

Admission and Orientation Handbook



Federal Medical Center
Rochester, Minnesota

INTRODUCTION

Welcome to the Federal Medical Center (FMC), Rochester, Minnesota. FMC Rochester is one of seven Medical Referral Centers (MRC) 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. 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. Our goal is to maintain a safe, secure, and clean institution for both staff and inmates.

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/reentry, 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.

TABLE OF CONTENTS

Page	Title
5	Admission and Orientation Program
5	Correctional Programs, Staff Roles, and Unit Management
6	Inmate Request to Staff, Call-Outs, and Communication
6	Correctional Services Department
6	FMC Rules and Regulations
7	Movement Times
8	Visiting Rules and Regulations and Transportation Assistance
8	Mail
9	Correctional Systems Management Department
10	Personal Hygiene, Sanitation, and Laundry
10	Commissary
10	Telephone Calls
11	TRULINCS (Trust Fund Limited Computer System) – Electronic Messaging
11	Inmate Funds
12	Inmate Voting Rights
13	Incoming and Outgoing Voter Mail
13	Restoration of Voting Rights
13-14	Education, Leisure Activities, Barber Shop, Law Library, and Recreation
15	Access to Legal Services
16	Inmate Access to Central Files and Other Document and Central File Review Procedures
17	Work Assignments and Performance Pay
17	Religious Services
17	Inmate Discipline
17-19	Disciplinary Procedures
20	Protective Custody
20	Administrative Remedy
21	Urine Surveillance
21	Inmate Financial Responsibility Program
21	Institution Supplements
21	Unit Bulletin Boards and Electronic Bulletin Boards
22-24	Mental Health Services
24	Sexual Assault Prevention
25	Escorted Trips
25	Furloughs
25	Central Inmate Monitoring System
25	Marriages
26-28	Health Services
28	Selective Service System and BOP Registration
29	Safety, Sanitation, and Fire Safety
29	Food Service
29	Computer Security
30	Authorized Quantities for Inmate Personal Property
30	Reentry/Release Preparation Program
30	Initial Classification and Program Review
30	Notification to Inmates of DNA Sample Collection
31	Treaty Transfer for Non-U.S. Inmates
31	Diplomatic Representatives for Foreign Nationals
32-35	Release
35	Court Security Improvement Act of 2007
36	Conclusion

Attachments

- A. Federal Medical Center Rules and Regulations
- B. Time Limits in Disciplinary Process, Inmate Rights and Responsibilities, Prohibited Acts and Available Sanctions, Additional Available Sanctions for Repeated Prohibited Acts within the Same Severity Level
- C. Visiting Rules and Regulations
- D. Special Mail from Attorneys
- E. Inmate Personal Property
- F. FMC Rochester Health Care Rights and Responsibilities
- G. Sexually Abusive Behavior Prevention and Intervention

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 sexually abusive behavior prevention and intervention.

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, Case Manager, Correctional Counselor, Unit Secretary, and 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 7:00 a.m. to 7:00 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 of 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.

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, administration, and 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. They regularly contact detail supervisors regarding your work performance and maintain current information on your behavior. Additionally, they prepare visiting lists, sign package and special purchase authorizations, process administrative remedy complaints, make room

assignments, and is a primary member of the Unit Discipline Committee (UDC). They play 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 / Communication

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. Five requests per day are 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 the 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 you are 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.

Normally, a unit staff member is available each day of the week and most evenings until 7:00 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. 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 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:

6:00 a.m.		Mainline (Open Movement)
7:40 a.m.	7:50 a.m.	Work Call
8:25 a.m.	8:35 a.m.	Ten Minute Move
9:25 a.m.	9:35 a.m.	Ten Minute Move
10:00 a.m.		Pill Line
10:30 a.m.		Ten Minute Move in Preparation for Mainline
11:00 a.m.	12:15 p.m.	Mainline (Open Movement)
12:25 p.m.	12:35 p.m.	Work Call (Ten Minute Move)
1:25 p.m.	1:35 p.m.	Ten Minute Move
2:25 p.m.	2:35 p.m.	Ten Minute Move
2:50 p.m.		Pill Line Move for Building Ten
3:00 p.m.		Pill Line Move for Buildings One, Two, Chapel, and Recreation
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
6:50 p.m.		Pill Line Move for Building Ten
7:00 p.m.		Pill Line Move for Buildings One, Two, Chapel, and Recreation
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)

Scheduled movements for weekends and holiday schedules are as follows:

7:00 a.m.		Mainline (Open Movement)/Pill Line
8:00 a.m.	8:10 a.m.	Ten Minute Move
9:00 a.m.	9:10 a.m.	Ten Minute Move
9:45 a.m.		Yard Recall
10:00 a.m.		COUNT (Stand Up)
10:30 a.m.	12:00 p.m.	Mainline (Open Movement)
11:00 a.m.		Pill Line
12:00 p.m.	12:10 p.m.	Ten Minute Move
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 and in the Martin Wing 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 handwritten. Pre-trial status inmates are not allowed to seal outgoing general mail. Your incoming mail will be opened by the mail room 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 Attorney Generals; Prosecuting Attorneys; Directors of State Departments of Corrections; State Parole Commissioners; State Legislators; State Courts; State Probation Officers; other Federal and State law enforcement officers; attorneys; and representatives of the news media.

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 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 Device. 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 D). 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. Inmates residing in a Residential Reentry Center and/or on Home Detention or Home Confinement as a pre-release case are still considered incarcerated as they have not reached their projected release date.

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. Mail that is received in colored envelopes will be returned to the sender. All incoming general correspondence envelopes must be white in color.

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 PA 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 Correctional Counselor. Questions pertaining to property should be submitted to the Correctional Systems Management Department via an Inmate Request to Staff.

Personal Hygiene / Sanitation / Laundry

Upon arrival, two laundry bags marked with your name and register number will be issued to you with your clothing. Laundry Open House hours are Monday, Tuesday, Thursday, and Friday from 7:05 a.m. – 7:45 a.m. During Open House hours, you may exchange sheets, pillow cases, and shoes, and have repairs made. New shoes are issued upon arrival and exchanged yearly. Dirty loops can be dropped off Monday, Tuesday, Thursday, and Friday, 7:00a.m. – 7:45 a.m., in the laundry carts marked as “soiled linen” located in the Building 4 basement. Laundry loops can only contain the following: institutional clothing, personal clothing, sheets, and a pillowcase. Laundered loops and bags can be picked up from 7:05 a.m. – 7:45 a.m., except Wednesdays when Laundry is closed. Friday drop-off items can be retrieved Monday. Inmates may bring their institution clothing and linens to Laundry to be exchanged, except for labeled clothing, on a one-for-one basis or repair on Monday, Tuesday, Thursday, and Friday from 7:05 a.m. to 7:45 a.m. Labeled clothing, for repair or issue, needs to be placed in the inmate’s mesh bag and given to Laundry. The mesh bag can be picked up between 7:05 a.m. to 7:45 a.m.

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. Building 1 Workshop hygiene program participants can wash clothing in the Workshop or it can be dropped in main laundry.

Hygiene items are issued to inmates residing in Building 2 on the first Tuesday of the month that falls in a full week (Monday – Friday or Tuesday – Thursday) from 7:05 a.m. to 7:45 a.m. and to Building 1 & Building 10 on the first Thursday of the month that falls in a full week. Indigent inmates may request deodorant. Blankets can be exchanged on hygiene issue days. There will be no Open House on these days.

Commissary

Commissary is typically open Tuesday, Wednesday and Thursday. Please refer to TRULINCS Local Documents for updates on the Commissary sales schedule.

Prices on the Commissary list are subject to change, as vendors change their pricing.

Commissary attire: Institutional clothing, no radios or headphones, and no non-religious headgear.

Deliveries will be made to special housing, Martin Wing, and 9/2 and 9/3 non-ambulatory housing units. The National Monthly Spending Limit is \$360. Inmates in REFUSE status under the Inmate Financial Responsibility Program will have a monthly spending limit of \$25. Commissary restriction status means a monthly spending limit of \$25 to purchase stamps, copy cards, and items under the category of Health/Hygiene.

Inmate validation dates are assigned by the fifth digit x 3 and add 1: For Example:

5 th Digit of Register Number	Re-validation Day
0	1 st
1	4 th
2	7 th

Telephone Calls

Voice recognition (V-PIN) is set up by dialing 111. Telephones are operational from 6:00 a.m. to 9:00 p.m. daily. Inmates are restricted to using telephones located in their assigned living quarters. A telephone has been designated on housing units for monitored attorney calls. All telephone calls from the inmate telephones utilize the TRUFONE system, and no third person, charge, toll free, credit card, three way, or conference calls are allowed.

A Personal Access Code (PAC) will be created. Do not share it. Your PAC number and your V-PIN recording are required to place a call. A replacement fee of \$5 is required for a new PAC number. This transfer of funds can count as one of the two permitted per day. Phone and Commissary validation dates are the same.

All calls are limited to 15 minutes. Inmates are limited to 300 minutes per month and may be used for any combination of collector direct dialed calls.

Telephone calls are subject to monitoring. 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

TRULINCS usage: update contacts by editing phone numbers, e-mail addresses, and postal mailing addresses. TRULINCS is accessible from 6:00 a.m. – 11:30 p.m. There is no charge to update your contact list, change phone numbers, process a BP-199, print labels, or check account balance. Charges include \$.05 per minute to read/write electronic messages and \$.15 per side of paper to print. Funds can be transferred to and from TRULINCS to TRUFACS.

Adding contacts: 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.

Law Library – Perform legal research and is available in the law library (Building 4).

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

Manage TRU-Units – Purchase TRU-Units using available Commissary funds or transfer TRU-Units back to their Commissary account.

Prescription Refill – Request prescription refills via TRULINCS of self-carry medications.

Print – 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 – Correspond with friends and family using public messaging. No attachments permitted. Messages are limited to 13,000 characters.

Request to Staff – 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 – Bureau surveys (i.e., Institution Character Profile).

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.

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; 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.

Name and return address must appear in the upper left-hand corner of the envelope to ensure their funds can be returned to them in the event funds cannot be posted to the inmate's account.

Inmates' families and friends may also send an inmate funds through Western Union's Quick Collect Program and through MoneyGram's Express Payment Program. All questions and details for sending funds should be directed to Western Union and MoneyGram, as the programs are operated externally.

Upon release, 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).

BP-199 Forms (**Withdrawal of Inmate Personal Funds**) will be processed weekly. Withdrawals are initiated by the inmate in TRULINCS in the Send Funds section.

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.

Inmate Voting Rights

Currently, the District of Columbia (DC), Maine, and Vermont allow incarcerated individuals to vote.

- **District of Columbia:** You must have proper proof of residence (address must match the address listed on the voter application). Those in a federal facility may use your DC home address. If you do not currently have an address in DC (i.e., no family currently residing there), but are still returning to DC upon release, use your last known address.
- **Maine:** You must have an **established** residence. Residence for the purpose of elections refers to "that place where the person has established a fixed and principal home to which the person, whenever temporarily absent, intends to return." Meaning, you must intend to return to that address, and you will need to attest to that on the forms.
- **Vermont:** Inmates vote by absentee ballot by using their last known address in Vermont.

Voting materials for DC, Maine, and Vermont are posted on TRULINCS. This and other material is also available in the Reentry Resource Library.

Prior to release or transfer to a Residential Reentry Center or Home Confinement, you will receive additional information regarding Restoration of Voting Rights.

The BOP will update information materials regarding changes in voting rights for relevant states as needed.

Incoming and Outgoing Voter Mail

Incoming mail from a Board of Election labeled "Official Election Mail," "Official Election Ballot," "Ballot Enclosed," or similar language indicating the contents of the envelope include an election ballot will be treated as legal mail and inmates will sign for the mail. Only incoming ballots will be treated as legal mail, other types of informational mail are considered general correspondence.

All outgoing inmate mail addressed to a Board of Election will be treated as legal mail.

Restoration of Voting Rights

It has been a common practice within the United States to make felons ineligible to vote, and in some cases permanently. Over the past few decades, the general trend has been to reinstate the right to vote at some point, although this is a state-by-state policy choice. Below is a summary.

- In the District of Columbia, Maine, and Vermont, felons never lose their right to vote, even while they are incarcerated.
- In 18 states, felons lose their voting rights only while incarcerated and receive automatic restoration upon release.
- In 19 states, felons lose their voting rights during incarceration, and for a period of time after, typically while on parole and/or probation. Voting rights are automatically restored after this time period. Former felons may also have to pay any outstanding fines, fees, or restitution before their rights are restored as well.
- In 11 states, felons lose their voting rights indefinitely for some crimes, or require a governor's pardon in order for voting rights to be restored; face an additional waiting period after completion of sentence (including parole and probation), or require additional action before voting rights can be restored.

Education / Leisure Activities / Barber Shop / Law Library / Recreation

The Education Department offers a wide variety of educational programs, which are explained in detail during the A&O program. The hours for the Education Department and Recreation areas are posted on inmate bulletin boards. Leisure time activities are also posted on housing unit and electronic bulletin boards. Evidence-Based Recidivism and Reduction (EBRR) and Productive Activities (PA) are offered in support of the 2018 First Step Act.

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.

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. Diplomas or certificates from correspondence high school GED programs do not satisfy the criteria for an adult literacy program completion.

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. 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.

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, DCEGT credit will show up on their sentence computation when they complete or withdraw from the qualifying program.

English as Second Language (ESL)

The Crime Control Act of 1990 mandates non-English speaking Federal prisoners participate in the ESL program. An inmate's communication skill level in English is evaluated at initial classification and interviews. Those with a limited ability to communicate in English will be referred to Education to determine proficiency. To complete the ESL program, one must successfully pass the Comprehensive Adult Student Assessment Survey (CASAS).

Inmates with a Verified High School Diploma

Inmates who have a high school diploma (not an AA or higher post-secondary degree) are encouraged to submit an electronic 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.

Occupational and Apprenticeship 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).
- Education will notify an inmate's unit team of enrollment consideration for occupational education programs.

Apprenticeships provide 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.

Adult Continuing Education (ACE), Parenting, and Post-Secondary Correspondence Courses

ACE classes enhance an inmate's general knowledge on various subjects and address the skill deficits identified in an inmate's individual reentry plan. Typical ACE classes include: keyboarding, resume and interview skills, computer literacy, and business skills. Parenting is a national standardized program divided into two phases. A DVD series and a curriculum based program, Inside Out Dads. Inmates are permitted to enroll in any correspondence course that involves only "paper and pencil." The cost for correspondence courses must be paid by the inmate. Inmates interested in enrolling in correspondence courses are required to contact the Staff Coordinator prior to enrollment.

Library and Electronic Law Library Services

Leisure library days and hours are posted on the outside doors of the Library in Building 4. The institution participates in an interlibrary loan program with local, state, and college libraries and available bookmobile services. Inmates are afforded access to legal materials through an Electronic Law Library. Typewriters are available for inmates to prepare legal material.

Recreation Programs

FMC Rochester offers a wide range of activities in which inmates may participate in when not performing assigned duties. Leisure activities include: organized and informal games, sports, physical fitness, table games, hobby crafts, music programs, intramural activities, and movies. Wellness programs include screening, assessments, goal setting, fitness/nutrition information, and counseling.

Art and Hobby Craft Programs

Artwork includes drawings/sketches rendered in any of the usual media (e.g., crayons, pencils, inks, and charcoal).

Hobby craft activities include ceramics and leatherwork. Please see the Recreation Department for more details and the specific operational procedures and rules for each program.

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

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 D.

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, inmates may submit a Standard Form 95 under the Federal Tort Claims Act; if the negligence of institution staff results in the loss or damage of inmates' personal property, inmates may submit a Small Claims for Property Damage or Loss. They can obtain either form by submitting an Inmate Request to Staff Member or requesting one through their 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 Street, NW, Washington, D.C. 20534.

Inmate Access to Central Files and Other Documents / 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.

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, at Bureau of Prisons, Central Office, 320 First Street, NW, Washington, DC 20534. 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: Title 18 of the United States Code, section 3582(c)(1)(A), allows a sentencing court, on motion of the Director of the BOP, to reduce a term of imprisonment for extraordinary or compelling reasons. Requests should be made in writing to the Reduction in Sentence (RIS) Coordinator. The request must include the extraordinary or compelling circumstances and a verifiable release plan. The BOP consults with the U.S. Attorney's Office that prosecuted the inmate and will notify any victims of the inmate's current offense. 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 imposed term of supervised release. If denied, the inmate will be given written reasons for the denial and he/she may appeal it through the Administrative Remedy Procedure or through a direct appeal to the sentencing court.

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 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, 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, 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 provides 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 Religious schedule on unit bulletin board, TRULINCS, 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, at mainline, 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 First Step Act programming. The Life Connections and Threshold programs highlight our faith-based First Step Act priorities.

Inmate Discipline: See 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 and 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 workday 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 must ordinarily be given an initial hearing within five (5) workdays of the time staff become aware of the inmate's involvement in the incident (excluding the day staff became aware of the incident, weekends, and holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence in his behalf. The UDC must give its decision in writing to the inmate by the close of business the next workday. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five (5) days. The inmate must be provided with written reasons for any extension. The UDC will either make final disposition of the incident or refer it to the Disciplinary Hearing Officer (DHO) for final disposition.

Discipline Hearing Officer (DHO)

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

Appeals of Disciplinary Actions

Appeals of all disciplinary actions may be made through 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 protects 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:

1. 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.
2. Holdover Status: You are in holdover status during transfer to a designated institution or other destination.
3. 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:
 - a. Investigation: You are under investigation or awaiting a hearing for possibly violating a Bureau regulation or criminal law;
 - b. Transfer: You are pending transfer to another institution;
 - c. Protection cases: You requested, or staff determined, you require Administrative Detention status for your own protection; or
 - d. 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 member will examine and interview you.

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.

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 received, 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:

North Central Regional Office
400 State Avenue, Suite 800
Kansas City, Kansas 66101

Office of the General Counsel
Central Office
320 First Street, NW
Washington, DC 20534

If an inmate believes he is being discriminated based on a disability, there is a DOJ grievance process for disability claims in addition to the Bureau's Administrative Remedy Program. In order to exhaust administrative remedies under the Prison Litigation Reform Act, an inmate must file an administrative complaint under 28 CFR Section 39.170 within 180 days of a response from Central Office to an administrative remedy appeal. Complaints should be submitted to:

EEO Officer
Federal Bureau of Prisons, Central Office
320 First Street, NW
Washington, DC 20534

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, *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. This handbook contains portions of institution supplements, which were the most current at the time of the creation of this handbook. Institution supplements are reviewed periodically and updated as needed. The most current version is available in the Law Library.

Unit Bulletin Boards / Electronic Bulletin Boards

Be sure to look at postings on the Unit Bulletin Boards and on the Electronic Bulletin Board (TRULINCS computers).

Changes to program statements, institution supplements, and institution procedures are posted in these locations. Chapel schedules, Food Service menus, and information about new program offerings are also posted in these locations.

Mental Health Services

Mental Health services are available to all inmates through the Psychology and Psychiatry Services Departments.

Psychology Services

Psychology Services Departments in all BOP institutions offer mental health care to inmates. This care may include intake screening, assessment, and treatment of mental health or substance abuse problems, individual and group therapy, psychoeducational groups, 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 staff. The purpose of this interview is to review your history and identify programming needs 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. You will also be encouraged to complete assessments on TRULINCS to assess your programming needs.

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 as they make rounds in your 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 hopeless 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.

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 or talking about wanting to hurt or kill oneself
- feeling hopeless, rage, or uncontrolled anger or seeking revenge
- increased alcohol or drug use
- withdrawing from friends, family, associates
- feeling anxious or agitated, or other uncontrolled mood changes
- 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 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 the 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) not 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. FMC Rochester offers the BOP Drug Abuse Education course and the Non Residential Drug Abuse Program (NRDAP). Inmates may apply and be screened for participation in the Residential Drug Abuse Program (RDAP), but the RDAP is not offered at FMC Rochester.

Drug Abuse Education

Drug Abuse Education is the only required drug abuse treatment program in the BOP. Its purpose is to encourage you to review the consequences of drug use in your life, to begin to think about how different your life could be without drugs, and to motivate you to engage in drug abuse treatment. You are required to complete Drug Abuse Education if you have a prolonged history of drug use, alcohol or drug use contributed to the commission of your offense, you have a judicial recommendation for treatment, or you violated community supervision as a result of alcohol or drug use. 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 required to complete the course, your name will automatically be placed on the waiting list. When it is time for you to complete the course, Psychology staff will contact you. If you are not required to complete the course but would like to volunteer for the course, you may submit a "cop-out" to be placed on the waiting list.

Non Residential Drug Abuse Program (NRDAP)

NRDAP is an outpatient drug abuse treatment program developed to provide the flexibility necessary to meet each individual's treatment needs, and 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 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 choose 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 transfer to a Residential Reentry Center (half-way house).

Program completion awards are available for those who complete the program. If you are interested in participating in the NRDAP, submit a "cop-out" to drug abuse program staff to be placed on the waiting list.

Residential Drug Abuse Program (RDAP)

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 500 hours; however, your time in the program depends on your progress in treatment.

To apply for the RDAP you must send a "cop-out" to drug abuse program staff. First, staff will conduct a screening consistent with program policy to determine if there is sufficient documentation verifying that you have a pattern of

drug abuse or dependence, and that you are able to participate in all components of the program, including community-based Transitional Drug Abuse Treatment. If so, you will be referred to the Drug Abuse Program Coordinator for an interview to determine if you meet diagnostic criteria for a substance use disorder. RDAP interviews are conducted by proximity to projected release date, ordinarily 42-24 months from release.

Early Release

The Violent Crime Control and Law Enforcement Act of 1994 allows the BOP to grant a non-violent inmate up to one 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.

Specialized Mental Health Programs

The BOP also has several specialized nonresidential and residential mental health programs designed to help inmates with severe emotional, cognitive, and behavioral problems and may be indicated for inmates who are having difficulty functioning in a mainline institution due to a psychological disorder. Psychology Services has additional information about these programs and can make recommendations for participation. If you are interested in these programs, and would like to know if you are eligible, contact Psychology Services.

Confidentiality

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, such as mandated reporting of child or elder abuse and notifying authorities if a client threatens suicide or serious harm to others. Similarly, in the 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, you are going to harm or kill yourself or someone else, or engage in a behavior that jeopardizes the safety or security of the institution, confidentiality will be breached and the appropriate individuals will be notified on a need-to-know basis only. Simply put, there is no guarantee of confidentiality in the prison setting. However, you can rely on the professional judgment of Psychology Services staff who conscientiously balance your confidentiality and the safety and security of the institution. While these limitations on confidentiality may initially deter you from seeking treatment, the vast majority of inmates who receive psychological services are comfortable with the decisions staff make with regard to confidentiality. Be certain to discuss your concerns about confidentiality with Psychology Services staff.

Sexual Assault Prevention

You Have the Right to be Safe from Sexually Abusive Behavior. The Federal Bureau of Prisons and FMC Rochester have 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. Inmates with a language barrier, cognitive or learning problem, or disability are provided equal opportunity to participate in or benefit from all aspects of the agency's efforts to prevent and respond to sexually abusive behavior.

FMC Rochester has a Memo of Understanding (MOU) with a local Rape Crisis Center (RCC), The Dodge, Fillmore, and Olmsted Community (DFO) Corrections Sexual Assault Program. They are an outside confidential support service available to FMC inmates who wish to receive support or advocacy services related to a sexual abuse incident that occurs at the BOP. The 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 abuse incident. You may write them at Director of Counseling Services, Victim Services, Olmsted County Government Center, 151 4th Street S.E., Rochester, MN 55904. The 24-hour Crisis Line is 507-289-0636. The FMC shall enable reasonable communication between the inmate victim and this agency, in as confidential a manner as possible.

Additional information regarding your right to be safe from sexually abusive behavior is included in the A&O handout in Attachment G, “Sexually Abusive Behavior Prevention and Intervention: An Overview for Offenders” on the following topics:

- What Can You Do To Prevent Sexually Abusive Behavior?
- What Can You Do if You Are Afraid or Feel Threatened?
- What Can You Do if You Are Sexually Assaulted?
- How Do You Report an Incident of Sexually Abusive Behavior?
- Understanding the Investigative Process
- Counseling Programs for Victims of Sexually Abusive Behavior
- Management Program for Inmate Assailants
- Policy Definitions

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 the local institution supplement.

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 Federal Bureau of Prisons. Please see Attachment F, FMC Rochester Health Care Rights and Responsibilities.

Staff: Health Services staff at the FMC includes licensed independent practitioner, a dentist, dental assistants, nurse practitioners, advanced practicing providers, nurses, pharmacists, pharmacy technicians, a radiological technician, physical therapists, laboratory technologists, and a respiratory therapist. Administrative and support services staff complement the professional health care staff.

Physical Examinations: All newly committed general population inmates receive a complete physical examination within 14 days of admission. Behavioral Health Diagnostic and Observation, Forensic, and Residential Services inmates receive a physical examination within 7 days of admission. Nursing Care Center (NCC) and Behavioral Health (BH) 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. Volunteer HIV testing will be conducted on all patients per FMC policy. If an inmate refuses volunteer testing, a Refusal of Treatment Form must be completed. Inmates with sentences of six months or more will be required to complete mandatory HIV testing if identified by the health care provider to have risk factors associated with HIV or are identified by the Bureau Medical Director for participation in HIV surveillance testing. Health

Inmates who meet the criteria for mandatory HIV testing but refuse, may be issued an incident report for refusing to obey an order.

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 COVID, Tetanus/TDAP, MMR, 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 Advanced Practicing Providers (APPS) office Monday – Thursday (except holidays). Work Cadre inmates who want to see Psychiatry, should report to sick call to be assessed.

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: Medical care is available. 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 an Advanced Practice Provider (APP) or a Licensed Independent Practitioner (LIP). 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. Your detail supervisor will notify the APP or nurse of your injury.

Medication: Medication in the NCC (9/2 and 9/3) and BH Unit are given in single doses by nursing staff. The schedule for pill times in BH is posted. In the NCC, all medications will be administered by nurses and/or medication technicians.

Self-administered medications for all other inmates with a current prescription can be refilled 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: 2:45 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 in your inmate trust fund account within the past 30 days.

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.

Inmate Smoking Cessation Program: All newly incarcerated inmates, within the first 90 days of incarceration who advise medical staff of a current smoking history, will be referred to their Primary Care Provider Team (PCPT) for evaluation and placement into the Inmate Smoking Cessation Program. Inmates will be initially screened by the APP during the Receiving and Discharge (R&D) process at the time of arrival at FMC Rochester. The APP will refer the inmate to their appropriate PCPT for evaluation for smoking cessation program placement. If the inmate fails to inform the APP during the initial R&D evaluation, they may attend sick call or inform NCC or BH medical staff of their desire for consideration for placement in this program within the first 90 days of incarceration.

Medical Duty Status: Medical staff may determine your medical duty status due to illness or injury if you are not able to continue to perform your regular duties.

Medical Duty Status Forms 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. Please specify what portions of your medical file you wish to receive copies of.

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.

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.

Grievance Process: Health Service grievances may be sent by written email cop-out. Cop-out email addresses are located in the cop-out reference guide located on the inmates TRULINCS page. Health Services Administration may be contacted by email cop-out at RCH-Health Services Administration or a Health Service Administration Representative may be addressed at mainline.

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:

**Office of Quality and Patient Safety
The Joint Commission
One Renaissance Boulevard
Oakbrook Terrace, Illinois 60181
Telephone: 1-630-792-5800**

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 / Fire Safety

All inmates are required to be familiar with safety regulations as noted in BP-A0169, Uniform Safety Regulations. 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.

Fire drills will be conducted quarterly in all areas. Participation in fire drill procedures is mandatory.

You are required to maintain high sanitation in your living area. With the exception of one dirty laundry bag, all personal items and clothing will be stored in a fire resistant locker in accordance with NFPA 101.23.7.2. 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).

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. Inmates 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.

Inmate Personal Property (Authorized Quantities) – See Attachment E

Reentry/Release Preparation Program

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.

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 Title 28 C.F.R. § 28.12.

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.

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.

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.

Canadian Consulate General 701 4th Avenue South 9th Floor Minneapolis, MN 55415 (612) 333-4641	Consulate General of Columbia 500 North Michigan Avenue Suite 1960 Chicago, IL 60611 (312) 923-1196	Embassy of the Republic of Cuba Chancery 2630 16th Street NW Washington, DC 20009 (202) 797-8518
Consulate of Costa Rica 6 W. 5 th Street St. Paul, MN 55102 (651) 293-1816	Consulate General of Dominican Republic 8770 W. Bryn Mawr Ave. Suite 1428 Chicago, IL 60631 (773) 867-2977	Consulate of Ecuador 2117 W. River Road Suite 100 Minneapolis, MN 55411
Consulate General of El Salvador 177 N. State Street Floor 2 nd -Mezza Chicago, IL 60603 (312) 332-1393	Consulate of France 113 North 1 st Street Minneapolis, MN 55402 (612) 332-0436	Consulate of Grenada 438 W. St. James Pl. Chicago, IL 60614 Fax(773)472-2809
Consulate General of Guatemala 5559 N. Elston Av. Suite 100 Chicago, IL 60630	Consulate General of Guyana 306 West 38 th St. Floor Grd-Mezz New York, NY 10018	Consulate of Haiti 11 E. Adams Street Suite 1400 Chicago, IL 60603 (312) 922-4004
Consulate General of Honduras 4439 West Fullerton Avenue Chicago, IL 60639 (773) 342-8281	Consulate General of Italy 500 N. Michigan Avenue Suite 1850 Chicago, IL 60611 (312) 467-1550	Consulate General of Mexico 797 E. 7th Street St. Paul, MN 55106 (651) 379-4209
Consulate General of Poland 1530 N. Lake Shore Dr. Chicago, IL 60610 (312) 337-8166	Consulate of Romania 1250 E. Moore Lake Dr. Suite 242 Minneapolis, MN 55432 (612) 574-9472	Embassy of Republic of Zimbabwe Chancery 1608 New Hampshire Avenue, NW 20009 (202) 332-7100

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 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 Columbia, 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 Time

This applies to inmates sentenced for an offense committed after November 1, 1987. The Comprehensive Crime Control Act became law November 1, 1987. The two most significant changes in the sentencing statutes deal with good time and parole issues. There are no provisions under the new law for parole. The only good time available will be fifty-four (54) days per year good conduct time (GCT). This may not be awarded until the end of the year and may be awarded in part or in whole contingent upon behavior during the year. Once awarded, it is vested and may not be forfeited. There is no statutory good time or extra good time for people being sentenced for crimes committed after November 1, 1987.

VCCLEA

The Violence Crime Control and Law Enforcement Act (VCCLEA) of 1994 requires the Bureau of Prisons to notify state and local law enforcement officials at least two weeks prior to releasing an inmate to supervised release, probation, or parole who have been convicted of a "drug trafficking" crime or a "crime of violence." The notification includes the proposed residence, prior/current convictions for violence/drug trafficking, and the conditions of supervision. The VCCLEA makes the earning of Good Conduct Time by violent offenders contingent upon exemplary compliance with institution discipline regulations. VCCLEA inmate's good time will only vest if they have earned a General Education Diploma (GED) or high school diploma or are making satisfactory progress towards earning a GED. The VCCLEA also requires the Bureau of Prisons to notify inmates convicted of sexual offenses of sexual offender treatment programs within the releasing area. Non-violent inmates who meet a certain criteria may receive up to a one (1) year reduction to their sentence for completion of an intensive residential drug treatment program. Completion of the 40-hour Drug Education Program is a prerequisite for admission into the intensive residential program. Information concerning the program can be obtained from the institution Drug Program Coordinator or Drug Treatment Specialist.

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

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 12 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 10 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 by 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 Manager (RRM) supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The 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 provided 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 remain at the RRC where recreation, visiting, and other activities are provided in-house.

The other option for community-based residential programming is local detention facilities. Some local jails and detention centers are used to confine offenders serving short sentences. Many have work release programs where an offender is employed in the community during the day and returns to the institution at night. These facilities may also be used for offenders sentenced to terms of intermittent confinement such as nights, weekends, or other short intervals. Some 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.).

Court Security Improvement Act of 2007

Title 18 U.S.C. § 1521, Title 18 U.S.C. § 119, and Covered Persons

Title 18 U.S.C. § 1521 established a criminal offense for filing, attempting to file, or conspiring to file, a false lien or encumbrance against the real or personal property of a Federal Judge or Federal law enforcement officer. Title 18 U.S.C. § 119 established a criminal offense for making publicly available "restricted personal information" about a "covered person" with the intent to threaten, intimidate, or incite a crime of violence against such person. "Covered person" includes court officers, jurors, witnesses, informants, and Federal law enforcement officers, including Bureau of Prisons staff. Documents which can be used to harass or threaten "covered persons," including the filing of a lien against such persons, can constitute violations of these criminal statutes. Such documents are contraband and are not authorized for inmate possession.

All inmates are prohibited from obtaining, possessing, or creating UCC financing statements and similar forms. All inmates are also prohibited from obtaining or possessing any documents which contain unauthorized personal information, including, but not limited to, home address, home telephone number, social security number, personal email, or home fax number of any "Covered Person" or their immediate family members. If you have a legitimate reason for possession of such information, e.g., you are a relative of a "Covered Person," you should notify your Unit Staff of this fact. If you are found to be in possession of these types of documents or information without

authorization, the items will be confiscated. You will be subject to inmate discipline, and your case may be referred for possible federal criminal prosecution.

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.

**FEDERAL MEDICAL CENTER
RULES AND REGULATIONS**

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 posted on their units.)**

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. **Shakedown:** 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 condition as found.

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. Khaki shirt buttons will be secured up to at least the first button below the collar and tucked into belted trousers. There should be no clothing worn over your khaki shirts other than your issued coat.
 - 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 workdays, 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 diabetic snacks, no food or condiments may be taken from the inmate dining room.

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.

Attachment A, Page 3

Dinner: 4:45 p.m.

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

Breakfast: 7:00 a.m.

Lunch: 10:30 a.m.

Dinner: 4:45 p.m.

7. 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 postings. Inmates are not permitted to wash and/or hang dry any clothing in the housing units.

8. Photographs and Pictures:

Inmates may display pictures or photographs of their immediate family on their bulletin boards or in an authorized area.

A. 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.

9. 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 institution 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)

(1) alarm clock

(2) framed photographs (frames not larger than "8 x 10" with no glass)

Attachment A, Page 4

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. Note, paintings and paint supplies will be phased out shortly. Unit based hobby craft items must be stored inside the issued plastic tote.
 - 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. Legal materials must be stored in personal locker or fire resistant container. **Inmates cannot possess another inmate's legal material at any time.**
10. 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 quarter 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 cop-out 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.

11. 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.
12. Showers: Showers are opened daily from 6:00 a.m. to 10:00 p.m. Shower rooms with locks will be secured at 10:00 p.m.
13. 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, batteries fashioned together as lighter, etc.) will be subject to disciplinary action.
14. 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.

15. 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.
16. Work Call: All sentenced and committed inmates who are medically and mentally able to work are expected to work. Pre-trial inmates are not 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.
17. 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.
18. Dorm housing areas are to have lights out at 10:00 p.m. every evening. All inmate rooms will have lights out at midnight. The lights are to remain off until 6:00 a.m. the following morning. Quiet hours begin at 10:00 p.m. Lights in the corridors and common areas will be turned off. There will be no loitering in the hallways or commons area at this time. Specialized units may have different times for lights out, due to medical/mental health needs.
19. 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 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 workdays 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.

Inmate Rights and Responsibilities

RIGHTS

1. You have the right to expect as a human being you will be treated respectfully, impartially, and fairly by all personnel.
2. You have the right to be informed of the rules, procedures, and schedules.
3. You have the right to freedom of religious affiliation and voluntary religious worship.
4. You have the right to health care which includes nutritious meals, proper bedding and clothing and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, medical, and dental treatment.
5. You have the right to visit and correspond with family members and friends and correspond with members of the news media in keeping with Bureau rules and institution guidelines.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
10. You have the right to participate in education, vocational training, and employment as far as resources are available, and in keeping with your interests, needs, and abilities.
11. You have the right to use your funds for Commissary and other purchases consistent with institution security and good order, opening bank and/or savings accounts, and to assist your family.

RESPONSIBILITIES

1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the responsibility to know and abide by them concerning the operation of the institution.
3. You have the responsibility to recognize and respect the rights of other in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, keep your area free of contraband, and seek medical and dental care as you may need it
5. It is your responsibility to conduct yourself properly during visits, not accept or pass contraband, and not violate the law or Bureau rules or institution guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. It is your responsibility to use the services of an attorney honestly and fairly.
8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to use the materials and assistance.
9. It is your responsibility to seek and utilize such materials for your personal benefit without depriving others of their equal rights to the use of this material.
10. You have the responsibility to take advantage of activities which may help you live a successful and law abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
11. You have the responsibility to meet your financial obligations including, but not limited to, court imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations you may have.

1.3 Prohibited Acts and Available Sanctions.

COD E		OFFENS E	COD E		OFFENS E
100 SERIES			300 SERIES		
100		KILLING	300		INDECENT EXPOSURE
101		ASSAULTING ANY PERSON (SERIOUS INJURY)	302		MISUSE OF AUTHORIZED MEDICATION
102		ESCAPE FROM ESCORT, SECURE INSTITUTION	303		POSSESSION OF MONEY NOT AUTHORIZED
103		SETTING FIRE (GREATEST SEVERITY)	304		LOANING ANY PROPERTY OF VALUE
104		POSSESSION, MANUFACTURING, INTRODUCTION OF A WEAPON	305		POSSESSION OF ANYTHING NOT AUTHORIZED
105		RIOTING	306		REFUSING TO WORK OR PROGRAM
106		ENCOURAGING OTHERS TO RIOT	307		REFUSING TO OBEY AN ORDER
107		TAKING HOSTAGES	308		VIOLATING CONDITION OF A FURLOUGH
108		POSSESSION, MANUFACTURING, INTRODUCTION OF CELL PHONE	309		VIOLATING A CONDITION OF A COMMUNITY PROGRAM
110		REFUSING TO PROVIDE A URINE SAMPLE OR BREATH TEST	310		UNEXCUSED ABSENCE FROM WORK OR ASSIGNMENT
111		INTRODUCTION OR MAKING ANY DRUGS OR ALCOHOL	311		FAILING TO PERFORM WORK AS INSTRUCTED
112		USE OF ANY DRUGS OR ALCOHOL	312		INSOLENCE TOWARDS A STAFF MEMBER
113		POSSESSION OF ANY DRUGS OR ALCOHOL	313		LYING OR PROVIDING FALSE STATEMENT
114		SEXUAL ASSAULT OF ANY PERSON BY FORCE	314		COUNTERFEITING OR FORGING
115		DESTROYING ANY ITEM DURING A SEARCH	315		PARTICIPATING IN AN UNAUTHORIZED MEETING
196		USE OF MAIL FOR ILLEGAL PURPOSES	316		BEING IN AN UNAUTHORIZED AREA
197		USE OF THE TELEPHONE FOR ILLEGAL PURPOSES	317		FAILURE TO FOLLOW SAFETY OR SANITATION REGULATIONS
198		INTERFERING WITH A STAFF MEMBER	318		USING EQUIPMENT NOT AUTHORIZED
199		CONDUCT DISRUPTIVE TO THE SECURITY OF THE INSTITUTION	319		USING ANY EQUIPMENT CONTRARY TO INSTRUCTION
200 SERIES			320		FAILING TO STAND FOR COUNT
200		ESCAPE FROM WORK DETAIL, NON-SECURE INSTITUTION	321		INTERFERING WITH THE TAKING OF COUNT
201		FIGHTING WITH ANOTHER PERSON	324		GAMBLING
203		THREATENING ANOTHER WITH BODILY HARM	325		PERPARING OR CONDUCTING A GAMBLING POOL
204		EXTORTION, BLACKMAIL, OR PROTECTION	326		POSSESSION OF GAMBLING PARAPHERNALIA
205		ENGAGING IN A SEXUAL ACT	327		UNAUTHORIZED CONTACT WITH THE PUBLIC
206		MAKING SEXUAL PROPOSALS OR THREATS	328		GIVING/RECEIVING MONEY OR VALUE
207		WEARING A DISGUISE OR MASK	329		DESTROYING GOVERNMENT PROPERTY VALUED LESS THAN \$10
208		POSS OF ANY UNAUTHORIZED LOCKING DEVICE	330		BEING UNSANITARY OR UNTIDY
209		ADULTERATION OF ANY FOOD OR DRINKS	331		POSS, MANUF, INTRO OF A HAZARDOUS TOOL
211		POSSESSING ANY OFFICER'S OR STAFF MEMBER'S CLOTHING	332		SMOKING WHERE PROHIBITED
212		ENGAGING IN OR ENCOURAGING A GROUP DEMONSTRATION	333		FRAUDULENT OR DECEPTIVE CHEATING ON A TEST
213		ENCOURAGING OTHERS TO REFUSE TO WORK	334		CONDUCTING A BUSINESS
216		GIVING OR OFFERING AN OFFICIAL A BRIBE	335		COMMUNICATING GANG ACTIVITY
217		GIVING/RECEIVING MONEY FROM ANY PERSON	336		CIRCULATING A PETITION
218		DESTR, ALTER OF PROPERTY EXCESS \$100/LIFE SAFETY DEVICE	396		USE OF MAIL FOR ABUSES NON CRIMINAL
219		STEALING, INCLUDING DATA	397		USE OF PHONE FOR ABUSES NON CRIMINAL
220		DEMONSTRATING, PRACTICE, ANY FIGHTING SKILLS	398		INTERFERING WITH A STAFF MEMBER
221		BEING IN UNAUTH AREA WITH OPP SEX W/OUT	399		CONDUCT DISRUPTIVE TO THE SECURITY OF THE

	PERMISSION		INSTITUTION
224	ASSAULTING ANY PERSON (MINOR)		400 SERIES
225	STALKING ANOTHER PERSON THROUGH BEHAVIOR	402	MALINGERING, FEIGNING ILLNESS
226	POSSESSION OF STOLEN PROPERTY	404	USING ABUSIVE OR OBSCENE LANGUAGE
227	REFUSING TO TAKE PART IN REQUIRED TESTING	407	CONDUCT WITH VISITOR IN VIOLATION OF RULES
228	TATTOOING OR SELF-MUTILATION	409	UNAUTHORIZED PHYSICAL CONTACT
229	SEXUAL ASSAULT OF ANOTHER PERSON	498	INTERFERING WITH A STAFF MEMBER
231	PRESSURING INMATE FOR LEGAL DOCUMENTS	499	CONDUCT DISRUPTIVE TO THE SECURITY OF THE INSTITUTION
296	USE OF MAIL FOR ABUSES OTHER CRIMINAL		
297	USE OF THE TELEPHONE FOR ABUSES OTHER CRIMINAL		
298	INTERFERING WITH A STAFF MEMBER		
299	CONDUCT DISRUPTIVE TO THE SECURITY OF THE INSTITUTION		

(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. 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.

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)):

Attachment B, Page 6

(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.

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.

Attachment B, Page 7

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.

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.

Attachment B, Page 8

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.

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.

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.

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
 - B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 3 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (*e.g.*, visiting, telephone, Commissary, movies, recreation).

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

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.

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.

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.

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

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

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

Prohibited Act Severity Level	Time Period for Prior Offense (same code)	Frequency of Repeated Offense	Additional Available Sanctions
Low Severity (400 level)	6 months	2 nd offense 3 rd or more offense	<p>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).</p> <p>Any available Moderate severity level sanction (300 series).</p>
Moderate Severity (300 level)	12 months	2 nd offense 3 rd or more offense	<p>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).</p> <p>Any available High severity level sanction (200 series).</p>
High Severity (200 level)	18 months	2 nd offense 3 rd or more offense	<p>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).</p> <p>Any available Greatest severity level sanction (100 series).</p>
Greatest Severity (100 level)	24 months	2 nd or more offense	Disciplinary Segregation (up to 18 months).

III. DESCRIPTION OF RULES AND PROCEDURES.

A. RESPONSIBILITY.

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 the inmate desires 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 or 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 Wardens 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 inmates, 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, Page 12) 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 Saturday through Monday from 8:15 a.m. to 2:30 p.m. and on federal holidays. Inmates not in regular population status will be scheduled for visits on Mondays only. 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 entering the institution must pass through the electronic metal detector without setting off the alarm. Visitors with medical conditions must provide official documentation (i.e.: metal pins, heart pacemakers, partial limbs, etc.). In the event the metal detector becomes inoperable, a hand-held metal detector is available for use.

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.

Visitors 18 and older are subject to pat searches. Pat searches will be conducted based on a random predetermined selection process. The staff member who conducts the pat search will be of the same sex as the random selected visitor, unless an emergency situation occurs. Visitors will be given the option of either consenting to random searches as a condition of entry or refusing such searches and leaving Bureau grounds. However, if a non-inmate refuses to submit to a random search and expresses an intent to leave Bureau grounds, he or she may still be required to be searched if "reasonable suspicion" exists. If a visitor has metal implants through surgical procedures, he or she may present a Medical Implant Alert ID Card from a certified physician indicating the location and type of implant. Visitors without a Medical Implant Alert ID Card that regularly alarm the metal detector will be screened using a thorough pat search.

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.
- 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, gum, mints, candy, beverages, baby carriers, car seats, cradles, lipstick, chapstick, hair brushes, combs, lotion, newspapers, magazines, writing instruments, tobacco products, matches, lighters, cellular phones, pagers, or other items identified by the lobby officer, into the institution. Visitors are prohibited from bringing watches 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 C.

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 in proper attire will be denied a visit. Visitors are not allowed to wear

- * Tight clothing
- * Transparent clothing
- * Spandex clothing
- * Tank tops
- * Halter tops/sleeveless shirts
- * Holes in clothing
- * Wrap-around skirts
- * Hats or caps
- * Camouflage clothing
- * Grey sweatpants, sweatshirts, thermals
- * Green, khaki, or orange colored pants, shirts, or skirts
- * Plunging necklines that expose back, cleavage or chest (i.e. v-necks, scoop necks
- * Opened toed or open heeled shoes, (i.e., sandals or slip-ons for both male & female). It is necessary for all visitors to wear shoes.
- * Shorts and skirts which are higher than the top of the knee when standing
- * No attire with questionable wording, (i.e., gang affiliation, profanity, etc.)
- * No shirts that hang less than 3 inches below the belt line.
- * No hooded sweat shirts/coats, clothing with hoods.
- * Jackets, coats, or sweaters will only be allowed during the months of October 1 through June 1. Scarves and gloves are not allowed in the Visiting Room. Hats and/or scarves with wigs utilized for chemotherapy patients or hair-loss diseases must include documentation from a certified physician and the item(s) will require an x-ray examination and be subject to physical search procedures. Younger children will be allowed appropriate outer wear year round. Upon arrival in the Visiting Room outer wear will be stored in a designated area and will not be worn during the visit.
- * Any questionable clothing will be cleared through the Institution Duty Officer or the Operations Lieutenant

before being allowed into the Visiting Room.

* No hooded sweatshirts or clothing which could conceal one's head/facial area.

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. Inmates will be seated directly across from their adult visitors. In situations where there are multiple visitors (more than 2) per inmate, visiting room staff will designate who will sit next to the inmate. Separate chairs will be provided for inmates to sit in when visiting on the outside patio. When many visitors leave at the same time, e.g., termination of the visiting hours, the visiting room officer will separate all inmates from visitors, 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 and frequencies) with the exception of visitation only occurring on Mondays. 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. The Institution Duty Officer will be present for any approved visit in which contract guard service is being utilized.

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. A brief embrace and kiss is permissible 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. At no time will inmates be allowed to go near the vending machines or microwave area. At no time will food or drinks be taken to the visitor's restroom.

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, to include watches of any kind. Inmates may wear religious headwear as allowed per policy.

Inmates will be allowed to take a comb, a handkerchief, and photo tickets 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:	Delta Airlines	800/221-1212
	United Airlines	800/864-8331
	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.

Attachment C, Page 9

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 a 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 are not permitted in play areas designated for children.

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

COVID-Like Symptoms

- * Fever
- * New Onset Cough
- * New Onset Trouble Speaking/ Difficulty Breathing
- * Fatigue
- * Muscle or Body Aches
- * Sore Throat
- * New Loss of Taste or Smell
- * Stuffy/ Runny Nose
- * Nausea or Vomiting
- * Diarrhea

Thank you for your cooperation in helping us continue to provide the best medical care possible.

Sincerely,

Warden

Attachment D

Department of Justice 76-89 (5365)
Federal Bureau of Prisons May 24, 1989

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.

Attachment A of Inmate Personal Property Supplement

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)(2)
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)

Attachment E, Page 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)
MP3 Player (C)(1)
Stamps (C)(40,First 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)

Attachment E, Page 3

- 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)
- 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)

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

Attachment B of Inmate Personal Property Supplement

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

Attachment E, Page 4

- 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 C of Inmate Personal Property Supplement

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

Attachment E, Page 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.

Attachment D of Inmate Personal Property Supplement

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)
- 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:

Possession, storage, and disposal of hobby craft items must be in accordance with Institution Supplement

Attachment E, Page 6

RCH5370.11b *Recreational Programs, Inmate*. All hobby craft items must be removed from the living area when complete within 15 days.

An inmate transferring or being released must remove all of his hobby craft items and supplies from the institution. If an inmate transfers, all completed projects must be mailed to a member of his family or an approved visitor.

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

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 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.

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

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

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.

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.

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

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 licensed independent practitioner in confidence and confidentiality of his disclosure.

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

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

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

RESPONSIBILITIES

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.

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

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.

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

You have the responsibility to keep this information confidential.

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

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

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.

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.

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.

Attachment F, Page 2

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

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

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

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.

Each inmate has a right to have his or her cultural, psychosocial, spiritual, and personal values, beliefs, and preferences respected.

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

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

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.

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.

U.S. Department of Justice
Federal Bureau of Prisons

**Sexually Abusive Behavior
Prevention and Intervention**



An Overview for Offenders

July 2018

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

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

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

What Can You Do To Prevent Sexually Abusive Behavior?

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

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

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

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

What Can You Do if You Are Sexually Assaulted?

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

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

How Do You Report an Incident of Sexually Abusive Behavior?

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

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

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

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

Note: These e-mails:

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

- **Third-party Reporting.** Anyone can report such abuse on your behalf by accessing the BOP’s public website, specifically https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.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 Assaultants

Anyone who sexually abuses/assaults/harasses others while in the custody of the BOP will be disciplined and prosecuted to the fullest extent of the law. If you are an inmate assaultant, you will be referred to Correctional Services for monitoring.

You will be referred to Psychology Services for an assessment of risk and treatment and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be effected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

Policy Definitions

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

Code 114/ (A): Sexual Assault By Force

Code 205/ (A): Engaging in a Sex Act

Code 206/ (A): Making a Sexual Proposal

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

Code 229/ (A): Sexual Assault Without Force

Code 300/ (A): Indecent Exposure

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

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

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

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

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

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

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

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

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

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

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

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

An incident is considered **Inmate-on-Inmate Abuse/Assault** when any sexually abusive behavior occurs between two or more inmates. An incident is considered **Staff-on-Inmate Abuse/Assault** when any sexually abusive behavior is initiated

by a staff member toward one or more inmates. It is also considered Staff-on-Inmate Abuse/Assault if a staff member willingly engages in sexual acts or contacts that are initiated by an inmate.

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

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

Contact Offices:

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

**Federal Bureau of Prisons
Central Office
National PREA Coordinator
400 First Street, NW, Room 4027
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):

https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp