to 11:00 a.m. Monday through Friday, excluding holidays.

**Health Care Directive:** A Health Care Directive is designed to allow you the opportunity to make decisions concerning medical care or your preference in end of life decisions. If you currently have a Health Care Directive, forward it to your social worker for review and inclusion in your medical chart. If you would like information regarding a Health Care Directive forward an Inmate Request to Staff to the Social Work Department via Health Services Administration.

**Ethics Committee:** Access to the Ethics Committee can be achieved through an Inmate Request to Staff addressed to the Ethics Committee or through discussion with your primary care provider team.

**Resolving Faulty Equipment and Unsafe Acts:** Notify a staff member immediately
if you see an unsafe patient care act or need to report a faulty piece of equipment.

**Joint Commission Accreditation:** FMC Rochester is accredited by the Joint Commission for Nursing and Rehabilitation Center, Ambulatory Care, and Behavioral Health Care. The Joint Commission standards deal with organization quality, safety-of-care issues, and the safety of the environment in which care is provided. If a concern regarding such matters cannot be resolved through the established processes, you may send correspondence to the following address:

**Division of Accreditation Operations**  
**Office of Quality Monitoring**  
**The Joint Commission**  
**One Renaissance Boulevard**  
**Oakbrook Terrace, IL 60181**  
**Telephone:** 1-800-994-6610  
**Fax:** 1-630-792-5636  
**Email:** complaint@jointcommission.org

**Selective Service System/BOP Registration Program**

All male United States citizens are required by law to register with the Selective Service System (SSS) within 30 days of their 18th birthday. All other male persons who reside in the United States, except legally admitted non-immigrants, are also required to register within 30 days of their 18th birthday. Men ages 18 through 25 are exempt from the registration requirement while incarcerated. Upon release, they have 30 days in which to register. As a public service to registration-age men who enter or are being released from federal correctional facilities, the Bureau of Prisons (BOP) and Selective Service have entered into this inter-agency agreement whereby these men are informed of the registration requirement and offered the opportunity to register.

During the institution’s A&O process, the BOP registrars shall advise registration-age men of the registration requirement and offer them the opportunity to complete a registration form if they have not previously done so. This opportunity shall also be offered at the time of release from BOP facilities. Registration-age men may not be required to provide this information and may not be penalized by the Bureau of Prisons for failure to register.

**Safety/Sanitation and Fire Safety**

All inmates are required to be familiar with safety regulations as noted in BP-A0169, Uniform Safety Regulations (See Attachment D). You are required to read and sign these regulations. Inmates assigned to various work details will receive initial safety orientation along with annual refresher training. If you have any concerns regarding an unsafe condition, you are to report this to your supervisor or the institution Safety Office. If you suffer a work-related
injury and you feel your injury has resulted in some degree of physical impairment, file a claim for Inmate Accident Compensation. To do so, you must contact the institution’s Safety Manager approximately 45 days prior to your release.

Safety shoes must be worn to work as designated in policy.

Sanitation is a high priority at the Federal Medical Center. You are required to maintain high sanitation in your individual living area. Excess property and combustible items such as cardboard are not allowed. Personal property will be stored in designated lockers.

Inspections will be conducted by correctional and unit staff on a continuing basis. The Safety Department will conduct a formal monthly inspection and the Institution Duty Officers will conduct a meal rotation inspection each week (which includes aluminum and plastic recycling totals).

Fire safety is of critical importance. Fire drills will be conducted quarterly in all areas of the institution. In medical units (Buildings 1, 9, and 10) drills will be held on each shift every quarter. Drills prepare our facility in the event of a real emergency. Inmate cooperation is extremely important and mandatory. Inmates are urged to contact the Safety Department if there are questions regarding any aspect of the institution’s safety program.

**Protective Custody**

Staff may consider the following categories of inmates as protection cases:

1. Victims of inmate assaults;
2. Inmate informants; Inmates who have provided information to institution staff or any law enforcement agency concerning criminal activities by another;
3. Inmates who have received inmate pressure to participate in sexual activity;
4. Inmates who seek protection through detention claiming to be former law enforcement positions, whether or not there is official information to verify the claim;
5. Inmates who have previously served as inmate gun guards, dog caretakers, or similar positions in state or local correctional facilities;
6. Inmates who refuse to enter the general population because of alleged pressures from other unidentified inmates;
7. Inmates who will not provide, and as to whom staff cannot determine, the reason for refusal to return to general population; and
8. Inmates who staff have good reason to believe are in serious danger of bodily harm.

Inmates who request protection, or who agree with the need for separation for protection reasons, will so indicate on the form (Administrative Detention Order) documenting placement in administrative detention.
Food Service

The BOP offers a standardized National Menu. This menu is offered at all institutions and includes approved menu items based on standard recipes and product specifications. The National Menu offers regular, heart healthy and no-flesh dietary options. At the Warden’s discretion items may be added to the National Menu by adding to a salad bar, hot bar, beverage bar (if these are part of the Food Service program) or by adding condiments such as sugar.

Medical diets will be provided by mainline self-selection from the items available on the National Menu for that meal unless menu items fail to meet the medical requirement. Menu item replacements may not always be provided as inmates may have to avoid certain foods in the self-selection process; however, if a dietitian determines a Special Diet is required to ensure adequate nutrition, it will be provided by pre-plating or controlled plating.

The religious diet program, called the Alternative Diet Program, consists of two distinct components: one component provides for religious dietary need through self-selection from the main line, which includes a no-flesh option. The other component accommodates dietary needs through nationally recognized, religiously certified processed foods and is available through the approval of Religious Services.

Computer Security

Inmates are prohibited from possessing software, or digital or electronic hardware, unless approval is granted in writing. Inmates are prohibited from accessing any communication media, including the internet. Inmates may use a computer to access legal discovery materials under direct staff supervision. This media can only be accepted from the inmate’s legal representatives.

Inmates may use zero clients in the education area of the institution for educational, vocational, or reentry preparation purposes. Inmate are allowed unsupervised access to Trust Fund inmate workstations only. Trust Fund inmate workstations include the electronic law library and computers located in the housing units with TRULINCS access. Inmates are allowed to possess MP3 players with security features, purchased through the commissary. They are able to download songs purchased through the Trust Fund system. MP3 players with security features are allowed to interface with TRULINCS.

Authorized Quantities for Inmate Personal Property

Items which may be retained by an inmate are limited for sanitation and security reasons, and to ensure that excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the living areas. (Refer to Attachment F)
Reentry planning begins on the first day of incarceration. Research shows that most crimes are committed by offenders who leave prison ill-prepared to live law-abiding lives and return to familiar behavioral patterns that include criminal conduct. Early in your incarceration you will participate in an assessment questionnaire to identify strengths and deficits in order to target programming to address areas identified as needing improvement. These demonstrated skills are identified as vocational/career, cognitive skills areas, leisure time skills, and character skills. It is essential you be honest in answering the assessment questions so you can better utilize the programs and resources available to you during incarceration.

Planning for a successful reentry is an ongoing process comprised of a variety of programs and activities through which inmates gain necessary skills and prepare themselves to return to the community. An example of release planning is having your social security card and birth certificate sent in for retention in your central file. Another aspect of release planning is participation in the Release Preparation Program (RPP). Enrollment in the program will be no later than 30 months prior to the inmate’s release to the community; however, the reentry process begins immediately upon arrival. Each inmate is expected to participate in all categories of the program. Refusal to participate in the Release Preparation Program may affect the length of participation in community-based programs and release gratuity. The annual RPP Calendar is posted on unit bulletin boards as well as the inmate electronic bulletin board.

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

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

Central File Review Procedures
Inmates may review their Central File by submitting an Inmate Request to Staff to their assigned case manager. A written response shall be provided to the inmate indicating the date and time for the scheduled review. Inmate file reviews will be accomplished under the direct and constant supervision of unit staff. The review shall be documented in the Central File with a signature of the case manager and inmate.
Criteria for Unscheduled Program Reviews

It is the policy of the Bureau of Prisons to classify each newly committed inmate within four weeks of the inmate’s arrival at the institution and to conduct subsequent program reviews for each inmate at regular intervals. Program review meetings occur every 180 days for inmates with more than 12 months remaining on their sentence, and every 90 days for inmates with less than 12 months remaining on their sentence. FMC Rochester allows inmates to be reviewed outside of these intervals if inmates meet certain criteria. An advanced program review will be considered for inmates whose personal circumstances include significant changes in their projected release date, detainer status, vocational training program completion, or medical/mental health status. To be considered for an unscheduled program review, an inmate must submit a written request via an Inmate Request to Staff to their Unit Manager. The inmate will receive a written response and if appropriate will be placed on a program review docket.

Notification to Inmates of DNA Sample Collection

This notice is to advise you that you are subject to DNA sample collection. The Bureau’s authorities to collect DNA samples from persons in BOP custody are as follows:

- Title 42 U.S.C. § 14135a, Collection and use of DNA identification information from certain Federal offenders;
- Title 42 U.S.C.§ 14135b, Collection and use of DNA identification information from certain District of Columbia offenders; and

Pursuant to these authorities, the Bureau will collect DNA samples from persons in Bureau custody who are:

- Convicted of any federal offense (felony or misdemeanor);
- Convicted of any Uniform Code of Military Justice (military) offense (felony or misdemeanor);
- Convicted of a qualifying D.C. Code offense;
- Arrested or facing charges (pretrial inmates); and
- Non-United States persons who are detained under the authority of the United States (including the Bureau) (persons who are not United States citizens and who are not lawfully admitted for permanent residence as defined by 8 C.F.R. § 1.1 (b)).

Refusal to submit to DNA sampling will result in disciplinary actions and possible criminal prosecution.
Diplomatic Representatives for Foreign Nationals

The most recent publication of the Consular Notification and Access directory will be located in the Law Library. Listed below are the addresses and telephone numbers for diplomatic representatives of some common foreign countries for inmates who are foreign nationals. If your country of citizenship is not listed, please see a member of your unit team for additional information.

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<tr>
<th>Country</th>
<th>Address</th>
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<tr>
<td>Albania</td>
<td>Chancery of Albania 1312 18th Street NW 4th Floor Washington, DC 20036 (202) 223-4942</td>
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<td></td>
<td>Canadian Consulate General 701 4th Avenue South 9th Floor Minneapolis, MN 55415 (612) 333-4641</td>
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<td></td>
<td>Consulate of Columbia 500 North Michigan Avenue Suite 1960 Chicago, IL 60611 (312) 923-1196</td>
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<td>Cuban Consulate 2630 16th Street NW Washington, DC 20009 (202) 797-8518</td>
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<td>Consulate of Dominican Republic 8770 W Bryn Mawr Ave. Triangle Plaza, Ste. 1300 Chicago, IL 60631 (773) 714-4924</td>
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<td>Consulate General of El Salvador 104 South Michigan Avenue Suite 816 Chicago, IL 60603 (312) 332-1393</td>
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<td>Consulate General of France 150 South Fifth Street Ste. 2300 Minneapolis, MN 55402 (612) 643-1417</td>
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<td>Chancery of Grenada 1701 New Hampshire Avenue NW Washington, DC 20009 (202) 265 2561</td>
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<td>Consulate General of Guatemala 203 N Wabasha Ave, Suite 910 Chicago, IL 60601 (312) 332-1587</td>
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<td>Embassy of Guyana 2490 Tracy Place NW Washington, DC 20008 (202) 265-6900</td>
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<td>Consulate of Haiti 11 East Adams Street Suite 1400 Chicago, IL 60603 (312) 922-4004</td>
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<td>Embassy of Honduras-Consulate 4439 West Fullerton Avenue Chicago, IL 60639 (773) 342-8281</td>
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<td>Consulate General of India 455 N. City front Plaza Drive NBC Tower Building Suite 850 Chicago, IL 60611 (312) 595-0405 or 0409</td>
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<td>Consulate General of Italy 1844 Portland Avenue St. Paul, MN 55104 (651) 645-0207</td>
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<td>Consulate of Jamaica 4655 S Dr. Martin Luther King Jr. Dr. Suite 201 Chicago, IL 60653 (773) 373-8988</td>
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<td>Consulate General of Mexico 797 East Seventh Street St. Paul, MN 55106 (651) 771-5494</td>
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<td>Nigerian Chancery 3519 International Court NW Washington, DC 20008 (202) 986-8400</td>
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<td>Consulate of the Philippines 122 S. Michigan Avenue Suite 1600 Chicago, IL 60602 (312) 332-6458</td>
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<td>Consulate of Poland 1530 N Lake Shore Dr. Chicago, IL 60610 (312) 337-8166</td>
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<td>Chancery of Vietnam 1233 20th Street NW Ste. 400 Washington, DC 20036 (202) 861-0737</td>
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**Treaty Transfer for Non-U.S. Inmates**

Inmates who are not U.S. citizens may be eligible for a transfer to their home country to serve the remainder of their sentence. At initial classification, the inmate will be advised if the inmate’s home country has a formal exchange treaty with the United States. The Case Manager will provide additional information regarding an inmate’s eligibility for participation in the program.

**RELEASE**

**Sentence Computation**

The Designation and Sentence Computation Center (DSCC), located in Grand Prairie, Texas, is responsible for the computation of inmate sentences. Once staff at the DSCC have certified the sentence computation as being accurate, staff will provide the inmate with a copy of his or her sentence computation data. Any questions concerning good time, jail time credit, parole eligibility dates, full term dates, or release dates are resolved by staff upon inmate request for clarification.

**Fines and Costs**

In addition to jail time, the court may impose committed or non-committed fines and/or costs. Committed fines mean that the inmate will remain in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 USC, Section 3569 (Discharge of indigent prisoner). Non-committed fines have no condition of imprisonment based on payment of fines or costs. Payments for a non-committed fine or cost are not required for release from prison or transfer to a contract residential reentry center.

**Detainers**

Case management staff may give assistance to offenders in their efforts to have detainers against them disposed of, either by having the charges dropped, by restoration to probation or parole status, or by arrangement for concurrent service of the state sentence. The degree to which the staff can assist in such matters as these will depend on individual circumstances.

The Interstate Agreement on Detainers Act (IADA) allows for the disposition of untried charges, indictments, information, or complaints that have been lodged as a detainer by party states. The United States of America, the District of Colombia, and any U.S. state or territory that has codified the IADA into its statutes have been identified as party states. The states of Mississippi and Louisiana, the Commonwealth of Puerto Rico, and the territories have not joined the IADA to date.

**Good Conduct Good Time**

This applies to inmates sentenced for an offense committed on or after November 1, 1987, under the Sentencing Reform Act of 1984 (SRA), the Violent Crime Control Law Enforcement Act (VCCLEA), or Prison Litigation Reform Act (PLRA).
The SRA became law on November 1, 1987. The two most significant changes made to sentencing statutes concern good time and parole issues. There are no provisions for parole under the SRA. The only good time available under the SRA is 54 days of Good Conduct Time (GCT) for each year served on the sentence. No GCT is applied to life terms, or to sentences of 1 year or less. Good time is not awarded under the SRA until the end of each year served on the sentence, and may be awarded in part or in whole, contingent upon behavior during the year. Once awarded, GCT earned under the SRA is vested, and may not be forfeited at a later time.

For inmates convicted under the VCCLEA, for offenses committed from September 13, 1994, through April 25, 1996, the 54 days of GCT earned for each year served on the sentence will not vest if an inmate does not have a high school diploma or a GED, and the inmate is not making satisfactory progress toward earning a GED. Unsatisfactory progress is determined by the institution Education Department.

For inmates sentenced under the PLRA, for offenses committed on or after April 26, 1996, the GCT earned for time spent in service of the sentence does not vest. In addition, if an inmate does not have a high school diploma or a GED, and the inmate is not making satisfactory progress toward earning a GED, only 42 days of GCT will be earned for each year in the service of the sentence. Unsatisfactory progress is determined by the institution Education Department.

The amount of GCT an inmate is eligible to receive is based on the amount of time served on the sentence, not the length of the sentence. This calculation method has been upheld by the U.S. Supreme Court.

THE GOOD TIME DISCUSSIONS BELOW DO NOT APPLY TO INMATES SENTENCED UNDER THE NEW SENTENCING GUIDELINES.

Good Time
Good Time awarded by the BOP 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.

Statutory Good Time
Under 18 U.S. Code 4161, an offender sentenced to a definite term of six months or more is entitled 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 months 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 a prisoner’s sentence, the full amount of statutory good time is credited, subject to forfeiture if the prisoner commits disciplinary infractions.

The following 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, 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 (e.g., 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 extra good time award. Neither the Warden nor the DHO may forfeit or withhold extra good time.

The Warden may disallow or terminate the awarding of any type of Extra Good Time (except for lump sum awards), but only in a non-disciplinary context and only upon recommendation of staff. The DHO may 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 in order for the award to recommence. A disallowance means that an inmate does not receive an Extra Good Time award for only one calendar month. A disallowance must be for the entire amount of extra good time for that calendar month. There may be no partial disallowance. A decision to disallow or terminate extra good time may not be suspended pending future consideration. A retroactive award of meritorious good time may not include a month in which Extra Good Time has been disallowed or terminated.

Residential Reentry Center Good Time
Extra good time for an inmate in a Federal or contract Residential Reentry Center is awarded automatically beginning on arrival at that facility and continuing as long as the inmate is confined to the Center, unless the award is disallowed.

Camp Good Time
An inmate assigned to a camp is automatically awarded Extra Good Time, beginning on the date of commitment to the camp, and continuing as long as the inmate is assigned to the camp unless the award is disallowed.

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. Such recommendations must be for an
exceptional act or 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 thirty (30) days. If the recommendation is for more than thirty days, and the Warden agrees, the Warden will refer the recommendation to the Regional Director, who may approve the award.

**Good Time Procedures**

Extra Good Time is awarded at a rate of three days per month during the first twelve months, and at the rate of five days per month thereafter (i.e., the first twelve months, as stated, means 11 months and 30 days - Day for Day - of earning Extra Good Time before an inmate can start earning five days per month.

**Parole**

Parole is release from incarceration under conditions established by the U.S. Parole Commission. Parole is not a pardon or an act of clemency. A parolee remains under the supervision of a U.S. Probation Officer until the expiration of his full term.

Federal inmates sentenced prior to 1987 are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment (EXEMPTIONS: inmates sentenced before September 6, 1977 and inmates with a minimum parole eligibility of ten years). Inmates sentenced in the District of Columbia Superior Court who are eligible for parole will normally receive a parole hearing 180 days prior to their parole eligibility date. If the inmate chooses not to appear before the Parole Board for the initial hearing, 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 hearings. The Parole Board conducts hearings at most Bureau institutions every two months.

Applications, to the Parole Commission for a hearing, are the responsibility of the inmate, but in certain cases the Unit Team will assist the inmate if necessary. Application forms may be obtained from the Case Manager.

Following the hearing, the inmate will be advised of the tentative decision reached in the case by the hearing examiners. The recommendations of the hearing examiner must be confirmed by the Regional Office of the Parole Board. This confirmation usually takes three to four weeks and is made through the mail on a form called a Notice of Action. Federal inmates may appeal a decision made the Parole Commission by obtaining the appropriate forms from the Case Manager. Inmates with a District of Columbia Superior Court case cannot appeal a decision made by the Parole Commission. 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 three to six months before the parole date.
Parole may be granted to a detainer or for the purpose of deportation. The inmate should have an approved residence and an approved employer before being released on parole.

Residential Reentry Center Placement

Inmates who are nearing release, and who need assistance in obtaining a job, residence or other community resources, may be referred for placement at a Residential Reentry Center (RRC).

The Residential Reentry Management Regional Administrator supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Residential Reentry Manager (RRM) links the BOP with the U.S. Courts, other Federal agencies, State and local governments, 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 administrator.

Community programs have two major emphases: residential community-based programs provided by RRCs and programs that provide intensive nonresidential supervision to offenders in the community.

Community-Based Residential Programs

The community-based residential programs available include both typical RRCs and work release programs provided by local detention facilities. The RRCs provide a suitable residence, structured programs, 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. The inmate’s payment rate during RRC residence is 25 percent of the inmate’s gross income.

Most BOP community-based residential programs are proved in RRCs. These facilities contract with the BOP to provide residential correctional programs near the offender’s home community. RRCs 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 reestablishing family ties.
- Those under community supervision who need guidance and supportive services beyond what can be provided through regular supervision by U.S. Probation.
- Those serving short sentences of imprisonment and terms of community confinement.

Each RRC now provides two components within one facility, a prerelease component and a community corrections component. The prerelease component assists offenders making the transition from an institutional setting to the community, or as a resource while under supervision. The community corrections component
is more restrictive. Except for employment and other required activities, the offenders are required to main 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 of these local facilities have work release programs similar to the community corrections component in a RRC, serving to facilitate the transition from the institution to the community.

The Adam Walsh Child Protection and Safety Act
The Adam Walsh Child Protection and Safety Act (Pub.L. 109-248) was signed into law on July 27, 2006. The legislation organizes sex offenders into 3 tiers, and mandates that Tier 3 offenders update their whereabouts every 3 months. It makes failure to register and update information a felony. It also creates a national sex offender registry and instructs each state and territory to apply identical criteria for posting offender data on the Internet (i.e., offender’s name, address, date of birth, place of employment, photograph, etc.).

Conclusion
Hopefully this information will assist inmates during their incarceration and help clarify any concerns they may encounter. New commitments should feel free to ask any staff member for assistance, particularly unit staff. For individuals who are not yet in custody, and who have been given this publication to prepare for commitment, the BOP’s RRM or the staff at the institution to which they have been designated can help clarify any other concerns.
Below is a copy of FMC unit Rules and Regulations. If you should need additional information regarding programs and services, contact the appropriate staff and ask questions, as they are willing to assist you. Having full knowledge of and abiding by the rules and regulations, in addition to maintaining open communication, will make FMC, Rochester a more stable environment for all concerned. (NOTE: The Medical/Surgical Unit and the Mental Health Unit have separate Specialized Rules and Regulations.)

1. Bed Making/Room Inspections: Beds are to be made neatly and rooms cleaned by 7:30 a.m. on weekdays. On weekends and holidays, inmates are permitted to remain in bed as long as they desire, but will make their beds upon rising. If an inmate is on medical idle, he may remain in bed undisturbed, but he must ensure that his room is clean and otherwise ready for inspection. At no time will bedding be used as floor or window coverings. Any inmate whose day-off falls on a normal week day will be required to have his room ready for inspection by 7:30 a.m. This means that your bed must be made; however, you may lie on top of it. Failure to comply may result in disciplinary action. Unusual situations may be worked out with the Unit Manager.

2. Conduct: Each inmate in the unit is expected to maintain himself in an orderly fashion, and to abide by the policies and procedures of the unit, FMC, Rochester, the Federal Bureau of Prisons, and the laws of the United States of America. Our common goal is to create an environment in the unit of mutual respect and concern in which every person can contribute to, share in, and fulfill himself as a worthwhile and productive human being.

3. Contraband: Regular, non-scheduled searches for contraband will be made in individual rooms and other unit areas. If an officer or staff member suspects an inmate of carrying and/or concealing contraband, a thorough personal search may be made. Additionally, pat searches may be conducted at any time. Any item not purchased in the Commissary, not officially issued, not specifically authorized by proper authority, not on an inmate’s property inventory record, not used for the purpose for which it was issued, or in excess of allowed limits is considered contraband, and will be confiscated. Violation of these limits may result in disciplinary action.

4. Shakedowns: The placement of metal detection devices throughout the institutions may be necessary for the control of contraband. A metal detector search may be done in addition to the pat search. Staff 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 and work 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...
5. Counts: The Federal Bureau of Prisons requires that counts be made at intervals throughout the entire day. During official counts in the unit, inmates will go to their rooms and be in plain view, remain quiet, and not disturb the officer conducting the count. Radios will not be played during counts. Count times are 12:15 a.m., 3:00 a.m., 5:00 a.m., 4:15 p.m., and 9:00 p.m. During count times, staff are required to positively observe human flesh before counting any inmate. There will be a 10:00 a.m. stand up count on weekends and holidays during which inmates, along with their visitors, may remain in the visiting room.

In addition, emergency count/census checks will be conducted periodically. During the 4:15 p.m. count, 9:00 p.m. count, and 10:00 a.m. count on weekends and holidays only), inmates are to have their doors open and be standing in their rooms. This is in addition to the other requirements. There will be no inmate movement in the unit during any count until the unit officer calls “Count clear.” Note: inmates residing in dormitories must remain in the bed area of the dormitory. Failure to adhere to these count procedures will result in disciplinary action.

6. Dress Code: Inmates will present an acceptable appearance at all times, utilizing approved recreation or institution-issued clothing. The guidelines listed below will be followed by all inmates:

A. Working Hours: Institution-issued clothing that is neat, clean, presentable, and having name tags affixed must be worn on all work details. Shirts must be tucked into belted trousers. T-shirts and thermal shirts are considered undergarments and must be worn under institution-issued clothing. Appropriate shoes authorized by the work supervisor include safety, medically authorized orthopedic, medically modified regular issue shoes or tennis shoes will be worn at all times.

B. Non-Working Hours: Institution-issued clothing or any authorized recreational clothing may be worn during non-working hours. Recreational clothing must be purchased through the Commissary and listed on the Inmate Personal Property Form (BP-S383). Recreation clothing must be machine washable, in good condition, and may not be altered, patched, or frayed.

C. General: Issued institutional clothing or approved recreation clothing and shoes must be worn at all times in common areas. Appropriate clothing will be worn to and from the bathroom and shower areas. Recreational clothing may be worn during non-working hours, except in the visiting room, on medical trips, or at activities where outside guests or volunteers are involved, including activities in Religious Services, Education and Recreation Departments. Food Service clothing will not be worn during non-working hours. Flip flops and shower shoes will not be worn outside of the inmate’s housing unit/floor.

D. Clothing: Civilian clothing (i.e. clothing not issued to the inmate by the Bureau or purchased by the inmate through the Commissary) ordinarily is not authorized for retention by the inmate. Prerelease civilian clothing for an inmate may be retained by staff in the Receiving and Discharge area during the last 30 days of an inmate’s confinement. All inmates are
prohibited from wearing any clothing not government-issued or purchased in the Commissary. No inmates may be issued, permitted to purchase, or have in their possession any blue, black, red, or camouflage clothing or cloth items. Commissary sales of clothing are limited to the following colors: Only gray and/or white clothing may be sold in institutions for males and only pastel green, gray, and/or white may be sold in institutions for females. The only exception is for religious headgear. All government clothing, except undergarments will be tagged with a label indicating the inmate’s name and registration number. These items are to be neatly stored in the identified storage space provided. Individual washcloths and towels are issued to inmates. Representative authorized footwear/shoes may include: work (1 pr.), shower (1 pr.), athletic/specialty (1 pr. – black, white, grey, or a combination thereof with a maximum value of $100.00), slippers (1 pr.), and casual (1 pr.). Footwear will be placed neatly under the bed.

E. Recreational Clothing: During normal working hours, recreational clothing may be worn only on recreation areas and in transit to recreation areas. Any altered clothing will be considered contraband.

F. Headgear: All hats will be removed when entering a building. Hats must be worn in the correct manner. The clothing room or detail supervisor may issue authorized headgear which will be worn only on the work detail. Sweat bands may be worn only on the recreation yard or on work details, if approved by the detail supervisor. Inmates with unusually long hair may wear hats or hair nets on details where safety or sanitation is a factor, if approved by the detail supervisor. Hair must be clean and neat regardless of length or style. Authorized religious headgear is exempted from this provision. “Doo-rags” or wave caps are only authorized to be worn in the housing units during non-working hours. Baseball caps may be purchased in the commissary and can be worn on the recreation yard and work details as approved by the detail supervisor.

G. Sunglasses: Sunglasses or glasses with tinted lenses will not be permitted indoors unless the Clinical Director issues medical authorization.

H. Dining Room: During normal work days, Monday through Friday, only articles of institution issued clothing, with name tags affixed, will be worn inside the inmate dining room during the morning and noon meals. All clothing will be neat, clean and presentable. Sleeveless or altered shirts will not be allowed. All shirts will be tucked into belted trousers. Shirt buttons will be secured up to at least the first button below the collar. Socks will be worn at all times within the dining room. Tennis shoes can be worn in the dining room during the morning and noon meals. Hats will not be worn within the inmate dining room, with the exception of food service workers and approved religious headgear. Inmates not adhering to the dress code will not be permitted in the dining room. At no time will inmates be allowed to enter the inmate dining room with laundry bags and/or personal property. These items are to be left in the housing units and not stored outside the inmate dining room. Boisterous behavior and cutting in line is forbidden. With the exception of sack lunches and
7. Food Service: The order in which units are called to eat is announced. Meals are served at the following approximate times on weekdays:

Breakfast: 6:00 a.m.
Lunch: 11:00 a.m.
Dinner: 4:45 p.m.

Meals are served at the following approximate times on weekends and holidays:

Coffee Hour: 6:45 a.m.
Lunch: 10:30 a.m.
Dinner: 4:45 p.m.

8. Unit Laundry Facilities: Effective December 6, 2010, all washers and dryers were removed from the housing unit, discontinuing all unit based laundry facilities. Inmates are required to bring institutional and personal clothing to the institution laundry in Building 4. These items must be properly secured in a marked laundry bag. For specific information regarding laundry procedures refer to the Admission and Orientation Handbook and the unit and electronic bulletin board postings. Inmates are not permitted to wash and/or hang dry any clothing in the housing units.

9. Photographs and Pictures:
   A. Inmates may display pictures or photographs of their immediate family on their bulletin boards or in an authorized area. These items will not extend beyond the edge of the bulletin board.
   B. No nude, semi-nude, or obscene pictures can be displayed; this includes magazine pictures, snapshots, and artwork. For clarification purposes, semi-nude includes females and/or males wearing under clothing, swimsuits, lingerie, or similar revealing clothing.
   C. 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.

10. Rooms: The following instructions will be used as a guideline for inmates to correctly set up and maintain their rooms. Additional information regarding rooms and property storage can be found in the Institutional Supplement regarding Inmate Personal Property.
   A. When allowable personal property exceeds the allowable storage space provided each inmate, you must decide which items of personal property you wish to retain. Excessive amounts of personal property constitute a safety/sanitation hazard, and will be disposed of in accordance with Bureau of Prisons policy. You cannot store additional property in cardboard boxes, as this is considered a safety/sanitation hazard.
B. No framed or unframed photographs will be attached to the room’s lockers or walls. No nude, semi-nude, or obscene photographs, pin-ups, or artwork will be displayed.

C. No item will be attached to the light fixtures, sprinkler heads, or vents.

D. Floor areas will be swept and damp mopped daily, and will be free of scuff marks, lint, dust, and debris. Floor surfaces will be polished frequently enough to present a clean bright appearance.

E. Horizontal ledges, surfaces, bed frames, etc., will be free of dust.

F. Inside surfaces of windows and walls shall be clean and free of stains and dirt.

G. Inmates will not make repairs or modifications to any appliance, furniture, or quarters areas, except with the approval of the unit staff.

H. Only the following items are allowed outside the locker:

1. Fan (only in Building 2)
2. Alarm clock
3. Framed photographs (frames not larger than “8 x 10” with no glass)
4. Reading lamp (clamped to the bed or desk)

Medical equipment

I. Shoes will be stored in an orderly fashion underneath the lower bunk.

J. Plastic drinking jugs (1 gallon) purchased from the commissary are to be stored underneath the lower bunk.

K. Picture canvases will be stored in the locker, behind the locker, or behind the desk.

L. Nothing may be placed on top of the lockers other than those items listed in H., at any time. Note, no items can be placed within 18” of the base of the sprinkler head.

M. Legal Materials pertaining to the inmate’s current offense or pending court actions cannot occupy more than three cubic feet. Legal materials must be stored in the inmate personal property storage areas. If additional space is needed, you must submit an Inmate Request to Staff to the Unit Manager requesting such. Inmates cannot possess another inmate’s legal material at any time.

11. Room Assignment and Changes: At FMC, Rochester, there exist a wide variety in unit designs and purpose. Therefore, each unit will address the issue of room assignments and changes in relation to the operations of that specific unit. Generally, a Correctional Counselor on the unit is responsible for assigning inmates to quarters, and for making any quarters changes with the approval of the Unit Manager. An Inmate Request to Staff should be submitted to the unit team to address any concerns you may have regarding this issue.

The following are the guidelines for placement on the Work Cadre Unit Two-Man Room List:

- Submit an Inmate Request to Staff form to the counselor detailed to room assignments, to be placed on the list.
- You must be on the list for 90 days prior to being eligible for a room. This prevents inmates from putting in a request at the last minute to bump someone from being first.
Your seniority placement on the list is based on the following guidelines:
a. Date of arrival to Building 2.
b. Date you returned to participation status from refusal status for the Inmate Financial Responsibility Program (IFRP).
c. Date you were found guilty of an incident report.
d. Date you refused a two-man room placement.

The most recent of these determines your seniority date.

Removal from a two-man room is subject to the above guidelines. For instance, if you are found guilty of an incident report, you will be removed from your two-man room in addition to any other sanction you may have been given. If you are removed from a two-man room for any reason you must submit another copout to be placed back on the list.

The Correctional Counselors in the Medical/Surgical and the Mental Health Units will monitor placement in two-man rooms in those units. Room changes may be necessary in these units due to medical and/or psychiatric concerns and available bed space issues.

12. Unit Sanitation: If you drop any food or drink items on the floor, you must ensure that it is cleaned up immediately to avoid causing a threat to the safety of others.

13. Showers: Showers are open on weekdays from 6:00 a.m. to 7:30 a.m. and following the completion of the 4:15 p.m. count until 10:00 p.m. On weekends and holidays, showers will be open from 6:00 a.m. to 10:00 p.m. Shower rooms with locks will be secured at 10:00 p.m.

14. No Smoking: Inmates are not permitted to smoke. All smoking products are considered contraband. Any inmate in possession of smoking products (i.e. cigarettes, cigars, pipes, lighters, smokeless tobacco, etc.) will be subject to disciplinary action.

15. Television Rooms: There are television rooms available in the units. The last person who leaves the room will ensure that all trash is placed in proper receptacles. The television rooms will be open during non-working hours. All inmates utilizing the television rooms will ensure the television rooms remain neat and clean at all times. Anytime a TV room is found to be in an unsanitary condition, the room will be off limits until it is cleaned. General guidelines for hours of television viewing are as follows: 6:00 a.m. to 12:00 a.m. Sunday through Thursday, with an extension to 2:00 a.m. on Friday, Saturday, and the evening preceding a holiday. Unit Managers may make revisions of this schedule as they deem necessary to facilitate the mission of their units.

16. Chairs: Inmates are expected to bring their designated plastic chair from their room to the television room for use during television viewing. No chairs will be designated for retention in the television rooms. Any chairs found in the television room unattended at the end of the day will be confiscated by staff. All other chairs will be maintained by the unit team as replacement chairs. Inmates are not authorized to write on chairs, as this is considered destruction of government property and subject to disciplinary action.

17. Work Call: All sentenced and committed inmates who are medically and mentally able to work are expected to work. Pre-trial inmates are not
A. Attachment A, Page 7

18. required to work, but may opt to work by signing a work waiver. All inmates will report for work at the 7:40 a.m. work call, Monday through Friday, or as required by the specific shift/work detail. Work ends at the 3:30 p.m. yard recall move, and inmates must report to their units no later than 3:40 p.m.

19. Out of Bounds: You will notice there are several out of bounds signs placed around the compound. You are not permitted to be in these areas. Inmates are authorized to be on their assigned floor only. Exceptions to this rule may be if you have a call out, scheduled appointment, or staff permission. Failure to comply with these regulations may result in disciplinary action.

20. Microwaves: Inmates may use the microwaves located in the common areas during television viewing hours as referenced in number 14 above. There will be no loitering in the common areas around the microwaves after 10:00 p.m.

21. Special Housing Unit Rules and Procedures:
A. Showers: Inmate showers will be provided on Monday, Wednesday, and Friday each week. A disposable razor will be provided to an inmate wishing to shave (while in the shower), the inmate will be observed at all times while shaving. The razor must be returned upon conclusion of the shower and will be checked to ensure the blade has not been removed. Inmates will not be allowed to possess razors in their cells at any time. Inmates will not be allowed to use a razor that has been assigned to or used by another inmate. Inmates housed in the Mental Health Unit Special Housing Unit (SHU #1) will use a battery operated razor when showering.

B. Haircuts: Inmates requesting haircuts will submit an Inmate Request to Staff to the Officer in Charge (OIC). The inmate barber will be given a visual (strip) search and scanned with the transfrisker prior to entry into the unit. An inventory of all barber tools and supplies will be conducted by the unit officer prior to entry and before departing, to ensure items are not left in the unit. The inmate receiving the haircut will have restraints applied with his hands in back.

C. Clothing Exchange: Clothing will be exchanged on Monday, Wednesday, and Friday. Linen will be exchanged on Friday.

D. Law Library: Inmates have access to the electronic law library in all Special Housing Units. If additional law library materials are requested, i.e. Black’s Law Dictionary, inmates will submit an Inmate Request to Staff. Contact Education staff if necessary to ensure materials are available.

E. Phone Calls: Inmates on administrative detention (A/D) status will receive one (1) phone call every seven (7) days. Inmates on disciplinary segregation status (D/S) status will receive one (1) phone call every thirty (30) days. Inmates assigned to secure housing or seclusion statuses must request a phone call through their unit team. Legal calls will be approved by the inmate’s unit team.

F. Commissary: The A/D and D/S commissary lists will be utilized for inmates in special housing. Inmates on secure housing or seclusion statuses will use the A/D commissary lists. Forms will be distributed
A. Attachment A, Page 8

on Friday evening watch. The lists will be collected on Monday, by the
SHU OIC working the day watch shift and forwarded to the SHU Lieutenant
for approval.
TIME LIMITS IN DISCIPLINARY PROCESS

TABLE 2

1. Staff becomes aware of inmate’s involvement in incident
   Ordinarily maximum of 24 hours

2. Staff gives inmate notice of charges of delivering incident report
   Maximum ordinarily of 5 work days from the time staff became aware of the inmate’s involvement in the incident. (Excludes the day staff become aware of the inmate’s involvement, weekends, and holidays).

3. Initial hearing (UDC)
   Minimum of 24 hours (unless waived)

4. Discipline Hearing Officer (DHO) Hearing

NOTE: These time limits are subject to exceptions as provided in the rules.

Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while informal resolution is undertaken and accomplished. If informal resolution is unsuccessful, staff may reinstitute disciplinary proceedings at the same stage at which suspended. The requirements then begin running again, at the same point at which they were suspended.
<table>
<thead>
<tr>
<th>RIGHTS</th>
<th>RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. You have the right to expect that you will be treated in a respectful, impartial, and fair manner by all staff.</td>
<td>1. You are responsible for treating inmates and staff in the same manner.</td>
</tr>
<tr>
<td>2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.</td>
<td>2. You have the responsibility to know and abide by them.</td>
</tr>
<tr>
<td>3. You have the right to freedom of religious affiliation and voluntary religious worship.</td>
<td>3. You have the responsibility to recognize and respect the rights of others in this regard.</td>
</tr>
<tr>
<td>4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.</td>
<td>4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.</td>
</tr>
<tr>
<td>5. You have the opportunity to visit and correspond with family members and friends, and correspond with members of the news media, in accordance with Bureau rules and institution guidelines.</td>
<td>5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband, and not to violate the law or Bureau guidelines through your correspondence.</td>
</tr>
<tr>
<td>6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).</td>
<td>6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.</td>
</tr>
<tr>
<td>7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.</td>
<td>7. It is your responsibility to use the services of an attorney honestly and fairly.</td>
</tr>
</tbody>
</table>
8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.

9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.

10. You have the right to participate in educational, vocational training, counseling, and employment programs as resources permit, and in keeping with your interests, needs, and abilities.

11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family, in accordance with Bureau rules.

8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.

9. It is your responsibility to seek and use such materials for your personal benefit, without depriving others of their equal rights to the use of this material.

10. You have the responsibility to take advantage of activities which will aid you to live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the participation in such activities.

11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.
1.3 Prohibited acts and available sanctions.

(a) Prohibited acts. The list of prohibited acts are divided into four separate categories based on severity: Greatest; High; Moderate; and Low. We describe the prohibited acts in Table 1 - Prohibited Acts and Available Sanctions. Aiding, attempting, abetting, or making plans to commit any of the prohibited acts is treated the same as committing the act itself.

(b) Available sanctions. The list of available sanctions for committing prohibited acts is listed in Table 1 - Prohibited Acts and Available Sanctions. If you commit repetitive prohibited acts, we can impose increased sanctions, as listed in Table 2 - Additional Available Sanctions for Repeated Prohibited Acts Within the Same Severity Level.

1) Greatest Severity Level Offenses. The Discipline Hearing Officer (DHO) imposes one or more of sanctions A through E. Sanction B.1 must be imposed for a VCCLEA inmate rated “violent” (an inmate who, per the Violent Crime Control and Law Enforcement Act of 1994, committed a crime of violence on or after September 13, 1994) and for a PLRA inmate (an inmate sentenced for an offense committed on or after April 26, 1996, per the Prison Litigation Reform Act). The DHO may impose any available sanctions (A through M) in addition to sanctions A through E. All Greatest severity level charges must be referred to the DHO.

2) High Severity Level Offenses. The DHO imposes one or more of sanctions A through M, and, except as noted in the sanction, may also suspend one or more sanctions A through M. Sanction B.1 must be imposed for a VCCLEA inmate rated “violent” and for a PLRA inmate. All High severity level charges must be referred to the DHO.

Prohibited Act Code 225, Stalking, is for the purpose of punishing repetitive inmate behavior, e.g., loitering, staring, leering, inappropriate remarks (short of insolence, profanity, or sexual proposals), that are not clearly covered by another prohibited act code. When staff encounter such behavior, the inmate should be specifically warned that it is inappropriate and must cease. If the behavior fits another prohibited act code provision, the inmate should be charged with violating that specific provision instead of stalking. Examples of other prohibited act code behavior that may be used instead of Code 225, Stalking, include, but are not limited to Insolence (Code 312), Being in an Unauthorized Area (Code 316), Threatening (Code 203), and Making a Sexual Proposal or Threat (Code 206).

3) Moderate Severity Level Offenses. The DHO imposes at least one sanction A through M, but, except as noted in the sanction, may suspend any sanction(s) imposed. Sanction B.1 ordinarily must be imposed for a VCCLEA inmate rated “violent” and for a PLRA inmate.

Except for charges referred to the DHO, the Unit Discipline Committee (UDC) shall impose at least one sanction F through M, but may suspend any sanctions imposed.

The UDC ordinarily refers to the DHO a moderate severity level charge for a VCCLEA inmate rated “violent” or for a PLRA inmate if the inmate was found to have committed two moderate offenses during his/her current anniversary year (the 12-month period for which an inmate may be eligible to earn good conduct time [GCT]). The UDC must document the reasons why a third charge for such an inmate was not referred to the DHO.
A prohibited act charge for 331 involving tobacco or nutritional supplements must be referred to the DHO for final disposition.

(4) **Low Severity Level Offenses.** The DHO imposes at least one sanction B.1, or D through M. The DHO may suspend any sanction(s) imposed; however, a B.1 sanction may not be suspended. Except for charges referred to the DHO, the UDC imposes at least one sanction F through M, but may suspend any sanction(s) imposed.

The UDC ordinarily refers to the DHO a low severity level charge for a VCCLEA inmate rated “violent” or for a PLRA inmate if the inmate had been found to have committed three low offenses during his/her current anniversary year. The UDC must document the reasons why a charge for such an inmate was not referred to the DHO.

Sanction B.1 may be imposed on the Low severity level only if the inmate has committed a Low severity level prohibited act more than once within a six-month period (except for a VCCLEA inmate rated “violent” or a PLRA inmate).

(5) **All Severity Level Offenses.** In all categories of severity, aiding another person to commit any of these offenses, attempting to commit them, or making plans to commit them, is considered equivalent to committing the offense itself. In these cases, the letter “A” is combined with the offense code. For example, planning an escape is Escape, Code 102A. Attempting to adulterate food or drink is Code 209A.

When the prohibited act is **Interfering with a Staff Member in the Performance of Duties (Code 198, 298, 398 or 498) or Conduct Which Disrupts (Code 199, 299, 399, or 499),** the DHO or UDC must specify the severity level of the conduct that is most comparable to an offense(s) at that severity level. **Example:** “I find the act of Conduct Which Disrupts (Code 299) to be of High severity level, most comparable to the prohibited act of Engaging in a Group Demonstration (Code 212).”

**Suspensions of any sanction cannot exceed six months.** Suspended sanctions may only be revoked and executed if the inmate is found to have committed a subsequent prohibited act. Only the DHO may execute, suspend, or revoke and execute suspension of sanctions A through E (B and B.1. may never be suspended). The DHO or UDC may execute, suspend, or revoke and execute suspensions of sanctions F through M. The DHO may execute UDC-suspended sanctions. However, the UDC may not execute DHO-suspended sanctions A through E.

When an inmate receives an incident report while on a DHO-imposed, but suspended sanction, the new incident report is forwarded by the UDC to the DHO, both for a final disposition on the new incident report, and for a disposition on the suspended sanction. This procedure is not necessary when the UDC informally resolves the new incident report. The DHO may return an incident report to the UDC if a decision not to execute the suspended sanction is made.

The UDC or DHO may impose increased sanctions for repeated, frequent offenses per the guidelines in Table 2.

Noting that not all UDC or DHO decisions finding an inmate committed a prohibited act will result in a change to the inmate’s security designation score, the Unit Team may recommend a greater security transfer, using their professional judgment, and in accordance with the policy on Inmate Security Designation and Custody Classification.
541.4 Loss of good conduct sentence credit as a mandatory sanction.

(a) You will lose good conduct sentence credit as a mandatory disciplinary sanction if you are in one of the following two groups:

(1) VCCLEA-violent inmates. The date of your U.S. Code offense was on or after September 13, 1994, but before April 26, 1996, and you committed a “crime of violence” as defined by the Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA); or

(2) PLRA inmates and D.C. Code offenders. The date of your U.S. Code offense was on or after April 26, 1996, and, therefore, under the Prison Litigation Reform Act (PLRA), or the date of your District of Columbia (DC) Code offense was on or after August 5, 2000.

(b) If you are an inmate in one of the above groups and commit a prohibited act, you will lose good conduct sentence credit as a mandatory disciplinary sanction. The amount of good conduct sentence credit you will lose depends on the severity level of the prohibited act(s) committed, as follows:

(1) Greatest Severity Level Offenses. You will lose at least 41 days, or 75% of available credit if less than 54 days are available for the prorated period, for each act committed.

(2) High Severity Level Offenses. You will lose at least 27 days, or 50% of available credit if less than 54 days are available for the prorated period, for each act committed.

(3) Moderate Severity Level Offenses. You will lose at least 14 days, or 25% of available credit if less than 54 days are available for the prorated period, after committing two or more Moderate severity acts during the current year of your good conduct sentence credit availability.

(4) Low Severity Level Offenses. You will lose at least 7 days, or 12.5% of available credit if less than 54 days are available for the prorated period, after committing three or more Low severity acts during the current year of your good conduct sentence credit availability.

Available Sanctions (upon finding the inmate committed the prohibited act(s)):

(A) Recommend Parole Date Rescission or Retardation. The DHO may recommend retardation or rescission of parole grants to the U.S. Parole Commission or respective parole authority.

(B) Forfeit Earned Statutory Good Time, Non-vested Good Conduct Time, or Terminate or Disallow Extra Good Time.

Forfeited good conduct time (GCT) is not eligible for restoration. However, forfeited statutory good time (SGT) may be restored. Restoration of statutory good time is approved at initial eligibility only when the inmate has shown a period of improved good behavior. When the Warden (or designee) denies restoration of forfeited statutory good time, the unit team notifies the inmate of the reasons for denial. The unit team establishes a new eligibility date, not to exceed six months from the date of denial.
An application for restoration of statutory good time is forwarded from the inmate’s unit team, through the DHO and Captain for comments, to the Warden for final decision.

Inmates who committed their crimes on or after November 1, 1987, and are sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act, are only eligible to receive 54 days GCT credit (18 U.S.C. § 3624(b)). This credit is given at the end of each year served and, once given, is vested. For these inmates, the DHO’s authority is final and subject only to review by the Regional Director to ensure conformity with the discipline policy and by inmate appeal through Administrative Remedy procedures.

The statutory good time available for forfeiture is limited to an amount computed by multiplying the months served at the time of the offense for which forfeiture is taken, by the applicable monthly rate specified in 18 U.S.C. § 4161 (less previous forfeiture or withholding). The amount of GCT available for forfeiture is limited to total days in “non-vested” status at the time of misconduct (less previous forfeiture).

Forfeiture of GCT may not be suspended.

Disallowance of extra good time is limited to extra good time for the calendar month in which the violation occurs. It may not be withheld or restored.

The sanction of termination or disallowance of extra good time may not be suspended.

Forfeited GCT will not be restored. Authority to restore forfeited statutory good time is delegated to the Warden, and may not be delegated lower than the Associate Warden level. Limitations on this sanction and eligibility for restoration are based on the severity scale. (See Table 2.)

To ensure an inmate’s case is not overlooked when statutory good time has been forfeited, the unit manager will ensure the eligibility requirements are reviewed for restoration per the time frames in the Program Statement on Classification and Program Review of Inmates. A recommendation of the unit team for or against restoration is forwarded to the Warden through the DHO and Captain. Except as noted, eligibility for restoration of forfeited statutory good time is computed from the date of the withholding or forfeiture action by the DHO.

An inmate who has escaped and receives a forfeiture at a subsequent in absentia hearing begins the eligibility for restoration period upon return to Bureau custody. The Warden refers to the Regional Director any case where exceptional circumstances support restoration of statutory good time before completion of the eligibility requirements.

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

(B.1) **Disallowance of Good Conduct Time.** An inmate sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act (committed a crime on or after November 1, 1987) may not receive statutory good time, but is eligible to receive 54 days GCT credit each year (18 U.S.C. § 3624(b)). Once awarded, the credit is vested, and may not be disallowed.
Crimes committed on or after September 13, 1994, and before April 26, 1996, (VCCLEA) credit is not vested unless the inmate has earned or is making satisfactory progress toward a high school diploma or equivalent degree (or is exempt because of a learning disability).

For crimes committed on or after April 26, 1996, (PLRA and SRAA) GCT credit toward an inmate’s service of sentence vests on the date the inmate is released. Once disallowed, the credit may not be restored, except by immediate review or appeal as indicated below. Prior to this award being made, the credit may be disallowed for an inmate found to have committed a prohibited act.

A sanction of GCT disallowance may not be suspended. Only the DHO can take action to disallow GCT. The DHO considers the severity of the prohibited act and the suggested disallowance guidelines in making a determination.

A decision to go above the guideline is warranted for a greatly aggravated offense or a repeated violation of another prohibited act within a relatively short time (e.g., within 24 months for a greatest severity level prohibited act, 18 months for a high severity level prohibited act, and 12 months for a moderate severity level prohibited act). A decision to go below the guidelines is warranted for strong mitigating factors. A decision above or below the guidelines is justified in the DHO report.

VCCLEA inmates rated “violent” and PLRA inmates are ordinarily disallowed GCT for each prohibited act they are found to have committed at a DHO hearing, consistent with the following:

- **Greatest Severity Level Offenses.** A minimum of 41 days (or, if less than 54 days are available for the prorated period, a minimum of 75% of available GCT) for each act committed.

- **High Severity Level Offenses.** A minimum of 27 days (or, if less than 54 days are available for the prorated period, a minimum of 50% of available GCT) for each act committed.

- **Moderate Severity Level Offenses.** A minimum of 14 days (or, if less than 54 days are available for the prorated period, a minimum of 25% of available GCT) for each act committed if the inmate has committed two or more moderate severity level offenses during the current anniversary period.

- **Low Severity Level Offenses.** A minimum of 7 days (or, if less than 54 days are available for the prorated period, a minimum of 12.5% of available GCT) for each act committed if the inmate has committed three or more low moderate offenses during the current anniversary period.

Except for VCCLEA inmates rated “violent” or PLRA inmates, Sanction B.1 may be imposed on the Low severity level only where the inmate has committed a Low severity level act more than once within a six-month period.

GCT credit may only be given to an inmate serving a sentence of more than one year, but less than life. In the last year or part of a year of an inmate’s sentence, only the GCT available for the time remaining may be disallowed.
(C) Disciplinary Segregation. The DHO may direct that an inmate be placed or retained in disciplinary segregation. Consecutive disciplinary segregation sanctions can be imposed for inmates found to have committed offenses that are part of different acts only. Limits on time in disciplinary segregation are based on the severity scale (see Tables 1 and 2).

Unless otherwise specified by the DHO, disciplinary segregation placements for different or separate prohibited acts are imposed consecutively.

(D) Make Monetary Restitution. The DHO may direct that an inmate reimburse the U.S. Treasury for damages to U.S. Government property that the individual caused or contributed to. The UDC is prohibited from imposing the sanction of make monetary restitution.

Commissary privileges should be suspended by the DHO until restitution is made. See the Program Statement Trust Fund/Deposit Fund Manual for instructions regarding impoundment of inmate funds.

(E) Monetary Fine. The DHO may direct that an inmate pay a fine, as follows:

- Greatest severity level offense – Up to $500, or 75% of the inmate’s trust fund balance.
- High severity level offense – Up to $300, or 50% of the inmate’s trust fund balance.
- Moderate severity level offense – Up to $100, or 25% of the inmate’s trust fund balance.
- Low severity level offense – Up to $50, or 12.5% of the inmate’s trust fund balance.

Commissary privileges should be suspended until the fine is paid. See the Trust Fund/Deposit Fund Manual for instructions regarding impoundment of inmate funds.

This sanction cannot be used as a form of monetary restitution. The UDC is prohibited from imposing the sanction of monetary fine.

(F) Loss of Privileges (e.g., visiting, telephone, e-mail, commissary, movies, recreation). The DHO or UDC may direct that an inmate forego specific privileges for a specified time.

The DHO or UDC may impose non-contact visiting or immediate family-only visitation in addition to loss of visiting.

Loss of recreation privileges (exercise periods) may not be imposed on inmates in a Special Housing Unit (SHU), but may be used for general population inmates.

The DHO or UDC may impose a loss of mattress sanction from lights on to lights off for inmates in the SHU. Staff must ensure the inmate has a mattress from lights off to lights on.

(G) Change Housing (Quarters). The DHO or UDC may direct that an inmate be moved to other housing.
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(H) **Remove from Program or Group Activity.** The DHO or UDC may direct that an inmate not participate in any program or group activity for a specified time.

(I) **Loss of Job.** The DHO or UDC may direct that an inmate be removed from his/her present job or assigned to another job.

(J) **Impound Inmate’s Personal Property.** The DHO or UDC may direct that an inmate’s personal property be stored in the institution for a specified time.

(K) **Confiscate Contraband.**

(L) **Restrict Quarters.** The DHO or UDC may direct that an inmate be confined to quarters or its immediate area for a specified time.

(M) **Extra Duty.** The DHO or UDC may direct that an inmate perform tasks other than those performed during his/her regular job.
Table 1. PROHIBITED ACTS AND AVAILABLE SANCTIONS

GREATEST SEVERITY LEVEL PROHIBITED ACTS

100 Killing.

101 Assaulting any person, or an armed assault on the institution’s secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).

102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.

103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).

104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.

105 Rioting.

106 Encouraging others to riot.

107 Taking hostage(s).

108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).

109 (Not to be used).

110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.

111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
115 Destroying and/or disposing of any item during a search or attempt to search.

196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.

197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.

198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.

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

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

A. Recommend parole date rescission or retardation.

B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).

B.1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).

C. Disciplinary segregation (up to 12 months).

D. Make monetary restitution.

E. Monetary fine.

F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmate’s personal property.

K. Confiscate contraband.

L. Restrict to quarters.

M. Extra duty.
HIGH SEVERITY LEVEL PROHIBITED ACTS

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

201 Fighting with another person.

202 (Not to be used).

203 Threatening another with bodily harm or any other offense.

204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.

205 Engaging in sexual acts.

206 Making sexual proposals or threats to another.

207 Wearing a disguise or a mask.

208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.

209 Adulteration of any food or drink.

210 (Not to be used).

211 Possessing any officer’s or staff clothing.

212 Engaging in or encouraging a group demonstration.

213 Encouraging others to refuse to work, or to participate in a work stoppage.

214 (Not to be used).

215 (Not to be used).

216 Giving or offering an official or staff member a bribe, or anything of value.

217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.

218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of $100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.

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

Being in an unauthorized area with a person of the opposite sex without staff permission.

(Not to be used).

(Not to be used).

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).

Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.

Possession of stolen property.

Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).

Tattooing or self-mutilation.

Sexual assault of any person, involving non-consensual touching without force or threat of force.

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).

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.

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.

Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.
AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

A. Recommend parole date rescission or retardation.

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

B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).

C. Disciplinary segregation (up to 6 months).

D. Make monetary restitution.

E. Monetary fine.

F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmate’s personal property.

K. Confiscate contraband.

L. Restrict to quarters.

M. Extra duty.

Moderate Severity Level Prohibited Acts

300 Indecent Exposure.

301 (Not to be used).

302 Misuse of authorized medication.

303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.

304 Loaning of property or anything of value for profit or increased return.

305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.

306 Refusing to work or to accept a program assignment.

307 Refusing to obey an order of any staff member (may be categorized and charged in
terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).

308 Violating a condition of a furlough.

309 Violating a condition of a community program.

310 Unexcused absence from work or any program assignment.

311 Failing to perform work as instructed by the supervisor.

312 Insolence towards a staff member.

313 Lying or providing a false statement to a staff member.

314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).

315 Participating in an unauthorized meeting or gathering.

316 Being in an unauthorized area without staff authorization.

317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).

318 Using any equipment or machinery without staff authorization.

319 Using any equipment or machinery contrary to instructions or posted safety standards.

320 Failing to stand count.

321 Interfering with the taking of count.

322 (Not to be used).

323 (Not to be used).

324 Gambling.

325 Preparing or conducting a gambling pool.

326 Possession of gambling paraphernalia.

327 Unauthorized contacts with the public.

328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
Destroying, altering, or damaging government property, or the property of another person, having a value of $100.00 or less.

Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.

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).

Smoking where prohibited.

Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).

Conducting a business; conducting or directing an investment transaction without staff authorization.

Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.

Circulating a petition.

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.

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.

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.

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

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

A. Recommend parole date rescission or retardation.

D. 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
B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).

C. Disciplinary segregation (up to 3 months).

D. Make monetary restitution.

E. Monetary fine.

F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmate’s personal property.

K. Confiscate contraband.

L. Restrict to quarters.

M. Extra duty.

LOW SEVERITY LEVEL PROHIBITED ACTS

400 (Not to be used).

401 (Not to be used).

402 Malingering, feigning illness.

403 (Not to be used).

404 Using abusive or obscene language.

405 (Not to be used).

406 (Not to be used).

407 Conduct with a visitor in violation of Bureau regulations.

408 (Not to be used).

409 Unauthorized physical contact (e.g., kissing, embracing).

498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like”
one of the listed Low severity prohibited acts.

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

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

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

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

<table>
<thead>
<tr>
<th>Prohibited Act Severity Level</th>
<th>Time Period for Prior Offense (same code)</th>
<th>Frequency of Repeated Offense</th>
<th>Additional Available Sanctions</th>
</tr>
</thead>
</table>
| Low Severity (400 level)     | 6 months                                 | 2<sup>nd</sup> offense      | 1. Disciplinary segregation (up to 1 month).  
  2. Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended).  
  Any available Moderate severity level sanction (300 series). |
| Moderate Severity (300 level)| 12 months                                | 2<sup>nd</sup> offense      | 1. Disciplinary segregation (up to 6 months).  
  2. Forfeit earned SGT or non-vested GCT up to 37 1/2% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).  
  Any available High severity level sanction (200 series). |
| High Severity (200 level)    | 18 months                                | 2<sup>nd</sup> offense      | 1. Disciplinary segregation (up to 12 months).  
  2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).  
  Any available Greatest severity level sanction (100 series). |
| Greatest Severity (100 level)| 24 months                                | 2<sup>nd</sup> or more offense | Disciplinary Segregation (up to 18 months). |
1. Initial Visiting List. This list will be prepared by Unit Staff (Correctional Counselor) after discussing the proposed list with the inmate and receiving necessary documents for verification.

a. Immediate family members will ordinarily be approved immediately if there is adequate supporting documentation in the inmate's Pre-sentence Investigation.

b. Inmates will send a Visitor Information Form (BPS629) to their family, friends, and associates they wish to have added to his visiting list. The Visiting Information Form must be returned from the visitor directly to the unit staff. Unit staff will review the returned Visiting Information Form and verify the inmate must have known the proposed visitor(s) prior to incarceration. The visiting privilege ordinarily will be extended to other relatives, friends, and associates having an established relationship with the inmate prior to confinement, unless such visits could reasonably create a threat to the security and good order of the institution. The inmate will be responsible for having the proposed visitor mail proof of a prior relationship to the unit team which may include co-signed leases, utility bills, dated and signed letters, etc. Exceptions to the prior relationship rule may be made particularly for inmates without other visitors when it is shown the proposed visitor is reliable and poses no threat to the security of good order of the institution. The Unit Manager will review such documentation and will approve or deny the visitor. The Warden must approve any exception to this requirement.

Potential visitors who are not members of the inmate’s immediate family will be subject to an NCIC check. This check will be completed prior to any visiting. The Warden’s approval must be obtained for exception to this rule. This rule applies to all inmates regardless of the institution’s security level. Once the inmate visitor is approved for visits, the unit team will give the inmate the following attachments to mail to his requested visitors:

Attachment A: Transportation Assistance
Attachment B: Visiting Rules and Regulations
Attachment C: Health Letter to Visitors
Attachment D: Visiting Room Procedures

c. Procedures for Disapproving Proposed Visitors. If the front lobby officer feels there is any type of discrepancy or any questionable issue with a proposed visitor, he/she will contact one or more of the following staff members; Operations Lieutenant, Institution Duty Officer (IDO), and unit team members, as applicable, to make the determination if the visitor will be allowed entrance into the institution. These staff members will assess the situation, review any applicable documentation and/or identification, make the final determination, and inform the visitor of the final decision.

d. Inmates in admission, pretrial, and holdover status will be afforded the same visiting privileges as designated inmates.
e. The Joint Commission on Accreditation of Healthcare Organizations (JCAHO) requires that measures be taken to control and prevent the spread of disease among patients, staff, and visitors. In the event of a disease outbreak, visiting restrictions may be imposed to protect staff, inmates, and visitors. A letter (Attachment C) has also been created to warn visitors of the potential negative impact they could have while visiting inmates. Receipt of this information will confirm approval of visiting privileges.

f. Ordinarily, approved visitors and visiting lists of inmates who transfer to Rochester from other BOP facilities will be approved. It will be the responsibility of the unit team to review the visiting lists with each inmate at each team meeting.

2. Additions to and Deletions from the Visiting List. When an addition or deletion is made to a visiting list, the correctional counselor will ensure these changes are entered in the central file and visiting program. Visiting lists will be limited to a maximum of 20 people and changes may be made through their respective unit team upon request. Inmates will be allowed to change their approved visiting list on a case by case basis, with approval from unit staff. Should the number of requested changes become excessive, unit staff may limit the number of changes to three changes in a six-month period.

3. Visiting Facilities. This is an administrative institution and thus visiting for inmates is always inside the secure perimeter, primarily in the visiting room; however, unique situations allow visiting to occur in areas other than the visiting room.

4. Visiting Times. Social visits are scheduled Friday through Monday from 8:15 a.m. to 2:30 p.m. and on federal holidays. Visitors will normally not be permitted entrance after 2:00 p.m.

5. Searching of Visitors. Staff members may require a visitor to submit to a personal search, including any items of personal property, as a condition of allowing or continuing a visit. All visitors will be required to successfully pass through the walk-through metal detector. In the event this is unsuccessful, a handheld metal detector will be used. Should the visitor still be unable to successfully pass screening, the Operations’ Lieutenant will be contacted for further assistance. Under no circumstances will a visitor be allowed admittance into the institution until he/she has successfully passed the metal detector(s). Only the Warden can authorize the visual search of a visitor.

An ION Spectrometry Device will be used for drug detection. Tests will be conducted at random on all inmate visitors as a condition of entry to this facility. The purpose of this machine is to detect contact with a quantity of illegal substances prior to entering the institution and to prevent the introduction of illegal drugs through the visiting room.
6. Frequency of Visit. To help reduce overcrowding in the visiting room, each inmate is allotted 16 visiting points per month. During weekday visits, excluding holidays, one point per visit will be assessed. On weekends and holidays, two points per visit will be assessed.

7. Persons with Prior Criminal Convictions. The existence of a prior criminal record does not preclude visiting privileges; however, staff will carefully review such a request, keeping in mind the nature, extent, and date of the conviction(s). Approval of the Unit Manager is required in such cases. Prior to placing an individual who is on probation, parole, or supervised release status on an inmate's visiting list, staff shall ordinarily obtain written authorization approving the person for such visitation from the appropriate probation/parole officials.

8. Special Visits. Unit managers are granted authority to recommend special visits with final approval granted by the Captain. An inmate desiring a special visit shall submit to the unit team an Inmate Request to a Staff Member form at least one week prior to the anticipated visit. Ordinarily, supervision of special visits will be conducted by the inmate's respective unit team if after normal visiting hours or visiting days.

9. Attorney Visits. Attorney visits will be conducted in accordance with the Program Statement regarding Inmate Legal Activities. The attorney must display positive identification that he/she is a licensed attorney, i.e., both a current bar membership and a valid driver's license. Attorneys will be required to sign the Attorney's Visitor Log in the front entrance. Attorneys not able to visit during regular established hours are required to make an appointment for the visit with the unit team to ensure staff coverage is available. Ordinarily, supervision will be provided by the appropriate unit team.

There is no restriction on the number of attorney visits since this is dependent upon the nature and urgency of the legal situation. Attorney visits are not included in the point system for visiting. Attorneys will be required to clear the metal detector prior to admission into the visiting room. Attorney visits will be conducted in the visiting room and/or the private conference room located in the visiting room. If there is a question as to the identity of any attorney or his representative; i.e., paralegal, law clerk, etc., the institution attorney/advisor should be consulted.

10. Business Visitors. Except for pretrial inmates, no inmate is permitted to engage actively in a business or profession. An inmate who was engaged in a business or profession prior to commitment is expected to assign authority for the operation of such business or profession to a person in the community. Even though the inmate has turned over the operation of a business or profession to another person, there may be an occasion where a decision must be made which will substantially affect the assets or prospects of the business. In such cases, the Warden may permit a special visit.
11. **Consular Visits.** When it has been determined an inmate is a citizen of a foreign country, the Warden must permit the consular representative of that country to visit on matters of legitimate business.

12. **Pastoral Visits.** The chaplains are authorized to approve clergy members’ visits to inmates. These pastoral visits will be held in the visiting room. If approved, the Chaplain will be responsible for preparing a memorandum detailing the visitor's name, date, and any special conditions, if applicable. An inmate may only have one minister of record on his visiting list at a time. There is no restriction on the number of pastoral visits. Pastoral visits are not included in the point system.

13. **Prisoner Visitation and Support (PVS).** Prisoner Visitation and Support is an interfaith coalition of 35 national religious bodies and allied groups which provide a visitation service to persons confined in U.S. Federal Prisons. PVS visitors are approved by the Warden and the Regional Director.

A network of trained, local volunteers provides visits and positive social interaction with more than 3,000 prisoners throughout the BOP. The visitor-volunteers are screened by PVS staff before seeking approval from assigned institutions. The volunteers are supported by eight National Visitors, seven National Trainers, the PVS National Office and the resources of supporting groups. A board of directors sets policy and oversees the program. PVS intends to engender trusting and helping relationships among visitors, inmates and staff. The primary, though not exclusive, focus of PVS is on inmates with acute needs for community contact, including inmates with long sentences, those in special housing units, and those without visits or who are transferred frequently.

PVS visitors do not impose any particular philosophy or religion on those they visit. They simply make informal, one-on-one visits to offer friendship, help and moral support. When appropriate, and within policy parameters, PVS volunteers provide supportive services to inmates.

To facilitate and ensure an effective visitation program, the following guidelines apply in all institutions unless security concerns warrant alternative procedures:

a. **PVS National Visitors** may visit any BOP institution, with the Warden’s approval.

b. **The Warden** may authorize PVS National Visitors to use cameras and film equipment during training events. Inmates being photographed will sign the appropriate release forms.

c. **PVS Local Visitors** are authorized to visit only in specific institutions. Inmates who request a PVS visit should be ordinarily accommodated.
Attachment C, Page 5

d. Requests for visitor approval, including pertinent biological data, are sent to the Warden by PVS staff. Prior to approval, PVS visitors have appropriate visitor screening, local law enforcement checks and NCIC clearance.

e. Ordinarily PVS visits are held in the visiting room during visiting hours. When this is the case, the Warden may waive the requirement for volunteer training. If circumstances create the necessity, the Warden may approve visits in other areas of the institution. In these instances, the PVS visitor must have attended the institution’s volunteer training. When visits are scheduled inside the institution instead of the visiting room, the requirement for constant staff supervision applies. Scheduling multiple visits on one day may be impacted by this regulation.

f. Renewal of PVS visitor status will be conducted every five years and will include an updated Letter of Endorsement from PVS, an updated NCIC check, and a review of file material to ensure all information is current and accurate.

g. PVS visitors notify inmates of scheduled visits by postcard and may also send appropriate postcard greetings for holidays and birthdays to inmates they are visiting. When necessary, further coordination will be provided by a designee of the Warden.

h. PVS visitors may be badged in order to simplify entrance procedures and eliminate the need for authorization memoranda, if they have completed the required volunteer training. While not a requirement, PVS volunteers may be placed on the inmate’s visiting list. Their visits are not charged against allowable prisoner visits.

i. The Visiting Regulations Program Statement, 5267.08, and each accompanying Institution Supplement, establish the admissible level of interaction between inmates and visitors.

j. PVS visitors are generally permitted to carry a pen or pencil and paper into the visiting room for the purpose of taking notes unless the Warden has established local procedures prohibiting this practice. If this procedure cannot be accommodated at particular institutions PVS volunteers should be notified in advance.

The PVS visitor will make arrangements through the Religious Services Department for visits to be scheduled with each PVS related prisoner. PVS visitors are not on prisoner visiting lists, nor are their visits charged against allowable prisoner visits. Paper and writing instruments for the purpose of the PVS visitor taking notes is allowed. PVS visitors are allowed to correspond with inmates regarding visiting schedules.

14. Identification of Visitors/Allowable Items. Staff must be able to verify the identity of visitors prior to allowing the visit. All visitors, with
the exception of children under sixteen years, must display photo identification before being permitted into the institution. Acceptable means of identification include a valid driver’s license, a passport, or other form of government issued identification bearing a photograph, such as a state identification card. Consular identification cards are no longer considered a valid form of identification. In questionable cases, a comparison of information, including review of the central file by the unit staff, may assist in identifying the visitor. The front lobby officer will contact unit staff, the Operations Lieutenant, and the Institution Duty Officer (IDO) to make the final determination as to whether the visit will be allowed. If the visiting room program is inoperable, these same procedures will be followed in an attempt to process visitors into the facility. When count time is near (within 20 minutes), the inmate will not be sent to the visiting room until the count clears, unless the inmate is already on the official out-count.

15. Visitor Items. The use of cameras or recording equipment without written consent of the Warden is prohibited. Documents or papers will not be brought into the visiting room without the approval of the unit team. Visitors may not bring toys, cards, billfolds, wallets, purses, paperwork, keys (except visitor locker key), food items, beverages, baby carriers, car seats, cradles, lipstick, chapstick, hair brushes, combs, lotion, newspapers, magazines, writing instruments, tobacco products, matches, lighters, cellular phones, pagers, watches (effective January 1, 2015), or other items identified by the lobby officer, into the institution. No items are authorized to be brought in and given to any inmate. A list of items that may be brought into the institution are listed in Attachment D.

a. Visitors with small infants will be allowed to retain a small diaper bag with one small receiving blanket, two jars of unopened baby food, two bottles of infant milk or formula, one small plastic container of baby wipes, and three diapers to be used during the visit.

b. A clear plastic 5" x 7" coin purse is allowable. Funds totaling $20.00 ($1.00, $5.00, and coin denominations) per adult visitor are also allowed. Items brought in will be inspected by the visiting room officer. Diaper bags, coats, or questionable items should be checked through the x-ray machine.

c. Inmate visitors who have medication in their possession and require use of medication while visiting will be allowed to place sufficient medication in an envelope and seal the envelope. The remaining medication will be left at the front entrance. The envelope will be carried by escorting staff to the visiting room officer. The visiting room officer will supervise the use of any medication needed from the envelope. Any medication left after the visit will be carried by escorting staff to the front entrance for return to the visitor.

d. VISITING REGULATIONS REGARDING PETS. Visitors are precluded from bringing animals onto institutional grounds, except for animals that assist
persons with disabilities. The visitor must provide staff with certification that the animal is trained for that purpose.

e. Visitors may not give any items to inmates without being coordinated through the unit team and final approval through the Captain.

f. Property that is left in the front lobby or the visiting room will be considered unclaimed property. The unclaimed property will be stored at FMC Rochester and will be the responsibility of the confiscated property Lieutenant to maintain. The property will be stored in a secure area. The visiting room or front lobby officer will document in memorandum form as to the date the property was left and where the property was discovered. A copy of the memorandum will be forwarded to the SIA Office. The property will be held for 60 days. During this time, the SIA office will attempt to contact the person(s) regarding the property.

If, at the end of the 60 day storage period, the property remains unclaimed, it will be considered “abandoned” and will be processed for disposal. A memorandum will be initiated documenting the property to be destroyed by the confiscated property Lieutenant and a staff witness, to include the date and time the property was destroyed.

16. Visitor Dress Code. Visitors who are not properly attired will be denied a visit. Visitors are not allowed to wear suggestive, provocative or otherwise revealing clothing when visiting an inmate. Inappropriate slogans and/or depictions on clothing are prohibited. The following restrictions on clothing will be strictly enforced:

a. Tops should cover the upper body, including stomach, chest/breasts and back. Sun dresses, sleeveless shirts/blouses, sheer or low-cut blouses, halter tops or spaghetti strapped shirts will not be permitted to be worn during visiting. Male visitors will use the same discretion in attire regarding sleeveless shirts. No see-through material will be permitted.

b. Female visitors will not be permitted to wear cut off shorts, skorts, or kulats. Shorts, skirts or dresses must not be shorter than three (3) inches above the center of the knee for persons 16 years of age or older. Spandex, leotards, form fitting clothing or pants with holes are not permitted during visiting. Male visitors will use the same discretion in attire regarding shorts.

c. Hats, caps, bandanas or any other type of head gear is not permitted on any adult visitor. The exception is religious headwear identified as the following: kufis, yarmulkes, turbans, crowns and headbands, as well as scarves and head wraps for orthodox Muslim and Jewish women.
1. Visitors will not remove their religious headwear and it will not be searched other than through a metal detector. If there is reasonable suspicion contraband is present, then the policy governing searches of non-inmates will be enacted and adhered too.

d. Shoes, for safety reason, must be worn at all times by all visitors. Flip-flops and shower shoes are prohibited from entering the institution. Other footwear that does not have a strap around the back of the ankle is prohibited. Open toed shoes that have a strap around the back of the ankle may be worn.

e. Initial determination whether clothing is appropriate will be made by the Front Lobby Officer. The Duty Officer and/or Shift Lieutenant will be notified to make the final determination to allow or disallow the visitor to enter when there is a doubt. If it is determined the clothing is inappropriate, the visitor will not be permitted to enter the institution.

17. Inmate Entrance/Exit Procedures. Inmates being processed into the visiting room will be positively identified by photo before the visit begins and again when the visit is terminated. When many visitors leave at the same time, e.g., termination of the visiting hours, the visiting room officer will identify all inmates and the visitors will then be permitted to leave the visiting room. Inmates will be pat searched upon entering the visiting room and will be given a visual search when leaving the visiting area. The handheld metal detector will be used in conjunction with the pat and visual searches.

18. Number of Visitors and Length of Visits. Due to the size of the visiting room, capacity being 125 total inside/outside visitors will be limited as follows:

a. Immediate family (mother, father, spouse, children, step parents, foster parents, and siblings) will not be limited in number except when overcrowding becomes a problem. In those cases, no more than five (5) immediate family members will be allowed to visit.

b. Visitors under the age of sixteen (16) must be accompanied by a responsible adult. Children must at all times be under the direct supervision of an adult during the visit. The southeast corner of the visiting room has been designated as the child’s play area. There are toys and games available. There will be no running or horseplay allowed.

Parents are to supervise their children at all times. It is the responsibility of the adult visitor who accompanied the child to provide supervision for the child in the visiting room. If at any time the adult visitor leaves the child unattended, staff will advise the inmate and his visitor that
the child must be removed and not allowed back in for the rest of the visit. At no time will any inmate be allowed to supervise children.

In each visiting room, children of visitors are permitted to play in the designated area only under parental supervision. The children's play area is not for general adult visiting; only adults accompanying children can be in this area. Parents are responsible for children's behavior at all times; however, inmates are not permitted in play areas designated for children. At the discretion of the visiting room officer, parents (visitor) may be asked to move closer into the children's play area in order to better supervise their children. If the child continues to be disruptive in the play area, the visiting room officer will notify the parent and/or inmate to remove the child from the play area for the remainder of the visit. No food or beverages are allowed in the children's play area. Television viewing in this area is regulated by the visiting room officer and is specifically intended for youth videos. The visiting room play area for children is equipped with toys for use by visitor's children. Playroom toys/games may be used at the tables at the officer’s discretion. Movement of visiting room furniture is unauthorized. The children’s area will be sanitized after each visiting day.

c. In the event the visiting room becomes overcrowded, frequency of visits and distance traveled by the visitor will be considered first in determining who will be the first to have their visit terminated.

d. Communal visiting (visiting with a number of people who are not immediate family) will not be authorized unless prior written approval is given by the Warden.

19. Special Procedures for Hospital Patients. The following rules apply to those inmates housed in the institution hospital:

a. All ambulatory patients will proceed to the main institution visiting room for visits.

b. Those non-ambulatory patients who require staff assistance will be escorted to the Building 10 visiting room via wheelchairs.

c. Special visits in the institution hospital, Building Nine, will be arranged as necessary by the unit team. The primary physician, MDO, or nursing staff will be consulted prior to a bedside visit being approved. The family of the inmate must contact the unit team for scheduling of such visits.

d. In most cases, a two hour time limit will be imposed for hospital visits, and on only two consecutive days. The length of visits are contingent on the inmate's medical status and what the inmate’s physical condition can tolerate.
e. Children 16 years of age or older will be permitted into the hospital; only in terminal or special circumstances will younger children be allowed (upon the unit team’s review and the Warden’s approval.)

f. All visiting in the hospital will be confined to single patient rooms.

g. Supervision of hospital visits ordinarily will be provided by the unit staff. Further supervision will be supplemented by other departments if needed.

20. Visits to Inmates not in Regular Populations Status. Inmates on administrative detention and disciplinary segregation status shall ordinarily be under the same guidelines as the general population inmates for visiting purposes) i.e., facilities, times, frequencies). However, special seating may be assigned to provide adequate supervision as needed.

FMC Rochester is not able to provide a traditional area for non-contact visiting. In the event there is a need for non-contact visiting, the video conferencing equipment will be used. The visitor will be placed in the Associate Wardens’ Conference Room and the inmate will remain in the Special Housing Unit. This can be coordinated through the Captain’s Office.

21. Visiting Regulations in Community Hospitals. Normally, visits to inmates should take place at the institution. Inmates and their visitors are to be encouraged to arrange visitation prior to and after downtown hospitalization. Downtown hospital visits should generally be only for patients in serious or critical conditions. In these instances, the unit team shall route a request for visitation through the Captain and Associate Warden (Medical) for approval by the Warden. Authorization for visiting will normally be for two to five days for a two hour time period each day during the hospital's designated visiting hours. Inmates in intensive care may be reviewed for longer visits. Authorized visitors will be limited to immediate family members only. The clinical director or designee will be consulted prior to granting visiting privileges for any inmate. The staff at community hospitals may also be consulted in regards to visiting, and may restrict all visiting for medical reasons. Neither institution nor contract guard service will permit visiting in community hospitals without prior written authorization from the Captain.

Visitors who will visit at community hospitals are required to report to the institution prior to visiting to ensure proper identification and screening is completed. The front lobby officer will contact the appropriate unit team upon arrival of the visitor and then inform the visitors of the location of the inmate (hospital and room number).
22. Personal Conduct. Kissing and embracing is permitted upon entering the visiting room at the beginning of the visit and when the visit is terminated. Limited physical contact is necessary to control the introduction of contraband and behavior which may be offensive to other visitors; therefore, no personal contact other than holding hands is permitted at any other time. When the conduct of an inmate or visitor becomes indecent, loud, profane, or affects the general good order of the visiting room, the visiting room officer may issue a warning. If the misconduct is of a serious nature, the visiting room officer may terminate the visit upon approval of the Operations Lieutenant. Misconduct may result in visiting privileges being restricted.

23. Food. No food items are allowed to be brought into the visiting room by inmates or their visitors with the exception of baby food, milk, and formula for babies. Food items may be purchased from vending machines in the visiting room.

24. Inmate Dress and Allowable Items for Visiting Room. Inmates must wear institution issued dress clothing (khakis) while visiting. Green fatigue clothing will not be authorized in the visiting room. A shirt must be worn over t-shirts or tank tops. Standard shoes must be worn. Sneakers are allowed with an idle slip. No house slippers or shower shoes will be allowed. Inmates and their clothing will be clean and neat. A plain wedding band may be worn and a religious medal with necklace. No other jewelry will be authorized.

Inmates will be allowed to take a comb and handkerchief into the visiting room. No documents, legal papers, etc., may be taken into the visiting room by inmates unless approved by unit staff prior to legal visits. If such a need arises, inmates will contact their unit team and any such documents, if approved, will be taken into the visiting room by a member of the inmate's unit team.

25. Transportation Assistance. To assist visitors in locating the institution and public transportation numbers for transit, information will be posted in the visiting area and will be published in the visiting regulations, which will be sent to prospective visitors by the inmate.

FMC Rochester is located at 2110 East Center St., Rochester, Minnesota 55903. Our telephone number is (507)287-0674. Our inmate mailing address is PMB 4000, Rochester, Minnesota 55903-4000. All correspondence sent to inmates must include the inmate’s committed name and register number.

The following information is provided to assist visitors of inmates at FMC Rochester. Rochester, Minnesota, is located approximately 85 miles south of the Twin Cities (Minneapolis/St. Paul) on Minnesota Highway 52. Directions to the
Federal Medical Center, Rochester, Minnesota are as follows: The Federal Medical Center is located approximately two miles east of downtown Rochester. Taking 4th Street SE, you will pass Olmsted Community Hospital. The Federal Medical Center is located slightly to your left. Turn left on Center Street and right into the parking lot. You may park in the lot identified as “Visitor Parking.” Handicap parking is available in the lot nearest the institution’s front entrance. Persons waiting for visitors will not be allowed to remain in the parking lot while visiting is in progress. The Rochester area is serviced by the following commercial transportation services:

**Airlines:**
- Northwest Airlines 800/225-2525
- American Airlines 800/433-7300

**Taxi:** Airport Express/Yellow Cab 507/282-2222

**Bus:**
- Jefferson Bus Lines 507/289-4037
- Greyhound Bus Lines 507/289-4037
- Rochester Direct 507/280-9270
- RTS Limousine Service Inc. 507/529-4222

(Provides Bus Service to/from the Minneapolis/St. Paul Airport)

- Rochester City Lines 507/288-4353

26. **Penalty for Circumventing Regulations.** Any effort to circumvent or evade the visiting regulations established by this facility may result in suspension or forfeiture of visiting privileges. It is a federal crime to bring upon these premises any weapon, ammunition, intoxicants, drugs or other contraband. All persons and packages are subject to search (Title 18, U.S.C., Section 1791). Visitors that are age 16 and over will be required to complete a Notification to Visitors form which outlines specifically what is prohibited. This form must be completed with signature before the visit can begin.

27. **Recording Visiting Days.** All inmate visits will be recorded on the visiting program. All authorized visitors (with the exception of children under 16) will be listed on the visiting program. The front lobby officer will enter the visitor information into the computer for authorization and the computer program will record the number of visits.

28. **Use of Lockers.** Items which cannot be searched or present a threat to the security of the institution will not be permitted to enter the institution. Storage lockers are available for visitors’ use in the entrance building for those items which are not permitted. However, the visitor may elect to return those items to their vehicles. The lockers are designed to operate with a key.
Keys will be issued to visitors by giving the front lobby officer the visitor’s driver’s license.

29. Procedures for a Backup System to the Computer Visiting Program. In case of an ACES System failure, the Computer Services Department will copy the individual visiting lists into a PDF file located on the front lobby and visiting room work stations once a week. This will serve as a backup system until the ACES program comes back online.

30. Procedures for Children Area. FMC Rochester inmates will be permitted in the area designated for their children.

TRANSPORTATION ASSISTANCE

To assist visitors in locating the institution and public transportation numbers for transit, information will be posted in the visiting area and will be published in the visiting regulations, which will be sent to prospective visitors by the inmate.

FMC Rochester is located at 2110 East Center St., Rochester, Minnesota 55903. Our telephone number is (507) 287-0674. Our inmate mailing address is PMB 4000, Rochester, Minnesota 55903-4000. All correspondence and money orders sent to inmates must include the inmates committed name and register number. All funds being sent to inmates must be sent to the National LockBox location at: Federal Bureau of Prisons, (Insert Inmate Name and Register Number) Post Office Box 474701, Des Moines, IA 50947-0001. Only postal money orders, U.S. Treasury checks, state, and local government checks; business checks; any foreign negotiable instruments payable in U/S currency will be accepted. All non-postal money orders and non-government checks will be held for a 15 day hold. No cash will be accepted. The person sending the funds must have the inmate’s committed name (no nicknames) and register number printed on all checks. Also, the senders name and return address must appear in the upper left hand corner of the envelope. Items personal in nature must be mailed directly to the institution.

The following information is provided to assist visitors of inmates at FMC Rochester. Rochester, Minnesota, is located approximately 85 miles south of the Twin Cities (Minneapolis/St. Paul) on Minnesota Highway 52. Directions to the Federal Medical Center, Rochester, Minnesota are as follows: The Federal Medical Center is located approximately two miles east of downtown Rochester. Taking 4th Street SE, you will pass Olmsted Community Hospital. The Federal Medical Center is located slightly to your left. Turn left on Center Street and right into the parking lot. You may park in the lot identified as “Visitor Parking.” Handicap parking is available in the lot nearest the institution’s front entrance.
Persons waiting for visitors will not be allowed to remain in the parking lot while visiting is in progress.

The Rochester area is serviced by the following commercial transportation services:

Minneapolis/St. Paul Airport

Airlines: Northwest Airlines 800/225-2525
American Airlines 800/433-7300

Taxi: Airport Express/Yellow Cab 507/282-2222

Bus: Jefferson Bus Lines 507/289-4037
Greyhound Bus Lines 507/289-4037
Rochester Direct 507/280-9270
RTS Limousine Service Inc. 507/529-4222 (Provides Bus Service to/from the
Rochester City Lines 507/288-4353

VISITING RULES AND REGULATIONS

It is the policy of this institution to provide visiting facilities and procedures that encourage meaningful visits with relatives, friends, groups, etc. It is the responsibility of each visitor/inmate to adhere to the visiting regulations as set forth in the following paragraphs.

1. Social visits are permitted from 8:15 a.m. to 2:30 p.m. Friday, Saturday, Sunday, and Monday. Visits will not start after 2:00 p.m. unless the inmate is already present in the visiting room. Visitors will normally not be permitted entrance between 9:30 a.m. - 10:30 a.m. on weekends and holidays until after the official institution count has cleared. Each inmate will be allowed 16 visiting points per month. Visiting during the week (i.e. Monday and Friday) will count as one visiting point. Visiting on the weekend days and all federal holidays will count as two visiting points. Each inmate is responsible for obtaining unit team approval for prospective visitors.

2. At times, it may become necessary to limit visits due to overcrowding. When overcrowding conditions exist, visits will be terminated starting with the distance traveled and frequency of visits being considered first. Visiting may also be terminated because of institutional emergencies and improper conduct by inmates or visitors.
3. Embracing and kissing as a greeting or farewell is permitted within the limits of acceptable conduct upon arrival and departure of visitors. Other than holding hands, no other personal contact is permitted. When continued intimacy occurs throughout the visit, the visit may be terminated. It should be noted when a visit is terminated due to unacceptable conduct, inmates may receive disciplinary action.

4. Number of Visitors and Length of Visits. Due to the size of the visiting room, capacity being 125 total inside/outside, visitors will be limited as follows:

a. Immediate family (mother, father, spouse, children, step parents, foster parents, and siblings) will not be limited in number except when overcrowding becomes a problem. In those cases, no more than five (5) immediate family members will be allowed to visit.

b. Visitors under the age of sixteen (16) must be accompanied by a responsible adult. Children must at all times be under the direct supervision of an adult during the visit.

c. Communal visiting (visiting with a number of people who are not immediate family) will not be authorized unless prior written approval is given by the Warden.

5. Identification of Visitors/Allowable Items. Staff must be able to verify the identity of visitors prior to allowing the visit. All visitors, with the exception of children under sixteen years, must display photo identification before being permitted into the institution. Acceptable means of identification include a valid driver’s license, a passport, or other form of government issued identification bearing a photograph, such as a state identification card. Consular identification cards are no longer considered a valid form of identification. Any attempt to bring an item into the institution without the knowledge and consent of the Warden is a violation of Federal Law (Title 18, U.S.C., Section 1791) and is punishable by imprisonment for not more than ten (10) years and/or a fine of not more than $25,000.00

6. The visiting room officer is responsible for supervising visits. Visitors whose apparel does not adequately cover the areas of their body from shoulder height to upper knee will not be allowed to visit. Appropriate and customary undergarments will be worn at all times in the visiting room. Clothing not appropriate for a correctional setting (i.e., mini-skirts and spandex pants) will not be allowed in the visiting room. Halter tops will not be worn as an outer garment. Only short pants that come to the upper knee area are permitted.

7. Visitors are to have and maintain complete control of their children while in the visiting room or on institutional property.
8. Inmates and their visitors are expected to maintain a safe and sanitary visiting area. The use of cameras or recording equipment without written consent of the Warden is strictly prohibited. Documents or papers will not be examined or signed in the visiting room without the presence of a member of the inmate’s unit team. Visitors are encouraged to store all of their parcels, packages, etc., in their vehicles or motel rooms prior to coming to the institution. A clear plastic 5” x 7” coin purse will be permitted to accompany a visitor into the visiting room and the amount of coins and currency is limited to $20.00 (in denominations of $5.00 or less) per adult visitor. Items which are not permitted may be secured in the storage lockers located in the entrance building or returned to the visitor’s vehicle.

9. When a visitor is suspected of attempting to introduce contraband into the institution or onto institutional property, the visitor is subject to a detailed search of his/her person upon approval of the Warden.

Dear Visitor:

The mission of the Federal Medical Center at Rochester is to provide necessary medical, dental, and mental health services to inmates by professional staff, consistent with acceptable community standards. It is our goal to provide the safest environment for health care delivery.

This letter follows recommendations recognized in the civilian health care community. It is imperative these guidelines be followed at the Federal Medical Center for the protection and health care of the staff, inmates, and the surrounding community as it could have serious consequences on these populations.

When planning to attend the visiting room at FMC Rochester, please keep in mind if you or your children are experiencing any of the following signs or symptoms of an infectious illness, we ask that you consider postponing your visit.

Fever (greater than 100 degrees)
* Infectious eye or skin disease
* Colds or flu
* Diarrhea
* Vomiting
* Strep infections such as strep throat
* A recent known exposure to an infectious disease such as measles, mumps, or chicken pox Thank you for your cooperation in helping us continue to provide the best medical care possible.

Sincerely,

Warden

VISITING ROOM PROCEDURES

IDENTIFICATION. A PICTURE I.D. IS REQUIRED FOR ENTRY INTO THE INSTITUTION.

All visitors, with the exception of children under 16 years of age, must display photo identification before being permitted into the institution. Acceptable means of identification include a valid driver’s license, a passport, or other form of government issued identification bearing a photograph, such as a state identification card. Consular identification cards are no longer considered a valid form of identification.

The following list is to be utilized when processing visitors into the visiting room.

The Institution Duty Officer (IDO), Captain, or Operations Lieutenant will be responsible for denying visits based upon attire. Visits will be conducted and supervised to maintain good public relations and a relaxed atmosphere while maintaining the security of the institution.

Visitors are not allowed to wear suggestive, provocative or otherwise revealing clothing when visiting an inmate. Inappropriate slogans and/or depictions on clothing are prohibited. The following restrictions on clothing will be strictly enforced:

Tops should cover the upper body, including stomach, chest/breasts and back. Sun dresses, sleeveless shirts/blouses, sheer or low-cut blouses, halter tops or spaghetti strapped shirts will not be permitted to be worn during visiting. Male visitors will use the same discretion in attire regarding sleeveless shirts. No see-through material will be permitted.

Female visitors will not be permitted to wear cut off shorts, skorts, or kulats. Shorts, skirts, or dresses must not be shorter than three (3) inches above the center of the knee for persons 16 years of age or older. Spandex,
leotards, form fitting clothing or pants with holes are not permitted during visiting. Male visitors will use the same discretion in attire regarding shorts.

Hats, caps, bandanas or any other type of head gear is not permitted on any adult visitor. The exception is religious headwear identified as the following: kufis, yarmulkes, turbans, crowns and headbands, as well as scarves and head wraps for orthodox Muslim and Jewish women.

Visitors will not remove their religious headwear and it will not be searched other than through a metal detector. If there is reasonable suspicion contraband is present, then the policy governing searches of non-inmates will be enacted and adhered too.

Shoes, for safety reason, must be worn at all times by all visitors. Flip-flops and shower shoes are prohibited from entering the institution. Other footwear that does not have a strap around the back of the ankle is prohibited. Open toed shoes that have a strap around the back of the ankle may be worn.

It is necessary for all visitors to wear undergarments and shoes. Clothing items not appropriate for a correctional setting will not be allowed in the visiting room.

MONEY. $20.00 (in $5.00 or less denominations), 1 5" x 7" clear plastic coin purse
The following items are not allowed in the visiting room:
Toys
Baby carriers
Car seats, carry cradles
Cards
Newspapers
Magazines
Paperwork
Food
Titles, wills (attorneys may be allowed to retain and enter with legal documents with prior approval of the unit team)
Lipstick/chapstick
Comb
Hairbrush
Lotion
Billfolds
Tobacco products, lighters/matches
Exceptions:

Visitors with small infants will be allowed to retain a small diaper bag with the following items.

1. Small receiving blanket
2. Two jars of un-opened baby food and two bottles of infant milk/formula
3. Three (3) diapers

UNCLAIMED PROPERTY. Property that is left in the front lobby or the visiting room will be considered unclaimed property. The unclaimed property will be stored at FMC Rochester and will be the responsibility of the confiscated property Lieutenant to maintain. The property will be stored in a secure area. The visiting room or front lobby officer will document in memorandum form as to the date the property was left and where the property was discovered. A copy of the memorandum will be forwarded to the SIA Office. The property will be held for 60 days. During this time, the SIA office will attempt to contact the person(s) regarding the property.

If, at the end of the 60 day storage period, the property remains unclaimed, it will be considered “abandoned” and will be processed for disposal. A memorandum will be initiated documenting the property to be destroyed by the confiscated property Lieutenant and a staff witness, to include the date and time the property was destroyed.
Attachment D

UNIFORM BASIC SAFETY REGULATIONS  CEDFM

JUNE 10

U.S. DEPARTMENT OF JUSTICE  FEDERAL BUREAU OF PRISON


Institution ____________________________  Unit ________________________________

Every effort will be made to provide a safe working environment. As a new commitment you are being provided with a copy of the safety regulations as reflected below, and a copy of the Inmate Accident Compensation Procedures. You are required to sign and date this form at the bottom to indicate you have received this information.

1. Each inmate worker is required to exercise care, cooperation, and common sense in the performance of his work assignment. Horseplay on the job will not be tolerated.

2. An inmate worker will perform only that work to which he is assigned. Unauthorized use of machines or equipment, or performance of work in an area not specifically assigned, is forbidden and subject to disciplinary action. Machines or equipment in the work area shall not be used to fabricate or repair personal items.

3. Inmate workers are not authorized to utilize personal radios while on the job detail.

4. Operating machinery without the use of safety guard(s) as provided is forbidden and subject to disciplinary action.

5. Do not adjust, oil, clean, repair, or perform any other maintenance to any machinery while it is in motion. Stop the machinery first and use lock-out devices when provided.

6. To protect against physical injury and/or health hazard, each inmate worker is required to use all safety equipment provided. Personal protective equipment such as hard hats, hearing protection, goggles, respirators, aprons, arm guards, wire mesh gloves, and safety shoes are to be used in designated areas and must be worn in the proper manner.

7. Safety equipment must be worn in accordance with the institution personal protective assessment.

8. Vehicle drivers must obey all institutional driving rules.

9. Do not ride on tractors, forklifts, or any other tow vehicle. The operator is the only person authorized in the use of such machinery.

10. Do not stand up in a moving vehicle or attempt to dismount before the vehicle has come to a complete stop. Sit on seats provided and keep safety chains in place on open back vehicles.

11. Smoking is prohibited.

12. Safety hazards are to be reported to your work supervisor immediately. If the work supervisor does not agree that an unsafe condition exists, you are to report the unsafe condition to the institution’s Safety Manager for further consideration.

13. If you are injured while performing your work assignment, no matter how minor it may seem, report the injury report to your work supervisor. Failure to report a work injury within a maximum of 48 hours may result in the forfeiture of lost time wages and/or inmate accident compensation.

14. If you suffer a work injury, and feel your injury has resulted in some degree of physical impairment, you may file a claim for Inmate Accident Compensation. To do so, you should contact the Safety Manager 45 days prior to your release or transfer to a Community Treatment Center. The Safety Manager will assist you in completing your claim and will arrange a medical evaluation which must be performed with regard to your claimed injury.

I have read and understand the above information.

Witnessed by ________________________________  Inmate Signature _______________________

Inmate Name ____________________________  Reg. No. ____________________________  Date ____________

cc: Signed copy will be forwarded to the Inmate Central File. Refusal to sign for receipt will be noted on the form.

Note: Should the inmate indicate in any way he is unable to read, safety regulations will be read to him, and Inmate Accident Compensation Procedures explained.

PDF Prescribed by P1600  This form replaces BP-169(16) dated MAY 1994

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Special Mail From Attorneys

To the Inmate: It is suggested you provide this instruction sheet for special mail privileges to the attorney(s) representing you, at the earliest opportunity, when you write to or visit with your attorney(s).

To the Attorney: The Bureau of Prisons Program Statement on Correspondence provides the opportunity for an attorney who is representing an inmate to request that attorney-client correspondence be opened only in the presence of the inmate. For this to occur, Bureau policy requires that you adequately identify yourself as an attorney on the envelope and that the envelope be marked “Special Mail – Open in the Presence of the Inmate” or with similar language clearly indicating that your correspondence qualifies as special mail and that you are requesting that this correspondence be opened only in the presence of the inmate. Provided the correspondence has this marking, Bureau staff will open the mail only in the inmate’s presence for inspection for physical contraband and the qualifications any enclosure as special mail. The correspondence will not be read or copied if these procedures are followed. If your correspondence does not contain the required identification that you are an attorney, a statement that your correspondence qualifies as special mail, and a request that the correspondence be opened only in the presence of the inmate, staff may treat the mail as general correspondence and may open, and read the mail.
INMATE PERSONAL PROPERTY LIST
AUTHORIZED FOR RETENTION & TRANSFER BETWEEN INSTITUTIONS
NATIONAL LIMIT

W = White
G = Grey
C = Commissary Only
B = Black
BW = Combination

CLOTHING:
Bathrobe, WG (no hoods) (C)(1)
Cap, Baseball, WG (no logos) (C)(1)
Athletic, specialty shoes (i.e., a court, turf, basketball, or running shoe) ($100 maximum selling price with no pumps, no pockets) in black or white, or combination of black or white, or with gray markings (no other colors allowed) (2 pr)
Shoes, Casual (C)(1 pr)
Shoes, Shower WG (C)(1 pr)
Shoes, Slippers (C)(1 pr)
Shoes, Work (C)
Shorts, Gym, WG (C)(2)
Socks, Tube, W (C)(5)
Sweatshirt, G (pullover/no hoods/cotton) (C)(2)(no logos)
Sweatpants, G (cotton) (C)(2)(no logos)
T-shirts/Sleeveless Undershirts, WG (no pockets/no logos) (C)(5)
Underwear, WG (boxers or briefs) (C)(7)
Handkerchief, (white only) (5)

PERSONALLY OWNED ITEMS:
Address Book (C)(1)
Alarm Clock (non-electric) (C)(1)
Bag, Athletic Tote (C)(1) no logo
Batteries (C)(4)
Books (a combination of hard/soft) (5)
Book/Reading Light (C)(1)
Bowl (1 plastic/24 oz or less and/or 1.5 quart bowl) (C)(2)
Calculator, Small (electronically unsophisticated, inexpensive, non-print feature/battery or solar operated) (C)(1)
Calendar, Small (1)
Comb/Pick (plastic) (C)(2)
Combination Lock (C)(1)
Contact Lens (clear/prescribed) (2 pair)
Contact Lens Solution (1)
Shaving Bag (C)(1)
Cup (plastic) (C)(1)
Dentures (1 set)
Earplugs (C)(1 set)
Envelopes (C)(1 box)
Eyeglasses (no stones) (2 pair)
Eyeglass Case (2)
Hairbrush (C)(1)
Hangers (plastic) (C)(5)
Headphones (C)(1)
Jug (plastic/1 gal) (C)(1)
Laundry Bag (mesh) (C)(1)
Letters (25)
Mirror (small/plastic) (C)(2)
Pen, Ballpoint (C)(2)
Pencils (C)(2)
Photo Album/Scrapbook (C)(1) (may contain no more than 17 inserts with 6 picture compartments per insert, for a total of 204 pictures)
Photos (25) (loose photos not included in photo album)
Picture Frame (clear plastic) (C)(2)
Playing Cards (C)(2 decks)
Radio W/Earplugs (walkman-type) (C)(1) Must have register number engraved.
Sansa MP3 Player (C)(1)
Stamps (C)(60,1st Class)
Sunglasses (non-reflective) (C)(1)
Towel (white/large)(C)(1)
Watch (electronically unsophisticated, i.e. inability to send signals, $100 maximum value) (C)(1)
Watchband (Plain) (C)(1)
Wedding Band (no stones/white/yellow metal)(1)
Writing Tablet (C)(2)
HYGIENE ITEMS:
Dental Floss and/or Pick (unwaxed)(C)(1 container)
Denture Adhesive (C)(1)
Denture Brush (C)(1)
Denture Cleaner/Powder (C)(1)
Denture Cup (C)(1)
Deodorant (C)(2)
Lens Cloth (C)(1)
Nail Clippers (no file) (C)(2)
Razor (C)(1)
Scissors, Mustache (blunt tip) (C)(1)
Sewing Kit (C)(1)
Soap, Bar (C)(3)
Soap Dish (C)(1)
Toothbrush (C)(1)
Toothbrush Holder (C)(1)
Toothpaste (C)(2 tubes)
Tweezers (blunt tip) (C)(1)

RECREATIONAL ITEMS: AUTHORIZED FOR RETENTION AND TRANSFER BETWEEN INSTITUTIONS (IF SHIPPED AFTER NOVEMBER 1, 1997, THE COST OF MAILING WILL INCURRED BY THE INMATE)

Athletic Supporter (C)(2)
Gloves (finger less/athletic) (C)(1)
Gloves (handball) (C)(2)
Harmonica (C)(1)
Mouth Pieces (C)(1)
Eye Protection (C)(1)
Softball Gloves (C)(1)
Headbands/Sweatbands (white) (C)(2)
Knee Wraps (C)(2)
Hand Balls (2 cans of 2) (C)(4)
Tennis Balls (can of 3) (C)(1)
Weightlifting Wraps (C)(2)
Knitting/Crochet Needles (C)(1)
Attachment F, Page 3
Tools or Bead Work (C)(1)
Yarn, Embroidery, Hoops/Needles (C)(1 set) (No blue, black, red, or camouflage)

APPROVED RELIGIOUS ITEMS:
See Page 4 of this Institution Supplement

APPROVED MEDICAL DEVICES:
See Page 4 of this Institution Supplement

OTHER ITEMS:
Chocolate (instant) (C)(10 packets)
Coffee (instant/jar/container) (C)(1)
Coffeemate (jar/container) (C)(1)
Tea (instant/jar/container) (C)(1)
Chips (4 bags)
Canned Drinks (Assorted) (36 cans)
Soups (12)
Vegetables (Onions or Green Peppers) (10)

Non-perishable commissary items sealed in unopened, original containers may also be transported or shipped.

APPROVED SPECIALTY SHOE

I. Court Shoe (White)
A. Description
1. Ankle support (high or three quarter)
2. Smooth surface/tread design/traction
3. Arch/heel support
B. Type of Activity
1. Basketball
2. Handball
3. Volleyball
4. Walking
5. Tennis
6. Aerobic
II. All Turf Shoe
A. Description
1. Traction
2. Rubber Cleats
3. Thick Padded Tongue
B. Activity
1. Softball
2. Flag Football
3. Soccer
4. Field Hockey
III. Running Shoe
A. Description
1. Arch Support
2. Light Weight
3. Heel Pad/Shock Absorption
4. Higher Heel Back
5. Nylon
B. Activity
1. Running
2. Jogging
3. Sprinting
4. Jump Rope
Attachment F, Page 4

AUTHORIZED QUANTITIES FOR INMATE PERSONAL PROPERTY
INSTITUTION ISSUED CLOTHING
May not be transferred from Institution to Institution

Belt .................................................................1
Bedspread .........................................................1
Blankets ..........................................................2
Pillow Case ......................................................1
Sheets .............................................................2
Coat (Winter) ....................................................1
Coat (Rain) .......................................................1
Hat .................................................................1
Gloves/Mittens ..................................................1 pr
Shirts (non-food service) .................................3
Shirts (food service green/hospital workers khaki) ..3
Trousers ...........................................................3
Trousers (green - food service/hospital workers khaki) .3
Socks ...............................................................5
Shoes (steel toed) or medically approved non steel 1 pr
T-shirts (white) ..................................................5
Towels .............................................................5
Undershorts ......................................................5
Thermal Underwear .............................................2 sets
Washcloth ........................................................5

Inmates admitted to 9/3 will be issued no more than five pairs of pajamas, two brown sweat suits, and two robes.
Exceptions: Government issued/personal medical equipment to include orthopedic shoes, appliances, clothing, insulin testing kits, etc., especially made for obese or extremely petite inmates which if not mailed to the new facility, would incur additional expense for the Bureau.

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

Books (5)
Fan (1) Battery/Windup/Electric (Disclaimer: Electric fans may not be considered as acceptable property when an inmate is transferred to another facility. Therefore, the fan will be mailed at the inmate=s expense.)
Gloves (2 pair)
Magazines (3)
Newspapers (3)
Reading Lamp (1)
Plastic Storage Container (1)
Plastic Container (Storage) (1)
Plastic Bowl 1.7 L (1)
HYGIENE ITEMS:
Battery Operated Beard Trimmer (1)
Brushless Shave (1)
Conditioner/Hair (1)
Hair Oil/Grease (1)
Laundry Detergent (1)
Mouthwash (1)
Body Powder (1)
Shampoo (1)
Shaving Cream/Lotion (1)
Shoe Polish/Wax (1)
Skin Lotion (1)
FOOD ITEMS:
Soups (12)
Assorted canned drinks (36 cans)
Vegetables (onions or green peppers) (10)
Chips (4 bags)
All consumable items must fit into a 14 x 14 x 19 inch space inside the locker (equivalent to the standard authorized shipping box) or will be considered excess food items. Inmates are allowed to spend the authorized monthly validation determined by commissary policy.

HOBBYCRAFT ITEMS:
* Painting (1 canvas)
* Paints/Brushes (acrylic or watercolor paint only) Unlimited, but must be stored in one quart sized container.
Leather craft and ceramics must be worked on in recreation hobby craft area. Lockers will be assigned by recreation staff for supplies associated with these projects.
* Denotes hobby craft items that can be worked on in the assigned housing units. All items must be stored within the locker and removed from the living area when complete within 30 working days. Hobby craft items must be disposed of in accordance with Program Statement Inmate Recreation Programs, Part 544, Sub Part D.
NOTICE TO INMATES
INMATE COPAYMENT PROGRAM


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

B. **Health Care Visits with a Fee:**
1. You must pay a fee of $2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested, except for services described in section C., below. These requested appointments include Sick Call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf for a health service not listed in section C., below, you will be charged a $2.00 copay fee for that visit.
2. You must pay a fee of $2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit.

C. **Health Care Visits with no Fee:**
We will not charge a fee for:
1. Health care services base on health care staff referrals;
2. Health care staff-approved follow-up treatment for a chronic condition;
3. Preventative health care services;
4. Emergency services;
5. Prenatal care;
6. Diagnosis or treatment of chronic infectious diseases;
7. Mental health care; or
If a health care provider orders or approves any of the following, we will also not charge a fee for:
- Blood pressure monitoring;
- Insulin injections;
- Chronic care clinics;
- TB testing;
- Vaccinations;
- Wound care; or
- Patient education.
Your health care provider will determine if the type of appointment scheduled is subject to a copay fee.

D. **Indigency:** And **indigent inmate** is an inmate who has not had a trust fund account balance of $6.00 for the past 30 days.
If you are considered indigent, you will not have the copay fee deducted from you Inmate Commissary Account.
If you are NOT indigent, but you do not have sufficient funds to make the copay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.

E. **Complaints:** You may seek review of issues related to health service fees through the Bureau’s Administrative Remedy Program (see 28 CF Part 542).
FMC-ROCHESTER HEALTH CARE RIGHTS & RESPONSIBILITIES

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

RIGHTS

1. You have the right to access health care services based on the local procedures at your institution. Health Services include medical sick call, dental sick call, and all support services. If an inmate co-pay system exists in your institution, Health Services cannot be denied due to lack (verified) of personal funds to pay for your care.

2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.

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

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

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

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

7. You have the right to be examined in privacy. You have limited rights, within state and federal law, to personal and informational privacy. You shall be afforded the opportunity to communicate with the physician in confidence and confidentiality of his disclosure.

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

9. 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.

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

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

12. You have the right to dental care as defined in Bureau policy, to include preventive services, emergency care and routine care.

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

14. You have the right to refuse medical treatment in accordance with Bureau 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.

RESPONSIBILITIES

1. You have the responsibility to comply with the health care policies of your institution and follow recommended treatment plans established for you, by health care providers. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.

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

3. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, mainline, or the accepted Inmate Grievance Procedures.

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

5. You have the responsibility to keep this information confidential.

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

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

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

9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow-up.

10. You have the responsibility to be honest with your health care provider(s) to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.

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

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

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

14. You have the responsibility to notify Health Services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.
15. Each inmate has a right to have his or her cultural, psychosocial, spiritual, and personal values, beliefs, and preferences respected.

15. You have the responsibility to notify staff if you believe that your cultural, psychosocial, spiritual, and personal values, beliefs, and preferences are not being respected.
Attachment I
Recommendations to Assist in the Prevention of Disease Transmission

Handwashing:
Hands must be washed thoroughly. When washing, be sure to use running water, soap, and rub your hands together. Clean around and under the nails as well. Faucets should be turned off with a paper towel, not your clean hands.

Hands should also be washed frequently, especially before and after eating, and after using a bathroom. When working, you need to wash your hands before and after eating and upon entering and leaving patient rooms or units.

Frequent, thorough handwashing stops the transmission of most diseases.

Food Storage:
Cold food must be eaten cold – just as hot food is to be eaten when hot. If you have items which are cold, they must be refrigerated to prevent the growth of bacteria which can cause intestinal infections. The window ledge, even in Minnesota, will not keep the food cold enough. Bacteria can also form in hot food which has cooled to room temperature.

Do not eat items stored at improper temperatures.

Communal Items:
Some infections can be transmitted by sharing items with an infected person. Most people are aware that IV needles, tattooing, and ear piercing devices can transmit diseases. These items are prohibited in a prison setting. You also should refrain from sharing toothbrushes, straight edge razors, nail clippers, tweezers, and unwashed dishes as these items are allowed but can be a source of infection if shared.

Clean-up of Blood or Body Substances:
If you come across an area where large amounts of blood or body substance are present, do not attempt to clean it up yourself. Contact a staff member.

These are general recommendations. Specific instructions will be given to you by your physician should it be founds that you have an infection. Additional details regarding transmission of HIV (the virus found in persons with AIDS) and hepatitis B will be discussed during A&O.
Make handwashing a healthy habit

Thorough Handwashing
Can Help Prevent Disease
Handwashing plays a major role in preventing the spread of diseases. Washing your hands regularly with soap and water can protect you from many illnesses caused by viruses and bacteria. Washing removes germs you pick up when you touch people, animals, or surfaces. If not removed, these germs may get into your eyes, nose, or mouth and cause illness. The Minnesota Department of Health (MDH) strongly encourages everyone to develop good handwashing habits.

Can't See Germs
Germs hide on remote controls, door handles, keyboards, faucet handles and any surface people touch. Since we can never be sure what germs are on our hands, washing them regularly and thoroughly with soap and water is a very important safeguard against infectious disease.

When to Wash
Overall, wash your hands as frequently as you can; it is essential to wash your hands at these special times:
- Before touching any food or eating
- After using the bathroom
- After handling animals or animal wastes

How to Wash
The following procedure will remove up to 99.9 percent of the germs that get on your hands during the course of daily activities:
- Wet your hands with clean water
- Apply soap
- Rub your hands together vigorously and scrub all surfaces
- Scrub for 20 seconds (sing Happy Birthday twice)
- Rinse with clean water
- Dry hands briskly

Note: If soap and water are not available, use an alcohol-based handrub (wipes or gel).

Food handlers in restaurants, schools, delis and grocery stores must wash their hands with soap and water before applying hand sanitizers. [Minn Rules Chap. 4625.0070. 4625.0083]

Want to know more?
More information on hand hygiene can be found on the MDH Web site at www.health.state.mn.us/handhygiene/.

“Handwashing is the single most important means of preventing the spread of infections.”
— U.S. Centers for Disease Control (CDC)
## Appendix 6. MRSA Fact Sheet

### What is MRSA?

*Staphylococcus aureus*, often referred to as “staph,” is a common type of bacteria that is found on the skin and in the nose of healthy persons. Staph bacteria may cause minor skin infections such as boils, or more serious infections such as pneumonia and blood poisoning. Certain “staph” bacteria that have become resistant to “first-line” antibiotics are called MRSA—which is short for “Methicillin-resistant *Staphylococcus aureus*.” MRSA infections are more difficult to treat, but they usually respond to incision and drainage and/or antibiotics.

### How is MRSA spread from person to person?

MRSA is usually spread through direct physical contact with an infected person, but may also be transmitted through contact with contaminated objects or surfaces. MRSA is not spread by coughing unless the infected person has pneumonia.

### How can I prevent becoming infected with MRSA?

- Wash your hands thoroughly with soap and water throughout the day, particularly every time you use the toilet and before every meal.
- Never touch another person’s wounds, infected skin, or dirty bandages.
- Don’t scratch skin rashes.
- Maintain personal hygiene through regular showers and by keeping your living space clean, including regularly laundering your bed linens.
- Never share personal hygiene items with others, including toiletries or towels.
- Clean off any surfaces shared with others, such as weight benches.
- Use a towel or shirt as a barrier between your bare skin and exercise equipment.
- Shower after participating in close-contact recreational activities whenever possible.
- Don’t get a tattoo in prison.
- Don’t use injection drugs.
- Don’t have sexual contact with other inmates.

### How does a person know whether he or she has a MRSA infection?

- Always seek medical attention if you develop a boil, red or inflamed skin, an insect or spider bite, or a sore that does not go away.
- The most common way for health care providers to detect MRSA is by doing a culture of the pus from the skin infection.

### How is MRSA treated?

MRSA skin infections are often treated first with frequent warm soaks and draining of the wound. Strong antibiotics can be effective in treating MRSA. Serious or highly resistant MRSA infections may require intravenous (IV) antibiotics in the hospital.
**STAYING ALIVE:**
*What you need to know about infectious diseases in prison...*

You are just entering prison, either for the first time or you are back to serve time again. The number of days ahead that you will spend in prison may change from several months, to years. You may feel isolated, scared, angry, or depressed and think that you have no control of your life with only a dim future ahead of you. But the one thing you do have control of is your behavior and the outcome of your future. The choices you make and the actions you take, especially while you are in prison, could be one of the most critical decisions you have ever made about what lies ahead.

The inmate population in the federal system has grown by the thousands, over the past ten years with over 125,000 males and females now serving new or a repeat sentence. You may already know that life in prison is close, crowded, and mixed with folks from all walks of life. That is why it is so important for you to know how to avoid getting sick and be able to make the best choices that protect you from becoming infected so you can....Stay Alive!!

**What about infections in federal prison...**

We know that at any given time, more than 1000 inmates have tested positive for HIV infection and approximately one-third of those infected have been diagnosed with AIDS.

HIV causes “flu-like” symptoms, and may lead to the development of other serious infections.

**What else is known about infections...?**

Many persons may be infected with hepatitis B or C and not know it; symptoms may not show.

Tuberculosis is caused by bacteria that can kill, but can be cured when treated.

**How is HIV and hepatitis spread?**

The most common ways to spread a blood virus is:

- Through the sharing of needles
- Having unprotected sex.
- From the infected pregnant woman to the baby during delivery, or while carrying the unborn baby, and even through breastfeeding.
- Sharing of personal items like razors, toothbrushes. Also, for hepatitis by sharing tattoo or piercing equipment, or intranasal equipment (“snorting”).

**How is HIV and hepatitis NOT spread?**

You cannot get HIV, hepatitis B or C from:

- Casual contact like touching, shaking hands, hugging, or kissing on the cheek.
- Sharing toilet seats, shower stalls drinking fountains, food, or eating utensils.
- Insect bites, i.e. mosquitoes, ticks

**How can I keep myself from becoming infected?**

- Don’t’ share needles or personal items like razors or toothbrushes.
- Don’t have sex in prison or unprotected sex when you leave prison.

Each time an infected person has one sexual encounter with a different partner, and each partner has a sexual encounter with an additional partner, the virus multiples so that by the time the primary infected person has four sexual encounters, already sixteen people may be infected.

**What is tuberculosis (TB)?**

TB is a tough bacteria, spread when someone who is sick (“active TB”) coughs, and close contacts breathes it in.
You will receive mandatory screening for TB to protect you, other inmates, and staff from a potentially contagious disease. Common symptoms of TB are weight loss, sweating for no apparent reason and a persistent cough that will not go away, coughing up blood, tiredness, and poor appetite.

What if I acquire or have a TB infection?
A “reactive” TB skin test means you were in contact with the bacteria or have a TB infection. Although you may never get “sick,” certain people are at risk of getting active TB. Your doctor will run tests and may recommend an antibiotic to keep you from getting sick.

Does this mean I’m contagious?
No, but without an antibiotic, you could get sick. The antibiotic helps keep TB disease from developing.

What Now?
If you are on treatment for an infection, talk to your doctor. Take your medication, let your doctor know when you experience side effects, but whatever you do, DO NOT SKIP DOSES.

What should I do if I think I could have been in contact with infected blood or body fluids and want to get tested?

You can request HIV testing by:
1. Making a written request.
2. Talk to your doctor during your next clinic visit.

You should report to the available “sick call” if you become sick, like vomiting, diarrhea, changes in skin color, a fever, or pain that won’t go away and as directed by your doctor.

Sick call days/hours: __________________________

If I get tested, how will I be notified of my results?

Will anyone else know my results?

Your test results are kept confidential and only healthcare providers or staff who “need to know,” for purposes related to your access to medical treatment for an infectious disease, or if required by law, will know.

What must I do before I leave prison if I am on treatment?

You have to take responsibility to know how you will receive your medication and health care once you leave prison. Talk with your case manager, your doctor, and other healthcare providers who can assist you in finding the community assistance.

What else must I do before I leave prison? Before you leave prison or go to a halfway house, you want to authorize the release of your medical information to the doctor who will provide your medical care in the community. You want this process to begin while you are still in prison in order to continue your necessary treatment.

Remember, once you begin treatment for an infectious disease, the worst thing you can do is to leave and have no way to get more treatment, or stop taking your medications. Without treatment, the disease may progress, and your medication could no longer work.

Take an active part to know how you will continue your treatment and keep yourself healthy.

Remember, YOU DO have a choice; the choice to make the right decisions and take the best actions that can direct your health, your future and your life……so YOU can STAY ALIVE
SEXUALLY TRANSMITTED DISEASES

Questions and Answers as You Enter This Correctional Facility
Your health is important to those who work in this facility. Medical staff members are willing to discuss any health concerns you have.

An important health issue is sexually transmitted diseases or STDs. STDs are among the most common infectious diseases in the U.S. Anyone who has unsafe (unprotected) sex can get an STD. If you have had unprotected sex (without a condom) with a woman, you may have come into contact with vaginal fluid and genital sores or lesions. This contact may have exposed you to an STD.

If you have had unprotected sex with a man, you may have come into contact with semen and genital sores or lesions. This contact may have exposed you to an STD.

This information will tell you about common STDs and what their symptoms look like. You may have been infected with an STD in the past. You may have ignored or not noticed the symptoms. Because untreated STDs can cause serious health problems, you may want to be tested. If you have questions about STDs or think you have any symptoms, sign up for sick call. It is okay to ask questions and talk with medical staff members. This information will be handled confidentially.

When you arrive at a Bureau of Prisons (BOP) facility, you are advised in writing of the disciplinary system there. Engaging in sexual acts and/or making sexual proposals or threats to another constitutes a prohibited act (high category), and you are subject to sanctions as defined in the BOP policy on Inmate Discipline and Special Housing Unit.

Stay Safe: Don’t have sex with other inmates.

Things to know about STDs:

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

<table>
<thead>
<tr>
<th>STD</th>
<th>Key Facts</th>
<th>Symptoms</th>
<th>Health Problems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chlamydia</td>
<td>Caused by bacteria spread during vaginal, anal, and oral sex</td>
<td>May or may not be any symptoms</td>
<td>Without treatment:</td>
</tr>
<tr>
<td>Gonorrhea</td>
<td>Can be treated and cured with antibiotic drugs</td>
<td>Symptoms can include burning when urinating (peeing)</td>
<td><strong>Men</strong> - can spread to the epididymis (a tube that carries sperm from the testis) and cause pain, fever, and sterility</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Men</strong> - discharge from penis, burning and itching around the head of the penis, pain or swelling in the testicles (balls)</td>
<td><strong>Women</strong> - can spread into the womb or fallopian tubes and cause pelvic inflammatory disease (PID) and infertility</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Women</strong> - vaginal fluid that does not look normal, lower abdominal or back pain, pain during sex, and bleeding between menstrual cycles</td>
<td></td>
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</tbody>
</table>
# Health Problems

## Without treatment
- fever, swollen lymph glands, sore throat, patchy hair loss

## Later
- damage to brain, nerves, liver, bones, joints, eyesight, and death

HIV attacks and weakens your immune system; a weakened immune system can lead to serious illness and possibly death.

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<tr>
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<th>Symptoms</th>
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</thead>
<tbody>
<tr>
<td>Syphilis</td>
<td>Caused through contact with lesions or open sores on the outer genitals, vagina, anus, or in the rectum. Sores can also occur on the lips and in the mouth.</td>
<td>One or more sores, lasting 3-6 weeks, at the spot where bacteria entered the body; sores will heal but infection remains; may be a rash on the palms of the hands or bottoms of feet; rashes clear up on their own.</td>
</tr>
<tr>
<td>Human Immunodeficiency Virus (HIV)</td>
<td>Caused by a virus spread through unsafe vaginal, anal, and oral sex.</td>
<td>You may be infected with HIV and not have any symptoms for 7-10 years.</td>
</tr>
<tr>
<td></td>
<td>Antiretroviral drugs can help build your body's resistance to deadly illnesses and cancers; they do not cure HIV.</td>
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</table>
## Health Problems

Chronic HBV infection occurs in about 6% of adults

Death from chronic liver disease occurs in about 15-25% of infected persons

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<thead>
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<th>Symptoms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis B Virus (HBV)</td>
<td>Spread through unsafe sex with an infected person</td>
<td>About 30% of persons with HBV have no signs or symptoms</td>
</tr>
<tr>
<td></td>
<td>There is a vaccine to prevent HBV</td>
<td>HBV symptoms: fatigue, abdominal pain, jaundice (yellowish skin), loss of appetite</td>
</tr>
<tr>
<td>Herpes Simplex Virus (HSV)</td>
<td>Genital herpes can be spread during unsafe sexual contact</td>
<td>May cause blisters on or around genitals or rectum; herpes sores on the mouth can also be spread</td>
</tr>
<tr>
<td></td>
<td>Antiviral drugs may shorten and prevent outbreaks, but they cannot cure herpes</td>
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Talking to the Medical Staff

If you have had unsafe sex and have not been tested for STDs (or have any reason to think that you may have an STD), talk with the medical staff. Ask any questions you have about symptoms and testing. Even if you were treated for an STD before coming to a correctional facility, if you have had unsafe sex since then you may be infected. The medical staff can provide more information and help you decide about being tested.

If you have an STD and don’t get treatment, you may have worse health problems in the future.

If I have an STD, what treatment can I get?

Getting treated right away will help reduce the long-term problems found with STDs. If you have an STD, your health care provider may treat you with pills, liquid medicine, or a shot. If you are given pills, you must take them just like your doctor tells you to. Do not share pills with partners or friends.

STDs caused by bacteria, such as chlamydia, gonorrhea, or syphilis, can be treated with antibiotic medicines.

STDs caused by viruses, such as HIV and herpes, cannot be cured. You will have these diseases for life. Treatment can help reduce or control these illnesses, but there are no cures.
U.S. Department of Justice
Federal Bureau of Prisons
Sexually Abusive Behavior
Prevention and Intervention

An Overview for Offenders

March 2014
You Have the Right to be Safe from Sexually Abusive Behavior.
The Federal Bureau of Prisons has a zero tolerance policy against sexual abuse and sexual harassment. While you are incarcerated, no one has the right to pressure you to engage in sexual acts.

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

What Can You Do To Prevent Sexually Abusive Behavior?
Here are some things you can do to protect yourself and others against sexually abusive behavior:

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

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

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

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

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

- Write directly to the Warden, Regional Director or Director. You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.
- File an Administrative Remedy. You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.
- Write the Office of the Inspector General (OIG) which investigates certain allegations of staff misconduct by employees of the U.S. Department of Justice; all other sexual abuse/harassment allegations will be forwarded by the OIG to the BOP. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:
E-mail OIG. You can send an e-mail directly to OIG by clicking on the TRULINCS Request to Staff tab and selecting the Department Mailbox titled, DOJ Sexual Abuse Reporting. This method of reporting is processed by OIG during normal business hours, Monday – Friday. It is not a 24-hour hotline. For immediate assistance, contact institution staff.

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

Third-party Reporting. Anyone can report such abuse on your behalf by accessing the BOP’s public website, specifically http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp.

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

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

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

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

**Policy Definitions**

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

- **Code 114/ (A):** Sexual Assault By Force
- **Code 205/ (A):** Engaging in a Sex Act
- **Code 206/ (A):** Making a Sexual Proposal
- **Code 221/ (A):** Being in an Unauthorized Area with a Member of the Opposite Sex
- **Code 229/ (A):** Sexual Assault Without Force
- **Code 300/ (A):** Indecent Exposure
- **Code 404/ (A):** Using Abusive or Obscene Language

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

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

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

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

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

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

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

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

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

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

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

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

**Please be aware that both male and female staff routinely work and visit inmate housing areas.**
Attachment N, Page 7

Contact Offices:
U.S. Department of Justice
Office of the Inspector General
Investigations Division
950 Pennsylvania Avenue, NW Suite 4706
Washington, D.C. 20530

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

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

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

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

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

Southeast Regional Office
Regional PREA Coordinator
3800 North Camp Creek Parkway, SW
Building 2000
Atlanta, GA 30331-5099
Federal Bureau of Prisons
Western Regional Office
Regional PREA Coordinator
7338 Shoreline Drive
Stockton, CA 95219

Third-party reporting (outside of institution):
http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp