



**U.S. Department of Justice**  
Federal Bureau of Prisons  
Federal Correctional Institution  
Safford, Arizona

# **Inmate Orientation Handbook**

FCI Safford  
Safford, Arizona

March 16, 2015

## Table of Contents

|   |    |
|---|----|
| Introduction.....   | 5  |
| Department Overviews  |    |
| Correctional Services .....   | 6  |
| Inmate Counts   |    |
| Call-Out / Change Sheets  |    |
| Controlled Movement   |    |
| Contraband  |    |
| Searches  |    |
| Drug Surveillance/Alcohol Detection   |    |
| Barber Shop   |    |
| Inmate Identification Cards   |    |
| Visiting Procedures   |    |
| (Dress Code for Visitors, Identification of Visitors, Items Authorized, Items Permitted to be provided to the Inmate, Special Visits, Special Rules for Children, Press or Media Visits, and Visiting Denial/Termination) |    |
| Correctional Systems .....  | 10 |
| Open House Hours  |    |
| Correspondence  |    |
| Incoming Publications   |    |
| Special Mail  |    |
| Correspondence with News Media  |    |
| Correspondence Between Inmates  |    |
| Rejection of Correspondence   |    |
| Notification of Rejected Correspondence   |    |
| Mailing of Inmate Property  |    |
| Forwarding of Mail  |    |
| Certified / Registered Mail   |    |
| Sentence Computation  |    |
| Detainers   |    |
| Good Conduct Time   |    |
| Inmate Personal Property  |    |
| Education .....   | 17 |
| Literacy  |    |
| English as-a-Second Language  |    |
| Occupational Education  |    |
| Parenting   |    |
| Adult Continuing Education  |    |
| Post-Secondary Education  |    |
| Release Preparation   |    |
| Leisure/Law Library   |    |
| Environmental & Safety Compliance Dept.....   | 19 |
| Violation of Safety Rules   |    |
| Fire Safety   |    |
| Fire Drills   |    |

|  |    |
|--|----|
| Facilities.....                              | 20 |
| Financial Management.....                    | 21 |
| Food Service .....                           | 21 |
| Medical Diet                                 |    |
| Religious Diet                               |    |
| Meal Schedule                                |    |
| Health Services .....                        | 23 |
| Sick Call Procedures                         |    |
| Inmate Co-Pay                                |    |
| Over the Counter Medication (OTC's)          |    |
| Pill / Insulin Line Procedures               |    |
| No Shows/Refusals                            |    |
| Medical Emergencies                          |    |
| Dental Sick Call Procedures                  |    |
| Routine Dental Care                          |    |
| Missed Appointments                          |    |
| Eyeglasses                                   |    |
| Footwear                                     |    |
| Hearing Aids                                 |    |
| Physical Examinations                        |    |
| Consults / Non BOP Medical Staff             |    |
| HIV Information                              |    |
| Sexual Assault Prevention                    |    |
| Advance Directives (Living Wills)            |    |
| Inmate Health Care Rights & Responsibilities |    |
| Smoking Cessation                            |    |
| General Questions                            |    |
| Public Notice                                |    |
| Inmate Services.....                         | 29 |
| Commissary                                   |    |
| Deposits to Commissary Account               |    |
| Commissary Fund Withdrawals                  |    |
| Account Inquires                             |    |
| Spending Limitations                         |    |
| Laundry & Clothing Operations                |    |
| Inmate Telephone System                      |    |
| TRULINCS                                     |    |
| Psychology .....                             | 34 |
| Residential Drug Abuse Program               |    |
| Prevention of Sexually Abusive Behavior      |    |
| Reporting Sexually Abusive behavior          |    |
| Investigative Process                        |    |
| Counseling for Victims                       |    |
| Programs for Inmate Assailants               |    |
| Policy Definitions                           |    |
| Sexually Assaulted, What You Can Do          |    |

|   |    |
|---|----|
| Recreation .....                                      | 40 |
| Hours of Operation                                    |    |
| Leisure Programs & Intramural Leagues                 |    |
| Hobby Craft Program                                   |    |
| Religious Services.....                               | 41 |
| Family Emergencies                                    |    |
| Volunteers & Contractors                              |    |
| Accessing Chaplains                                   |    |
| RE-Entry Programs                                     |    |
| UNICOR .....  | 43 |
| Unit Management.....                                  | 43 |
| Treaty Transfer for Non-US Inmates                    |    |
| Release Planning                                      |    |
| Residential Re-entry Center Placement                 |    |
| Mandatory DNA Collection                              |    |
| Inmate Financial Responsibility Program               |    |
| Job Assignments                                       |    |
| Marriage  |    |
| Intake Screening                                      |    |
| Dress Code / Sanitation                               |    |
| Inmate Discipline.....                                | 47 |
| Initial Hearing                                       |    |
| Discipline Hearing Officer                            |    |
| Appeals of Disciplinary Actions                       |    |
| Prohibited Acts and Disciplinary Scale                |    |
| All Severity Level Offenses                           |    |
| Access to Legal Services.....                         | 56 |
| Legal Correspondence                                  |    |
| Attorney Visits                                       |    |
| Notary Public   |    |
| Legal Material  |    |
| Copies of Legal Material                              |    |
| Federal Tort Claims                                   |    |
| Inmate Access to Central / Medical Files              |    |
| Inmate Access to Other Documents                      |    |
| Freedom of Information / Privacy Act of 1974          |    |
| Administrative Remedies / Problem Resolution.....     | 58 |
| Inmate Request to Staff Member                        |    |
| Administrative Remedy Process                         |    |
| Sensitive Complaints                                  |    |
| Inmate Rights and Responsibilities.....               | 60 |
| Directions to Institution / Local Transportation..... | 61 |

## **Introduction**

The purpose of this handbook is to provide incoming inmates with general information regarding institution rules, regulations, and various programs. Most of the information in this handbook is consistent throughout the Federal Bureau of Prisons and will help inmates during their initial adjustment at an institution.

The information contained in this handbook will serve as a guide for all inmates assigned to the Federal Correctional Institution, Safford, Arizona. This information will help you to understand what is expected of you. This handbook will explain the general operations of this facility. You are encouraged to read this handbook carefully upon your arrival.

During the first 28 days of each inmate's arrival at FCI Safford, each inmate will attend an Admission and Orientation (A&O) program. During the program, staff from various departments will inform inmates of policies and procedures concerning specific programs and services at FCI Safford.

There should be open communication and cooperation between inmates and staff. You will find staff to be knowledgeable, firm, and fair as they address any inmate concerns. The staff will perform their duties according to policy.

## **FCI Safford**

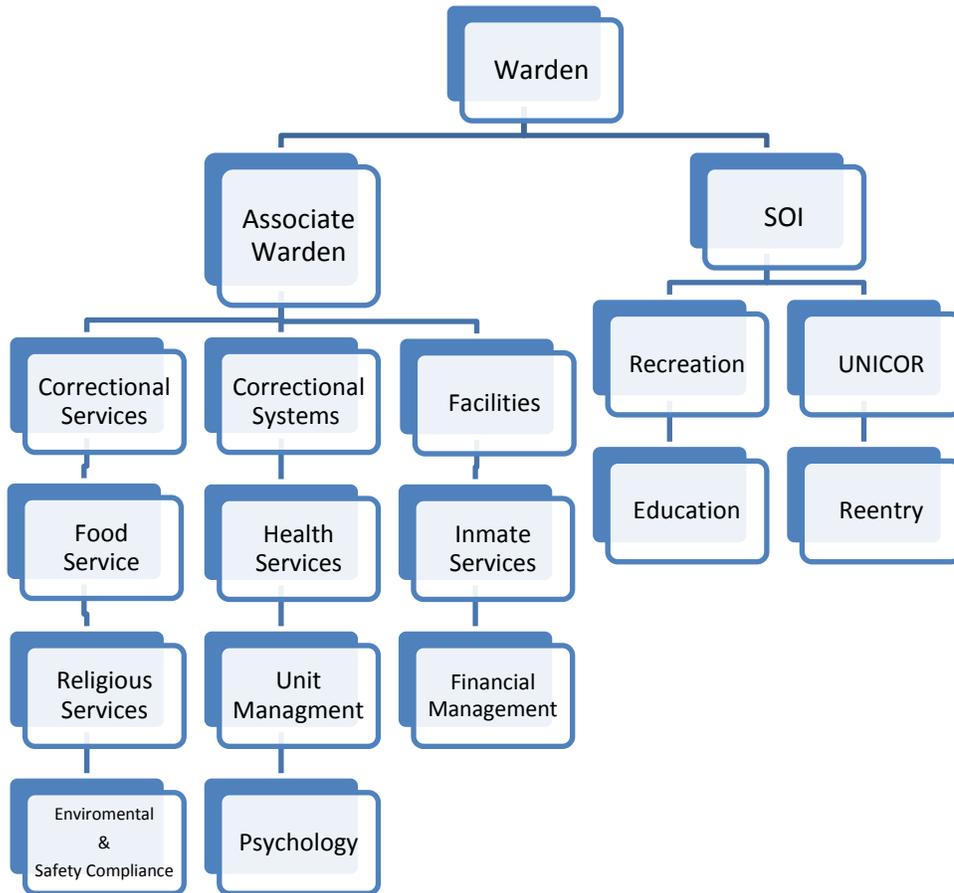
The Federal Correctional Institution at Safford, Arizona, is a Care Level 1 Low Security level facility. It is located within the Western Region of the Federal Bureau of Prisons.

The staff at FCI Safford are dedicated to the successful reentry of all inmates releasing back into our communities. By utilizing the tools available through the Inmate Skills Development Initiative, we are able to address the inmate's strengths and weaknesses. Through the use of the Insight Program, FCI Safford provides numerous educational programs, vocational training programs, psychology programs, religious programs, and counseling groups to assist inmates in obtaining the skills needed for the transition to become productive, law abiding citizens.

FCI Safford's mission is to build local community ties, foster partnerships, and develop resources that enhance the successful return of offenders to their communities.

## Administrative Staff

The organizational chart below indicates who supervises what department here at FCI Safford.



### Department Overviews

#### Correctional Services

The Correctional Services Department consists of the Captain, SIS staff, Lieutenants, Correctional Officers, and Security Officers. This department is responsible for the overall security of the institution.

#### Inmate Counts

When a count is announced, each inmate must return to his room or bed area, and remain there quietly until it is announced the count is clear. Official counts will ordinarily be taken at 12:00 a.m., 3:00 a.m., 5:00 a.m., 4:00 p.m. and 10:00 p.m. On weekends and federal holidays, there is an additional count at 10:00 a.m. Staff may conduct counts at other times than mentioned above. The

4:00 p.m., 10:00 p.m. and 10:00 a.m. count are Stand Up counts. All inmates must be standing next to their beds.

An inmate is subject to disciplinary action if he is not in his assigned area during count or leaves an assigned area before the count is cleared. Staff must actually see and count each inmate during an official count, even if the inmate must be awakened.

### **Call Out / Change Sheets**

A call out sheet is a form used to schedule inmates for specific appointments. Appointments may include hospital, dental, education, team meetings, and other activities. It is the inmate's responsibility to check the callout sheets for daily appointments. An inmate is subject to disciplinary action if he fails to report to an appointment at the specified date and time. Inmates should check with their Unit Team as to where the call outs may be located within the unit.

### **Controlled Movement**

Movement throughout the institution is regulated by a procedure called controlled movement. The purpose of controlled movement is to ensure the movement of inmates is systematic. Controlled movements will begin generally on the hour and will end at ten (10) minutes after the hour. The beginning and end of each move will be announced over the loudspeaker. During the ten minute period of controlled movement, inmates may move from one area of the institution to another. Inmates are not to be standing around during movement periods.

During the evening hours, the first controlled movement will begin at the end of the evening meal. This means after dinner, inmates may travel to any unrestricted area of the institution during these hourly moves. On Saturday, Sunday, and holidays, the first controlled movement will begin at the end of the morning meal.

### **Contraband**

Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels, or purchased through the Commissary. All staff are alert to the subject of contraband and make an effort to locate, confiscate, and report contraband in the institution. Any item in an inmate's personal possession must be authorized and a record of the receipt of the item should be kept in the inmate's possession. Inmates may not purchase radios or any other items from another inmate. Items purchased in this manner are considered contraband and will be confiscated. An altered item, even if it is an approved or issued item, is considered contraband. Altering or damaging government property is a violation of institution rules and the cost of the damage will be levied against the violator.

### **Searches**

Any staff member may search an inmate or his room in search of contraband or stolen property. It is not necessary for the inmate to be present when his room is inspected. The property and living area will be left in the same general condition as found and these inspections will be unannounced and random.

**Drug Surveillance / Alcohol Detection**

BOP facilities operate drug surveillance and alcohol detection programs which include mandatory random testing, as well as testing of certain other categories of inmates. A positive test, or refusal to submit a test, will result in an incident report.

**Barber Shop**

Only approved, assigned inmate barbers will be permitted access to the Barber Shop for the purpose of cutting hair. No more than three inmates excluding the inmate barbers will be allowed in the Barber Shop at any time. No gratuities, fees, or services are authorized to be provided to the inmate barber. Due to structural limitations at this time, perms and shampoos are not allowed. Hours of operation are posted outside the Barber Shop.

**Inmate Identification Cards**

INMATES MUST BE IN POSSESSION OF THEIR INMATE IDENTIFICATION CARDS AT ALL TIMES. Any alterations to the identification card could lead to disciplinary action. See your Unit Team or Receiving and Discharge staff during open house if a replacement card is needed due to normal usage or damage (i.e. number or photo are not legible).

**Visiting Procedures**

Visiting hours are from 8:00 a.m. to 3:00 p.m. on weekends and observed Federal holidays. Only visitors on your approved list will be allowed to enter the institution. To ensure a prospective visitor the opportunity to visit, they must arrive in the lobby no later than 2:00 p.m. Visitors will not be processed between 9:30 a.m. and until the control center officer has received a good verbal count for the 10:00 a.m. count. Inmates will not be called to the visiting room until the count has cleared.

Immediate family will include: father, mother, step-parents, brothers, sisters, wife, children, step-children or one having served as parents, such as legal guardian, foster parents or grandparents (validated in the inmates' presentence report). A common-law spouse will usually be treated as an immediate family member if the common-law relationship has previously been established in a state which recognizes such a status. A total of 6 other relatives, friends, and associates may be placed on the visiting list upon receiving clearance. Attorney visits will be approved and arrangements made in advance by the inmate's Unit Team.

Inmates receiving extended medical treatment at a local hospital will not normally be permitted to have visitors. However, in extenuating circumstances, visits with those persons on the inmate's visiting list requires the approval of the Associate Warden, Clinical Director, and Captain.

All visits will begin and end in the visiting room. Kissing, embracing, and handshaking are allowed only on arrival and departure.

Inmates and visitors must be properly dressed in order to be admitted to the visiting room.

All SHU visitations are no contact visits at FCI Safford.

### **Dress Code For Visitors**

All visitors for inmates are expected to use good judgment and taste in their dress attire. The following guidelines will be used to determine proper attire for visitors. The front entrance officer is responsible for determining suitable attire.

- A. Visitors (male and female) may wear walking shorts (or culottes) no more than 3" above the knee.
- B. No see through clothing.
- C. No military style clothing similar to inmate wear. (i.e. Camouflage)
- D. No tank tops or other wear that exposes the midriff or cleavage area. Must have sleeves.
- E. Footwear is required. Closed toe shoes only no sandals or flip-flops.
- F. Skirts must be within 3" of the knee. No splits up higher.
- G. No spandex type clothing or other tight fitting apparel.
- H. No solid grey sweatpants or sweatshirts.
- I. No solid colored khaki/tan colored clothing.
- J. No solid orange colored clothing.
- K. No solid green colored clothing.
- L. No medical scrubs .

Any questions regarding proper attire will be referred to the Operations Lieutenant or Institution Duty Officer.

Inmates may only take a religious medal or pendant (no rosaries or prayer beads), eyeglasses, religious head wear (authorized), plain wedding band, and inmate identification card.

### **Identification of Visitors**

Photo identification is required for visitors. A valid, **U.S. Government-Issued ID** is required for all visitors age 16 or above. Birth certificates are not considered proper identification. Persons without proper identification will not be permitted to visit.

Visitors must be able to clear the walk through metal detector and all possessions must pass the X-ray machine. Visitors with medical conditions which prevent them from passing through the metal detector or other conditions (i.e. oxygen tank, prosthetics) must have written documentation and prior approval from the inmate's Unit Team. Visitor's purses, attorney's briefcases, etc. may also be searched. Other personal articles belonging to visitors must be left in their vehicles.

### **Items Authorized**

Visitors are permitted to bring quarters not exceeding \$20.00 into the visiting room to purchase items from the vending machines. Also, a reasonable number of diapers and other infant care items and sanitary napkins may be brought into the visiting room. No food may be brought into the visiting room.

### **Items Permitted to be Provided to the Inmate**

Inmates are not allowed to receive coins or money while in the visiting room. Money for commissary accounts must be sent to the national lock box. Visitors are not permitted to give the inmate any items other than food items purchased from the visiting room vending machines. These items must be

consumed in the visiting room and cannot be taken out of the visiting room by the inmate.

### **Special Visits**

Except in cases of emergency or demonstrated need, visits will be restricted to visiting hours. Other special visits may be approved by the Associate Warden where it is evident the visit cannot occur during visiting hours. Special visits must be approved at least 24 hours in advance. These visits will ordinarily be supervised by Unit Staff.

### **Special Rules for Children**

As stated above, children two years and older, who require a seat, will be counted as an adult, as it relates to the number of visitors allowed in the visiting room. Children only, are permitted in the children's play area. All other rules apply to children just as they do for adults. Failure of your visitor to adequately control the behavior of children in their charge may result in the termination of your visit.

### **Press or Media Visits**

Written consent of the inmate is required prior to a visit from a member of the press. The Warden will be the final approving official for any visit by the press or media.

**Visiting Denial/Termination** – Visitors can be denied entry into the institution for a variety of reasons, including, but not limited to the following: visitor is not on the visiting list, improper clothing, improper/expired identification, introduction/attempted introduction of contraband; inmate's visiting restricted, violation/attempted violation of any visiting regulation, improper conduct with staff, improper conduct during visitation. Additionally, visitation may be terminated early due to any violations of visiting regulations and during times of visiting room crowding.

## **Correctional Systems**

### **Records Office Open House Hours for General Population**

- Monday and Wednesday 6:30 a.m. to 7:30 a.m.

### **Mail Room Open House Hours for General Population**

- Monday through Friday 6:45 a.m. to 7:10 a.m.

### **Receiving and Discharge Open House Hours for General Population**

- Monday and Wednesday 6:30 a.m. to 7:30 a.m.

### **Correspondence**

In most cases, inmates are permitted to correspond with the public, family members, and others without prior approval or the maintenance of a correspondence list. Outgoing mail is placed in mailboxes located in the housing units and may be sealed. The outgoing envelope must have the inmate's full committed name, registration number, and the return address in the upper left-hand corner. **The name of the institution MUST be spelled out (Federal Correctional Institution) and not abbreviated.** All outgoing mail is required to have TRULINCS labels affixed to the envelope

indicating the recipient's address. Inmates can obtain these labels from the computers in Education. There is no mail service on weekends and holidays.

Inmates must assume responsibility for the contents of all their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of federal laws.

Inmates may be placed on restricted correspondence status based on misconduct or as a matter of classification. The inmate is notified of this placement and has the opportunity to respond.

First class mail, newspapers, and magazines are ordinarily distributed Monday through Friday, except holidays, by the evening watch officer in each living unit. Unit staff will deliver legal and special mail to inmates within 24 hours. Inmates are instructed to notify those writing to them to put the inmate's committed name (no nicknames or aliases), registration number, and the living unit on the envelope for prompt delivery of their mail.

All inmate packages received at the institution must have prior authorization or they will be rejected. Ordinarily, the only packages inmates will be allowed to receive are release clothing and medical devices, other than eye glasses. Packages addressed in care of staff will be returned to sender without an approved package authorization. An item is considered a package if it weighs 16 ounces or more or received in bulky packaging.

Inmates are not allowed to receive through the mail stationary items including letterhead; writing pads/paper, blank envelopes, and blank cards. Publications received with CD/DVD discs will result in the entire publication being returned to the sender. Free gifts included in book orders will be returned to the sender. Hobby craft items may not be received in the mail. They must be purchased through the Commissary.

### **Incoming Publications**

The Bureau permits inmates to subscribe to and receive publications without prior approval. The term publication means a book, single issue of a magazine or newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs.

Inmates may receive hard-cover publications (paper-back books, magazines, etc.) from an easily identifiable book store, book club, or publisher. Soft cover publications may be received from any source.

Inmates may receive newspapers and hardcover publications only from the publisher, bookstore or book club. The Unit Manager may allow more space for legal publications upon request.

The Warden will reject a publication if it is determined to be detrimental to the security, good order or discipline of the institution, or if it might facilitate criminal activity.

Publications which meet one of the following criteria may be rejected:

- It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.
- It depicts, encourages, or describes methods of escape from correctional facilities or contains blueprints, drawings, or similar descriptions of Bureau of Prisons institutions.
- It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.
- It is written in code.
- It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.
- It encourages or instructs in the commission of criminal activity.
- It is sexually explicit material, or features nudity (reference only P.S. 5266.11) that by its nature or content poses a threat to the security, good order, or discipline of the institution.

### **Special Mail**

Special Mail is a category of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence to: President and Vice-President of the United States, U. S. Department of Justice (including Bureau of Prisons), U. S. Attorney Offices, Surgeon General, U. S. Public Health Service, Secretary of the Army, Navy, or Air Force, U. S. Courts, U. S. Probation Officers, members of the U. S. Congress, Embassies and Consulates, Governors, State Attorneys General, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other federal and state law enforcement officers, attorneys and representatives of the news media.

In order for special/legal mail handling to be provided, Bureau policy requires the sender to be adequately identified on the envelope **and** that the envelope be marked **“Special Mail – Open Only in the Presence of the Inmate”** or with similar language.

Inmates needing to mail Special Mail should show the Unit Officer the sealed envelope. The Unit Officer will release the inmate from the unit so the inmate can report to the records office. The inmate should report to the Records Office and provide staff with their inmate identification card, and the Special Mail being mailed. Any mail weighing 16 ounces or more must be accompanied by a signed Authorization to Mail a Package.

Special Mail also includes mail received from the following: President and Vice-President of the United States, attorneys, members of U. S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons), other federal law enforcement officers, U.S. Attorneys, State Attorney Generals, Prosecuting Attorneys, Governors, U.S. Courts and State Courts.

A designated staff member opens incoming Special Mail in the presence of the inmate. This is usually done by a member of the unit team. These items will be checked for physical contraband and for qualification as Special Mail. The correspondence will not be read or copied if the sender has accurately identified himself/herself on the envelope and front of the envelope clearly indicates the correspondence is Special Mail, only to be opened in the presence of the inmate. Without adequate identification as Special Mail, staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected. (See PS 5265.14, Correspondence, for detailed instructions).

Inmates should use the following address to receive their incoming mail and for the return address for their outgoing mail.

Inmates Committed Name  
Inmates Register Number  
Federal Correctional Institution (**this must be spelled out, the use of "FCI" is not sufficient**)  
P. O. Box 9000  
Safford, Arizona 85548

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

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

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

#### **Correspondence Between Confined Inmates**

An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family, or is party in an ongoing legal action (or witness) in which both parties are involved.

The following additional limitations apply:

- Such correspondence is always inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate).
- The Unit Managers at both federal institutions may approve inmate to inmate correspondence. The Warden must approve all inmate correspondence to inmates in non-federal institutions.

### **Rejection of Correspondence**

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

Examples include:

- Matter which is non-mailable under law or postal regulations (such as child pornography).
- Information of escape plots, of plans to commit illegal activities, or to violate institution rules.
- Direction of an inmate's business (prohibited act 334). An inmate may not direct a business while confined. This does not, however, prohibit correspondence necessary to enable an inmate to protect property or funds that were legitimately his at the time of his confinement. An inmate may correspond about refinancing a mortgage for his home or sign insurance papers; but he may not operate a mortgage or insurance business while confined in the institution.
- Sexually explicit material including photos, drawings, and/or depictions of nudity, sex acts, simulated sex acts, male and female genitalia, female breasts which expose the nipple and/or areola, and the anus. This includes exposure through "see through" materials (clothing). Pictures of individuals who meet the above description but have the areola or genitalia blurred out or blacked out are also considered nude and will not be authorized.
- Material including bestiality, sadomasochism, and photos/publications (including text) which involve the victimization of children, and photos of persons intending to appear to be children in sexual positions, are considered to pose a threat to the good order of the institution and are prohibited.

### **Notification of Rejection**

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

### **Mailing of Inmate Property**

Inmates wishing to have personal items mailed into the institution will send an Inmate Request to Staff to the department head responsible for the requested item as follows:

- Unit Manager - release clothing
- Health Services Administrator - Arch supports, prosthetic devices, and hearing aids.

### **Forwarding of Mail**

The mail room staff will forward general correspondence mail (as opposed to special mail) to the new address provided by the inmate of release for a period of 30 days. After the 30 day period, general mail received will be returned to the sender with the notation not at this address - return to sender. After the 30 days, the address provided will be used to forward special/legal mail.

### **Certified/Registered Mail**

Inmates desiring to use certified or registered mail may do so by attending mail room open house. An inmate may not use express mail, private carrier services, or collect on delivery (COD). Stamp collecting is prohibited.

### **Sentence Computation**

The Designation and Sentence Computation Center (DSCC) is responsible for the computation of inmate sentences. An inmate will be given a copy of his sentence computation as soon as it is prepared. Any questions about good time, jail time credit, parole eligibility, full term dates, release dates, or periods of supervision, are resolved by staff upon the inmates request for clarification. If an inmate is dissatisfied with the response provided, the inmate should address their issue through the Administrative Remedy process.

### **Detainers**

Warrants (or certified copies of warrants) based on pending charges, overlapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions, will be accepted as detainers.

Detainers and untried charges can have an effect on institutional programs. Therefore, it is very important that the inmate initiate efforts to clear up these cases to the degree he can. 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 will depend on individual circumstances.

Federal and State detainers may be quickly processed under the procedures of the Interstate Agreement on Detainers (IAD). This agreement applies to all detainers based on untried pending charges which have been lodged against an inmate by a member state, including the U.S. Government, regardless of when the detainer was lodged. This does not apply to Probation and Parole violation detainers. These type of detainers/pending charges do not meet the criteria for an IAD.

For an inmate to use this procedure, the warrant must be lodged with the institution. If no detainer is actually lodged at the institution, but the inmate knows of pending charges, it is important for the inmate to contact the court and District Attorney.

### **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 statues 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. 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 sentenced for crimes committed after November 1, 1987.

For inmates whose date of offense is after April 26, 1996 and serving a United States Code sentence or a District of Columbia sentence, they are eligible to receive fifty-four (54 days) Good Conduct Time for each year physically served of the sentence. The good time does not vest until the inmate's release date. In addition, an inmate's award of Good Conduct Time can be impacted by the inmate's progress or status of earning a GED through the Education Department. If the inmate goes into an unsatisfactory GED status, as determined by Education staff, the amount of Good Conduct Time is reduced to forty-two (42) days while the inmate is in an unsatisfactory status.

### **Inmate Personal Property**

Items which may be retained by an inmate are limited for sanitation, security, and safety reasons. This is done to ensure excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of your living area.

The only time an inmate may be authorized to receive a package will be for medical devices and release clothing. Inmates will not be permitted to receive packages from home with the exception of release clothing. Inmates are only authorized to possess items issued, sold in the commissary or purchased through Special Purchase Order. All personal property, including commissary items, will be stored in lockers. Inmates should not purchase more commissary or other items than will not fit in the locker. Inmates may purchase personal locks in the institution commissary.

Inmates may store their legal materials and supplies in their locker. Inmates may request additional storage space for legal material through their Correctional Counselor.

The total value of an inmate's accumulated commissary items (excluding special purchase) will be limited to the monthly spending limitation. Special limits on various items may apply.

Exposed food items create a health hazard. Inmates must properly seal their food when not consumed. Empty jars may not be kept or used as drinking containers. Those empty jars are to be thrown away.

Inmates are limited in the number of magazines stored in the locker or shelf provided in each room. Inmates may have in their room/cubicle three newspapers (current), five magazines (up to 30 days from date published) and five books. Inmates must have written authorization from the Supervisor of Education to receive or possess a correspondence course.

Upon completion of the course, the books and materials should be mailed out. If any books are kept, they will be counted as one of the allowable books. All personal property, including commissary items, will be stored in lockers when not in use or when the inmate is not present. Inmates should not purchase more commissary or other items than will not fit in the locker. Picture frames sold in the commissary may be displayed on locker tops."

An inmate may not own or possess more than one (1) approved radio or MP3 player and/or watch at any one time. Proof of ownership, through appropriate property receipts, will be required. Radios with a CD/tape recorder and/or CD/tape player are not authorized. Only Walkman-type radios are permitted, and headphones are required at all times. Inmates may not give any items of value to another inmate i.e., radio, watch, sneakers and commissary items.

Inmates may have a plain wedding band (without stones) and, with prior approval, a religious medal without stones. The declared value of the item must be less than \$100.00.

## **Education**

The Education Department is responsible for providing Literacy and English as-a-Second Language (ESL) programs in accordance with Education policies and procedures. Other programs are offered that meets the needs and interest of the inmate population as well as allowing positive use of inmate time in preparation for reintegration into the community.

Inmate education programs include: Literacy (General Education Development and English as-a-Second Language), Vocational Training, Apprenticeship, Parenting, Adult Continuing Education (ACE), Post-Secondary, and Release Preparation classes. These programs provide inmates with an opportunity to earn a high school equivalency credential, learn functional skills, obtain marketable job skills, and acquire self-improvement skills. All inmates are required to wear khaki uniforms Monday through Friday from 7:00 a.m.-3:30 p.m. and no food or drinks will be allowed in classrooms and libraries.

### **Literacy**

All inmates who do not meet the exemption requirements as stated in Program Statement 5350.28, Literacy Program, (GED Standard) and who do not have a high school diploma or a GED credential must participate in the literacy program for a minimum of 240 instructional hours or until they earn a GED credential. For inmates to receive job pay promotions above the entry level, they must have a high school diploma or a GED credential.

In 1997, the Violent Crime Control and Law Enforcement Act (VCCLEA) and the Prison Litigation Reform Act (PLRA) were implemented. These laws require inmates who lack a high school diploma to participate in a GED credential program in order to be eligible to earn and vest the maximum amount of good conduct time.

### **English as-a-Second Language**

The English as-a-Second Language (ESL) program enables inmates with limited English proficiency to improve their English language skills.

The Comprehensive Crime Control Act mandates non-English proficient inmates participate in an ESL program until they pass competency skills tests at the eighth-grade level.

### **Occupational Education**

Inmates have access to a wide range of occupational training programs which provide the opportunity to obtain marketable skills. Course offerings are based on general labor market conditions, institution labor force needs, and vocational training needs of inmates.

All marketable occupational programs include “live work” which contributes significantly to the operation and maintenance of the institution. Additionally, these projects provide actual hands-on work experiences which prepare inmates for realistic job opportunities. Courses offered include Carpentry, Business, Retail Sales, and HVAC Vocational Training. Apprenticeship programs are also offered which are registered with the Bureau of Apprenticeship and Training, United States Department of Labor. The Apprenticeship programs offered are HVAC, Electrical, Plumbing, Commercial Driver's License, and Small Gas Engine.

### **Parenting**

The parenting program is designed to help inmates maintain family ties and parental bonds during incarceration. Parenting related activities include parenting education, community based social services, and parent/child visiting room activities. Each year, Education sponsors a Universal's Children's Day event in the visiting room to promote togetherness and awareness among families worldwide.

### **Adult Continuing Education**

Adult Continuing Education (ACE) activities are formal instructional classes designed to enrich inmates with a general knowledge in a wide variety of subjects. ACE courses are taught by inmates with staff oversight.

### **Post-Secondary Education**

General education college courses are primarily completed through correspondence courses through Eastern Arizona College. However, inmates must pay for their own tuition, books, and materials for all post-secondary courses. Prior approval for all courses must be received by Education Department staff. Once approved, education staff will notify mail room staff of the approval to receive correspondence material.

### **Release Preparation**

The release preparation program assists inmates with specific and broad-based preparation for release back into society. Inmates can learn resume writing, interview skills, job search, simulated online job application, effective planning, and retention skills. Mock Job Fairs provide realistic experiences for those inmates nearing release. A Career Resource Center is also located in Education to provide inmates with information prior to releasing and transitioning to the community.

### **Leisure Library/Law Library**

A general library includes a variety of magazines, newspapers, reference materials, and fictional and nonfiction books necessary for meeting inmates educational, cultural, and leisure needs.

Inmates are afforded the opportunity to prepare legal documents and reasonable access to legal materials via the Electronic Law Library (LexisNexis). The law libraries contain required legal publications, general legal reference materials, and a selection of Bureau of Prisons policies.

## **Environmental & Safety Compliance Department**

Each new inmate will be required to read and sign the safety regulations. In the event the inmate cannot read, these regulations will be read and explained to him. Each inmate will be provided with a copy of the Inmate Accident Compensation Procedures booklet, which is available in both English and Spanish editions.

1. Every effort will be made to provide a safe work area and environment for each inmate worker and to provide the appropriate safety equipment for each individual.
2. It is the responsibility of each inmate to use the safety equipment issued to protect him against physical injury and/or health hazards. Make certain you have all required personal, protective equipment on before you begin any operation.
3. You must wear safety goggles when performing any grinding, chiseling, filing, chipping or spraying operation.
4. Hearing protection must be worn on all work stations designated as a high noise level area.
5. Tennis shoes are not allowed on any work assignment. While engaged in weight lifting, safety shoes must be worn.
6. Report all safety hazards immediately to your work supervisor. Do not continue to work in any area or on any machinery or equipment that is unsafe or improperly guarded.
7. Inmate workers will perform only work that is assigned to them. Operation of machines or equipment, or performing any operation that has not been specifically assigned, is strictly forbidden.
8. Operating equipment without using the safety guard(s) provided, or removal of the safety guards, is forbidden.
9. The fabrication or repair of personal items on government equipment (except when authorized in the Hobby Shop) is against safety regulations.
10. Do not try to adjust, oil, clean, repair, or perform any maintenance on any machine while it is in motion. Stop the machine first. Use lockout devices where possible.
11. Do not lift weights at the recreation facility until authorized by the Health Services Department.
12. Inmates who are injured while performing their assigned duties will immediately report such injury to their work supervisor (staff member). Failure to report a work injury to your supervisor within a maximum of 48 hours may disqualify you from eligibility for lost time wages or compensation.
13. It is the responsibility of each inmate worker to exercise care, cooperation, and common sense in performing his assigned work. Horseplay on the job will not be tolerated.

14. Any inmate who sustains a work injury and still retains some degree of impairment at the time of release should contact the Environmental & Safety Compliance Administrator (ESCA) not less than 45 days prior to release or transfer to a CTC for the purpose of submitting a claim for compensation. This claim must include a medical evaluation before any compensation can be considered.
15. Any tampering with the fire safety equipment in the dormitories and other buildings in the absence of an emergency is forbidden.
16. Inmates will wear safety shoes when at work in all areas.
17. The use of headphones is not permitted for safety purposes while on the job.

**VIOLATION OF SAFETY RULES:** When you violate a safety rule, you not only risk receiving disciplinary action, but loss of life, limb, sight or hearing. Therefore, it is to your benefit in every respect to know safety regulations and follow them. In case of doubt, consult your supervisor or the ESCA.

**FIRE SAFETY:** It is the policy of this institution to periodically conduct fire drills to ensure that all staff and inmates become thoroughly familiar with respective evacuation routes, procedures, responsibilities, and steps to be taken during an actual fire emergency at this institution.

**FIRE DRILLS:** A minimum of one fire drill each shift will be conducted quarterly for all inmate dormitories. During an actual fire or during a fire drill, all inmates will be expected to comply with staff orders. Inmates should familiarize themselves with the evacuation routes posted in each dormitory and in each building throughout the institution. Should you encounter a fire within the institution, you should first call for help. If you can safely fight the fire with a fire extinguisher without the risk of injury, you are authorized to do so. Remember to first call for help.

## **Facilities**

The Facilities Department consists of a variety of details that are responsible for maintenance and construction, the details are as follows:

**Maintenance Shops:** These shops are responsible for painting, landscaping, concrete repair, sheet rock repair and installation, roof repair, window replacement, and repairs to furnishings of all types.

**Electric Shop:** Responsible for all electrical repairs from lighting to heavy industrial and electrical controls.

**HVAC Shop :** Maintenance, repairs, and installation of all heating and cooling systems as well as refrigeration systems.

**Plumbing Shop:** Maintenance, repairs and installation of hot and cold water supply, all plumbing fixtures and returns, and sewage lines.

- The Facilities Department has three work schedules: All Day (7:30 a.m. – 3:00 p.m.) AM (7:30 a.m. – 10:30 a.m.) and PM (12:00 p.m. – 3:00 p.m.). Specific work detail assignments will be made by the General Foreman and the supervisor according to individual skill levels, education class enrollment, and current shop quotas.

Pay scales available: Grade 1, \$0.40 per hour  
Grade 2, \$0.29 per hour  
Grade 3, \$0.17 per hour  
Grade 4, \$0.12 per hour  
Maintenance pay \$5.25 per month

All grades can receive a bonus of up to 50% of your base pay monthly, at the Detail Supervisor's discretion.

## **Financial Management**

**Release Funds:** Financial Management Staff will distribute personal, transportation and gratuity funds based on documentation obtains from Unit Management. You will be escorted to the Business Office by R&D staff where your funds will be issued to you at the time of release.

There is a limit on the amount of funds which can be given out at one time. The amount authorized is "up to" \$500. However, we are now using debit cards. All of your funds (if you have more than \$5.00) will be loaded onto a debit card which also has your name and picture on it. The PIN is factory sealed in the envelope which holds the card and the directions. The directions include what number to contact if you have a problem using the card or the PIN. It is highly suggested that you DO NOT change the PIN. There have been some problems after someone has changed their PIN. These cards can be used anywhere you would use a debit card: at the store or ATM. Please note, you may be charged a fee if used at the ATM. The cards are issued from JP Morgan and can easily be deposited into your bank account with them. Other banks may charge you a fee so discuss with them.

Do not destroy the cards after you have retrieved the funds. Any additional funds which come in after your release can be loaded one time after you leave.

Transportation and gratuity, if any, will be given to you in cash.

## **Food Service**

All meals, with the exception of the soup and salad bar, are served by inmate workers for the general population. No personal dishes, bowls, cups or bottles are allowed in the dining room. Additionally, no Commissary items purchased will be permitted in the Dining Hall. This includes; soda cans, seasonings, condiments, hot sauce/soy sauce, cereal, chips (etc). No food or beverage of any kind may be removed from the dining room. Inmates are expected to be in a complete uniform Monday through Friday during normal work hours. Books, bags, foods and empty containers are not authorized to be brought into the dining hall.

Inmates must be in possession of their identification card at each meal in order to receive a meal tray. Anyone without an inmate identification card will be required to eat at last call and will be required to provide their identification card within 24 hours during normal business hours Monday through Friday or within 24 hours of the next business day after holidays and weekends.

### **Medical Diets**

All medical diets must be generated by the Health Services or the Clinical Director before any deviations to the national menu will be authorized. Diabetics who require a snack will be required to provide proof of the medical need upon request.

### **Religious Diets**

The Bureau provides inmates requesting a religious diet reasonable and equitable opportunity to observe their religious dietary practices within the constraints of budget limitations, the secure and orderly running of the institution, and the Bureau, through a religious diet menu.

Inmates wishing to participate in the religious diet program will make this request in writing to the Religious Services Department.

All requests for Religious ceremonial meals will be submitted to the Chaplain, and will be considered once confirmed by Religious Services. All menus will be approved by the Food Service Administrator and are subject to substitution if items are not available.

### **Meal Schedule**

#### **Monday through Friday**

- Breakfast: is served from 6:00 a.m. to 7:00 a.m. or closed at the discretion of the Operations Lieutenant.
- Lunch: is served from 10:30 a.m. The following rotation is used throughout the weekday:
  - UNICOR
  - Facilities
  - General Population
- Dinner: is served after the 4:00 p.m. count clears, and the weekly dorm rotation is used.

#### **Weekends and Holidays:**

- Coffee Hour                      6:30 a.m. to 7:30 a.m.
- Brunch                              11:00 a.m. until all dorms have been sent and last call has been announced (after the 10:00 a.m. count clears).
- Dinner                              After 4:00 p.m. count.

Lunch and dinner meals on weekends and holidays will be called by the weekly dorm rotation.

## Health Services

### Sick Call Procedures

A physician and/or other qualified health care practitioner shall provide routine sick call on four regular work days per week, unless there is a holiday involved. Inmates who attend sick call will be triaged or wait to be seen if indicated. Emergency services will be available at all times, 24 hours a day, seven days a week.

For those inmates housed in Special Housing (SHU), Health Services Staff shall provide sick call services seven days a week.

Inmates who attend sick call will be triaged and then given an appointment for the scheduled return visit to the Health Services Unit if indicated. The inmate will present this appointment time to his housing officer or detail supervisor to validate the need for returning to the Health Services Unit.

Individuals who become sick or injured after routine sick call, on weekends, holidays, or evenings should request that their unit officer or work supervisor call the Health Services directly, or the Operations Lieutenant if no Health Service staff are available. **DO NOT GO DIRECTLY TO THE HEALTH SERVICES DEPARTMENT WITHOUT PRIOR APPROVAL BY THE MEDICAL STAFF.**

There is no routine sick-call sign-up on Wednesday. Wednesday has been reserved for:

A & O examinations, which includes:

Physical examination  
Dental Examination  
Required Laboratory Tests

### Inmate Co-Pay

A co-payment fee of \$2.00 will be charged to the inmate's commissary account through the TRULINCS system for all healthcare visits initiated by an inmate, to include both medical and dental sick call. Inmates seen for preventive healthcare, chronic care appointments, emergency visits, immediately reported injuries, and provider initiated follow-up appointments will not be charged.

Any grievances with the co-payment assessment should be addressed with the Health Services Administrator through the "Inmate Request to Staff", or via inmate email to Health Services. The TRULINCS system will automatically deduct or not deduct the funds depending on pay vs. non pay status entered by the Health Services staff member. Also, the TRULINCS system also will determine the indigent vs. lack of fund status and assess charges accordingly.

### Over the Counter Medications (OTC's)

During institution triage/sick call, medical staff will refer inmates to the commissary in response to complaints related to cosmetic and general hygiene issues or minor medical ailments. Indigent inmates (an inmate without funds who has not had a trust fund account balance of \$6.00 for the past 30 days), can obtain an OTC (over-the-counter) request through referrals by the health care provider. **However, most OTC's must be purchased at the Commissary.**

### **Pill/Insulin Line Procedures**

Only those medications approved by the Federal Bureau of Prisons (FBOP) will be dispensed at this facility. No personal medications may be sent into this facility nor can they be brought from home even upon the advice of the inmate's private physician.

Provisions for inmate access to prescribed medication is made through the use of scheduled "pill lines". An I.D. card is required to receive medications. Pill lines are held at the pharmacy window which is located in the Health Services Department, and the hours are specified as follows:

### **MONDAY TO FRIDAY**

|                |  |
|----------------|--|
| AM PILL LINE   | 6:30 - 7:00 a.m. (Also medication pick-up) |
| NOON PILL LINE | 11:00-11:30 a.m. (Also medication pick up) |
| PM PILL LINE   | 4:30 – 4:45 p.m. (No Exceptions)           |

### **WEEKENDS / HOLIDAYS**

|              |   |
|--------------|---|
| AM PILL LINE | 9:30 – 10:00 a.m. (Also medication pick-up) |
| PM PILL LINE | 4:30 – 4:45 p.m. (No Exceptions)            |

### **No Shows and Refusals**

Although inmates are not required to take any pill line medication or insulin, they are required to report at the appropriate time to the respective line. If an inmate comes to pill or insulin line but refuses their medication, they will be required to sign a refusal form. Inmates can submit a refill request by entering their refills in the Trulincs system. Refills are available for pick up after two business days at 11:30 a.m. pill line.

### **Medical Emergencies**

Medical emergencies will be determined by the medical staff, but are not limited to "loss of life or limb" situations. Inmates who become ill during the work day, weekends, or after normal sick-call hours, should report to their unit officer or their work supervisor. Staff will notify medical staff about the inmate condition. If the inmate provider is available at the time of referral, he/she will triage the symptoms appropriately; otherwise, a different medical staff may triage the inmate. Inmates will be considered "Out-of-Bounds", if they appear in the Health Services Unit without the required staff referral.

### **Dental Sick Call Procedures**

Dental sick-call sign-up is available daily, except Wednesdays, weekends and holidays from 6:30 a.m. to 7:00 a.m.. The start of dental sick call will be announced for inmates to go to the Health Services Unit. Inmates will be provided a form exclusively for dental sick call use.

Urgent or Emergency Dental Care: After normal work hours or on weekends, emergency care will normally be evaluated by a clinician and will be referred to the dental officer, as needed. Dental emergencies during working hours are handled similar to medical emergencies.

Emergency dental care implies evaluation of a problem area, placement of a temporary restoration (fillings), extraction of a hopeless tooth, and/or treatment of infection with adequate antibiotic medication. Emergency dental care does not include cleaning or permanent fillings of teeth.

### **Routine Dental Care**

Routine dental care is provided based upon the availability of staff, time and resources. Routine dental care includes radiographs, oral health instruction, dental prophylaxis (cleaning), amalgam or composite restorations, and fabrication of dentures.

Access to routine dental care is controlled through a treatment list. Inmates will be taken from the National Dental Routine Waiting List. Inmates can request placement on the waiting list by submitting a cop-out to the Dental Program. The Dental Program will place the inmate on a chronological list, maintain a copy of the cop-out and return a copy to the inmate for his records.

Your name will be placed on call-out as it comes to the top of the list. It is very important that you carefully check the call-outs. If you miss an appointment following your cleaning, you will be placed at the end of the waiting list.

### **Missed Appointments**

Due to the number of inmates requesting medical and dental visits, any inmate who fails to arrive during open movement will be considered a “no show” and will have their appointment cancelled and be subject to disciplinary action. This also applies to inmates on a “Waiting List” status. In case of the latter, his name will be removed, and/or placed at the end of the list. Change Sheets and Daily Call-Outs are to be checked on a daily basis and it is the responsibility of the inmate to check these daily. It is the inmate responsibility to notify his Unit Officer if a Change Sheet or call-out list is not available in the Unit. Your Unit Officer or work supervisor should call the clinic to inform the clinician why you have missed your appointment or failed to arrive during the open movement.

### **Eyeglasses**

The Bureau will furnish prescription eyeglasses to any inmate requiring them, as documented through a professional prescription. Federal Prison Industries, FCI Butner, NC, is the only approved vendor at Government expense. Inmates may purchase reading glasses at commissaries which stock them. Inmates may retain their previously authorized eyeglasses at the admission. All such glasses are subject to inspection for contraband. Inmates may retain this pair of eyeglasses until the lenses or frames must be changed or repaired, at which point the Bureau will furnish replacement eyeglasses through Federal Prison Industries. All inmates needing eyeglasses must be referred to see the Eye Doctor (optometrist) by his provider. Not all inmates who report blurring of vision will be referred to an optometrist. The medical providers will determine the necessity of the referral and the severity in the error of refraction. Contact lenses will not be allowed unless on the recommendation of an optometrist/ophthalmologist in consultation with the Clinical Director and the Health Services Administrator. Health Services Staff shall determine whether an inmate possessing contact lenses on admission may retain them for use.

Inmates are only authorized to have two pairs of eyeglasses in their property. It is required for inmates to return any broken eyeglasses that were issued by the BOP before receiving the new pair.

### **Footwear**

The FBOP and OSHA required all inmates to wear steel-toed shoes at work. The Bureau is responsible for providing one pair of safety shoes to each inmate, suitable for their job assignment. Inmates with special medical needs will be evaluated by the medical staff and referred to the staff physician for evaluation if needed. All exceptions to this policy must have the signature of the CD or HSA.

### **Hearing Aids**

Inmates found to have hearing deficits, will be referred to a certified audiologist. If audiometric testing concludes there is sufficient hearing loss requiring a hearing aid, the inmate will be provided a hearing aid at no cost. Inmates who arrived in the institution with personal hearing aids may be allowed to retain their hearing aids. Inmates may not purchase a personal hearing aid once they are admitted to the institution.

### **Physical Examinations**

All inmates arriving at FCI Safford will receive a medical screening during the Intake Screening procedures in R&D. All newly incarcerated inmates or inmates who do not have a current documented physical examination, will be scheduled for an A&O Physical Examination within 14 days of arrival. Inmates arriving with chronic care medications will receive a health assessment also within 14 days of arrival. For an inmate transferred from another Bureau facility, the medical provider does not need to complete a new physical examination on an inmate who has had one documented, provided that the inmate has been in continuous custody and the examination is current and accurate, unless otherwise clinically indicated. Any other health evaluation will be provided if indicated by completing the medical visit form.

Inmates under the age of fifty may request a periodic health examination every three years from their last physical examination, and inmates over the age fifty may request it annually by submitting an "Inmate Request to Staff" to the Health Services Department.

Inmates being released from federal custody may request a physical examination if they have not had one within one (1) year prior to the expected date of release. This request should be submitted at least sixty (60) days prior to the expected date of their release.

### **Consultants/Non-BOP Medical Staff**

The need for an inmate to be seen by a specialist or consultant will be made by the Health Services staff only. The decision made by the consultants or specialists is only a recommendation and the Clinical Director along with the Utilization Review Committee reserves the right to agree or disagree.

### **HIV Information**

HIV testing is for the purpose of evaluating an inmate's exposure to the AIDS Virus. This testing is required for all inmates prior to furlough, half-way house placement, parole, or release. Inmates may request an HIV test due to concerns about previous lifestyles. Submit an Inmate Request To Staff to Medical Records or the HSA. Results of HIV tests are confidential. The infectious disease coordinator will inform the inmates of the test results through the call out system.

**Advanced Directives (Living Will)**

During life-threatening situations, an inmate can express whether he wants care to be given which will preserve or extend life. Inmates have the fundamental human right to make a decision relating to their own care, including the decision to have life-sustaining procedures withheld or discontinued. However, the Bureau of Prisons remains committed to the principle to provide resuscitative measures within the correctional setting.

Because the institution does not have in-patient services, any inmate wishing to have a Living Will (notarized Advanced Directive), will be provided with the proper paper work to complete. The information will be incorporated in their electronic medical records. This information can also be provided to a local hospital if requested by the attending physician where the inmate is confined; however, when an inmate is admitted to a local hospital, the policy and directive of the local hospital regarding Advance Directives will prevail.

The declaration shall be signed by the inmate in the presence of two witnesses. This directive may be revoked at any time.

**Inmate Health Care Rights and Responsibilities**

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

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

|  |   |
|--|---|
| 9. You have the right to report complaints of pain to your health care provider, 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.           | 9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up. |
| 10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.   | 10. You have the responsibility to be honest with your health care provider(s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.   |
| 11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.   | 11. You have the responsibility to eat healthy and not abuse or waste food or drink.  |
| 12. You have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy. (If you are under the age of 50, once every three years; if over the age of 50, once a year and within one year of your release).   | 12. You have the responsibility to notify medical staff that you wish to have an examination.   |
| 13. You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative services, emergency care and routine care.   | 13. You have the responsibility to maintain your oral hygiene and health.   |
| 14. You have the right to a safe, clean and healthy environment, including smoke-free living areas.  | 14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.  |
| 15. You have the right to refuse medical treatment in accordance with Bureau of Prisons' Policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment. | 15. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.  |

**Smoking Cessation**

For all newly committed inmates who are trying to quit smoking, FCI Safford offers a smoking cessation program that addresses:

- Nutrition.
- Physical activity (exercise).
- Stress management.
- Nicotine Replacement Therapy (NRT).

Institutions conduct these activities through a combination of:

- Videos.
- Classroom presentations.
- Recreation activities.
- The sale of nicotine replacement patches in the Commissary.
- Group or individual counseling.

**Nicotine Replacement Therapy (NRT).** Nicotine replacement patches may assist with the gradual tapering of nicotine consumption. The Commissary will stock or sell patches through the Special Purchase Order (SPO) process. Inmates may purchase patches with staff approval.

An inmate requesting NRT must have an initial medical assessment to purchase a six to ten-week supply of patches. The inmate then obtains an initial written approval from a Bureau health care provider using the Nicotine Replacement Therapy Approval form (BP-A1019), certifying that the inmate's health status has been reviewed and he or she is approved to use the patches. Additional information is also provided in the Institution Supplement entitled Smoking/No Smoking Areas.

### **General Questions**

If you have any questions about the level or type of medical care received at this facility, you may submit an Inmate Request To Staff. You may also direct your questions to the CD or HSA, or submit a grievance through the Administrative Remedy Process.

### **Public Notice**

Joint Commission standards deal with organization quality, safety-of care issues, and the safety of environment in which care is provided. The Joint Commission's primary vehicles for providing this information publicly are Quality Check® and Quality Reports. Quality Check is the Joint Commission's web site for making available descriptive and performance information about accredited and non-accredited organizations.

If a concern regarding such matters cannot be resolved through the established processes, you may send correspondence to the following address: Division of Accreditation Operation, Office of Quality Monitoring, Joint Commission, One Renaissance Boulevard, Oakbrook Terrace, IL 60181.

## **Inmate Services**

### **Commissary:**

The Federal Bureau of Prisons maintains inmates' monies (Deposit Fund) while incarcerated. The purpose of the Deposit Fund is to provide inmates the privilege of obtaining merchandise and services either not provided by the Bureau or a different quality than that provided by the Bureau. An inmate may use funds in their account to purchase items at the institution commissary, place funds on their inmate phone account, purchase TRU-Units for their TRULINCS account, or send funds by creating a BP-199. Inmates may not be in possession of money at FCI Safford. Upon release, an inmate will receive or have mailed home all remaining funds in his account. More information regarding release funds is outlined in the Financial Management section.

Commissary sales are conducted Monday through Thursday. The shopping rotation and times are posted on the inmate bulletin boards. It is the inmate's responsibility to know the amount of money available in his account. Inmates may verify their account balances by utilizing the TRULINCS or the inmate telephone (118+PAC). It is each inmate's responsibility to review his sales receipt and merchandise, prior to leaving the sales window, for accuracy and completeness. After the inmate signs his sales receipt and leaves the Commissary sales window, ALL SALES ARE FINAL.

All items are sold on an "AS IS" basis with no warranty implied. Absolutely no additions or corrections shall be made, except in the case of administrative error.

NOTE: Inmates must have their commissary card in their possession at all times for identification purposes.

**Deposits to Commissary Accounts:**

U.S. Postal Service

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

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

The deposit must be in the form of a money order made out to the inmate's full committed name and complete eight-digit register number. Effective December 1, 2007, all non-postal money orders and non-government checks processed through the National Lockbox will be placed on a 15-day hold. The Bureau of Prisons will return to the sender funds that do not have valid inmate information provided the envelope has an adequate return address. Personal checks and cash cannot be accepted for deposit. At no time will funds (i.e., money order, cash, check) be accepted through the mail at this institution for deposit in the inmates Commissary account. All funds received in the mail will be returned to sender with instructions for forwarding funds to the National Lockbox.

The sender's name and return address must appear on the upper left-hand corner of the envelope to ensure that the funds can be returned to the sender in the event that they cannot be posted to the inmate's account. The deposit envelope must not contain any items intended for delivery to the inmate. The Bureau of Prisons shall dispose of all items included with the funds.

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

**Western Union Quick Collect Program**

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

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

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

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

- For each Western Union Quick Collect transaction, the following information must be provided:
  - 1) Valid inmate eight-digit register number (entered with no spaces or dashes) followed immediately by inmate's last name
  - 2) Committed inmate full name entered on attention line
  - 3) Code City: FBOP, DC
- Please note that the inmate's committed name and eight-digit register number must be entered correctly. If the sender does not provide the correct information, the transaction cannot be completed. The Code City is always FBOP, DC.
- Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned.

### **Money Gram Express**

For each Money Gram Express Payment transaction, the following information must be provided:

1. Valid inmate eight-digit register number (entered with no spaces or dashes), followed immediately by inmate's last name
2. Company Name: Federal Bureau of Prisons
3. City & State: Washington, DC
4. Receive Code: Must always be 7932
5. Committed inmate full Name entered on beneficiary line

Funds sent to an inmate through the Money Gram Express Payment Program may be sent via one of the following ways:

1. At an agent location with cash. The inmate's family or friends must complete a Money Gram Express Payment Blue Form. To find the nearest agent, they may call 1-800-926-9400 or go to [www.moneygram.com](http://www.moneygram.com).
2. ONLINE using a credit, debit or prepaid card (Visa or MasterCard only). The inmate's

family and friends can click on [www.moneygram.com/paybills](http://www.moneygram.com/paybills). Enter the Receive Code (7932) and the amount you are sending (up to \$300). If you are a first time user you also must set up a profile and account.

### **Commissary Fund Withdrawals**

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

### **General Money Gram Express Payment Program Information:**

TRUGRAMS may only be sent to approved TRULINCS email contacts (Receivers) with active CorrLinks accounts. Receivers must be individuals with Government issued identification. Transfer/ receive amounts will not be paid out to companies. The maximum dollar amount that may be sent/received in a single transaction is \$100.00. There is a flat \$4.95 consumer fee for each transfer regardless of the amount being transferred. TRUGRAM purchases may be requested until 10:00 p.m. ET daily. Inmates may send one TRUGRAM per day. The receiver must be 18 years of age or older. Sender (inmate) must consent to Money Gram's Terms and Conditions. Money Gram's Terms and Conditions are viewable within the Money Gram Gift Funds Screen and are viewable/printable via the TRULINCS Bulletin Board service. The receiver will be notified of the TRUGRAM transfer via CorrLinks message. The transfer/receive amount is usually ready to be received at a Money Gram location within one hour of the CorrLinks message being received, subject to the hours of operation of the Money Gram location selected by the receiver. The receiver may call 1-800-MONEYGRAM or refer to [www.moneygram.com](http://www.moneygram.com) for the address and phone number of Money Gram locations.

A transfer may only be picked up by a receiver in the state or a contiguous/adjacent state designated by the Sender (inmate). The receiver's postal address identified by the inmate in TRULINCS will be used as the identifier.

Please be aware both the reference number identified in the CorrLinks message announcing the transfer and presentation of Government issued identification are required to receive a transfer. The receiver's ability to receive any transfer may be restricted until any identity verification of the receiver required by Money Gram has been successfully completed.

Transfer reference numbers expire in 30 days. Transfers that are not picked-up within 30 days will be returned to the sender less the \$4.95 consumer fee.

Transfers will be paid out in cash, check, money order, Money Gram money transfer check, or a combination thereof at the discretion of the chosen Money Gram location. Money Gram may report suspicious activity to appropriate law enforcement organizations or other government agencies. Any questions or concerns regarding Money Gram Express Payment transfers should be directed to Money Gram by the sender (general public). Questions or concerns should not be directed to the BOP.

**Account Inquiries**

Account inquiries may be made through the inmate phones or TRULINCS. In addition, requests can be made by submitting a BP-148 (Inmate Request To Staff) to Unit staff (open house) or Financial Management.

**Spending Limitations**

All purchases are limited to \$160 dollars every two weeks with the exception of O.T.C. medications, Nicotine Replacement Therapy patches and stamps. Another \$50.00 is added during the November/December time frame for a period of 30 days.

**Laundry and Clothing Operation**

Consolidated laundry is used. All inmates must utilize the institution laundry to have their clothes and linens cleaned. There are laundry schedules posted at the institution laundry, Unit Bulletin Boards and on the TRULINCS bulletin board.

Irons may be checked out from the Unit Officer and must be returned in a timely manner. Ironing boards are located in the units for your use. It is expected that the irons will be used with care and for their intended purpose. Any misuse or abuse may result in disciplinary action.

**Inmate Telephone System**

1. Inmates must add their contacts in TRULINCS and may place up to thirty phone numbers on their account.
2. Phone Access Codes (PAC) are not to be shared and must be kept confidential. Replacement numbers will not be given until a BP-199 payable to US Treasury for \$5.00 is processed. TRUFONE credits are transferred using the TRUFONE system and must be done in even dollar amounts. The TRUFONE credits are deducted from an inmate's commissary account and transferred to the TRUFONE account immediately. Transfers may be made from any telephone during operational hours. It is each inmate's responsibility to verify the correctness of the amount transferred at the time of transfer.
3. Phone credits are transferred from your commissary account to your telephone account by dialing 118 + your pac number and following the directions on the phone. You can check your commissary balance by pressing #1, phone balance by pressing # 2, and transfer funds by pressing #3. Inmates with ITS accounts are limited to 300 minutes of completed calls per calendar month from January to October. An additional 100 minutes is added to their existing minutes for the month of November and December for greater access to their families and friends. The minutes may be used for any combination of collect or debit calls at the inmate's discretion. Inmates who exhaust their 300 minute limitation may be provided, at the Warden's discretion, a telephone call for good cause, and will ordinarily bear the telephone call's cost. Indigent inmates may, for good cause, be authorized an additional collect call beyond the 300 minute limitation at the Warden's discretion.
4. Inmates are not permitted to use or possess another inmate's PAC Number or make three way calls, conference calls, or use phone cards. The use of call forwarding services is prohibited. Any phone abuse or misuse may result in disciplinary actions and loss of phone privileges.

5. Inmates will be required to register on the Inmate Telephone System utilizing the V-Pin feature prior to making phone calls. V-PIN is an added security feature that uses a sample of your voice, which will be collected when you state your name during the registration process. This feature will ensure that you will be the only person who can utilize your PAC and should alleviate the chance of another inmate accessing your account. Any inmate not registered will need to notify staff to be assisted in the registration process.

### **TRULINCS**

Inmates will access TRULINCS by entering their register number without the hyphen, PAC, Personal Identification Number (PIN) within the 30 second timeframe. TRULINCS accounts are not to be shared and must be kept confidential.

Inmates are able to perform the following:

- |   |                                 |
|---|---------------------------------|
| -Purchase TRU-Units                           | -Telephone Number List (30)     |
| -Public Messaging (E-Mail)                    | -Portal Mailing List for Labels |
| -View Account Transactions                    | -Print Services                 |
| -Send Funds (BP-199s)                         | -Electronic Law Library         |
| -Contact List Management (100 Total Contacts) | -Inmate to Staff Messaging      |
| -E-Mail List (30)                             | -View Local Documents           |

## **Psychology**

All inmates will be screened by a psychologist during the institution's admission and orientation program. The screening will include a self-report form followed by an individual interview. If there is a determined need, services are offered in the areas of substance abuse treatment as well as other behavioral or emotional problems. Available programming is posted outside of Psychology Services, on unit bulletin boards and/or on TRULINCS. Inmates interested in services may submit a request to Psychology Services, or talk to a member of the department in the dining hall weekdays during mainline.

### **Residential Drug Abuse Program**

The RDAP is nine months of intensive treatment, for inmates who meet the diagnostic criteria for substance abuse or dependence. It follows a modified therapeutic community model which seeks cooperation and self-disclosure from community members. Qualified participants enter the program based on projected release date. Inmates interested in participating are interviewed about 36 months from their projected release date. New groups begin about every 12-14 weeks (3 to 4 months). Inmates who successfully complete the 500 hours shall normally be recommended for 6 months of RRC placement. To address any concerns, you may submit an Inmate Request to Staff or attend weekly open house. All requests to staff inquiring about a treatment eligibility interview need to be submitted to the Non-Residential Treatment Specialist during open house.

An important responsibility of the Psychology Services Department is the prevention of suicide. All staff are trained to detect warning signs of suicide; however, other inmates frequently see these signs earlier than staff. If you become aware of a situation that suggests an inmate is thinking about hurting himself, you are encouraged to notify staff so that appropriate prevention measures can be taken.

The Drug Education Program at FCI Safford is a mandatory program for sentenced offenders who meet one of the following criteria:

- (1) All offenders for whom there is evidence in the Presentence Investigation (PSI) that alcohol or other drug use contributed to the commission of the instant offense;
- (2) Individuals whose alcohol or other drug use was a reason for a violation of parole or probation supervision for which the subject is now incarcerated; and
- (3) Offenders for whom there is a court recommendation for drug programming.

The program is also open to volunteers; however, priority will be given to offenders with alcohol and other drug abuse histories. This program is offered in both English and Spanish. A standardized certificate of completion will also be awarded to all who successfully complete the course.  
Open House Hours: Please check the bulletin board to see list of hours.

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

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

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

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

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

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

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

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

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

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

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

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

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

- **Write directly to the Warden, Regional Director or Director.** You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.
- **File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.

■ **Write the Office of the Inspector General (OIG)** which investigates certain allegations of staff misconduct by employees of the U.S. Department of Justice; all other sexual abuse/harassment allegations will be forwarded by the OIG to the BOP. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

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

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

Note: These e-mails:

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

■ **Third-party Reporting.** Anyone can report such abuse on your behalf by accessing the BOP’s public website, specifically [http://www.bop.gov/inmate\\_programs/sa\\_prevention\\_reporting.jsp](http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp).

### **Understanding the Investigative Process**

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

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

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

Contact your local Rape Crisis Center (RCC): FCI Safford has a Memo of Understanding (MOU) with the Mt. Graham Safe House. You may seek services through the Mt. Graham Safe House. Psychology services can assist you in making contact or you may contact them directly.

Contact Information: Mt. Graham Safe House  
PO Box 1202  
Safford, AZ 85548  
928-348-9548

Or if you prefer to contact outside sexual abuse emotional support services, you can contact the National Sexual Assault Hotline at 800-656-4673 or Rape, Abuse & Incest National Network (RAINN), 1220 L. Street, NW Suite 505, Washington, DC 20005.

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

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

### **Policy Definitions**

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

**Code 114/ (A): Sexual Assault by Force**

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

**Code 206/ (A): Making a Sexual Proposal**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Contact Offices:**

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

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

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

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

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

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

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

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

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

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

## **Recreation**

Recreation is considered an essential part of the overall mission. Our recreation leisure time programs are designed to achieve the following objectives:

1. Build morale
2. Provide for constructive use of leisure time
3. Promote physical fitness and healthy lifestyles
4. Introduce new ideas and behavior patterns
5. Provide a guide to community life through highly structured programs

### **Hours of Operation**

The Recreation Department consists of the equipment issue room, hobby shop, music room, weightlifting area, auditorium, and outdoor activities. All recreation areas are open on a daily basis from:

6:00 a.m. to 7:30 a.m.  
8:00 a.m. to 3:30 p.m.  
5:00 p.m. to 8:45 p.m.

Weekend and holidays the Recreation Department opens at 6:30 a.m.

### **Leisure Programs & Intramural Leagues**

The recreation program located here at Safford offers both structured and leisure time activities. Additionally, the department offers organized intramural leagues throughout the calendar year to include following sports: soccer, volleyball, softball, and basketball.

Recreational items are available to be checked out from the issue room located near the horseshoe pits. Access into the recreation yard during the normal work week, Monday through Friday, 7:30 a.m. to 3:30 p.m., is via the hourly controlled movement periods. Only inmates who are not required to be at work can attend recreation facilities during work hours. Safety shoes must be worn while in the weightlifting area.

Safety glasses are required on the handball and racquetball courts. Failure to adhere to the above regulations may result in an incident report being issued. Wellness and diabetic classes are held year round. Copouts are accepted by any recreation officer. Television viewing is done in the lower cabana, the upper cabana, the cabana on the east side of the auditorium, Ocotillo cabana and the auditorium. A TV schedule is posted weekly to notify all of the programming and movies scheduled with hours for each area plainly indicated. There are no reserved seats and no inmate will be permitted to use more than one chair. The TV areas are to be kept neat and clean. Changes in the posted schedule must be approved by the Recreation Supervisor.

Feature length movies are shown in the auditorium on Friday, Saturday, Sunday and holidays. Movies selected and times of showing will be posted in each dormitory.

Inmates are required to wear shirts in all recreation areas. The only area authorized to be shirtless is the sun tanning area which is designated as the softball field bleachers. Inmates must have on pants or shorts in this area when sun tanning. Shirts must be worn in all other areas.

### **Hobby Craft Program**

The hobby craft programs include the following activities such as drawing, painting, leather craft kits, crochet, air brush, and beading. All completed projects will be mailed home through the Recreation Department. Inmates will store all hobby shop raw materials in lockers provided in the hobby shop. Participants must purchase a combination lock from the Commissary to place on their art and hobby craft locker. Sharing of hobby craft materials or a locker with another inmate is prohibited. All projects must be disposed of within thirty days after completion. Art and hobby craft items will be mailed at your expense to immediate family members or approved visitors only. Sales of art or hobby craft items are strictly prohibited. Inmates are not allowed to have completed projects in their living areas.

## **Religious Services Department**

It is the mission of the Religious Services Department, FCI Safford, to provide inmates of all religious faiths with adequate and equitable opportunities to pursue individual religious beliefs and practices within the parameters of budgetary limitations and the security and orderly running of the institution.

As Chaplains, we are committed to high standards of professionalism and to the development, implementation and periodic evaluation of inmate religious programs.

We are likewise, dedicated to being available to provide pastoral care as needed. Our mission is inspired and lived out by the following goals:

1. Provide pastoral care with sensitivity, approachability and availability to inmates and staff.
2. Ensure impartial religious leadership to meet the diversity of different faith groups.
3. Provide necessary management through administrative techniques.
4. Communicate the mission and goals of the department.

Religious Services accommodates weekly studies and services for various faith groups. Please note if you are assigned a work detail and/or another programming during a chapel event you wish to attend, you need to submit an Inmate to Staff Request to be placed on a call out in order to be excused from the assignment and attend. All religious events are posted and addressed through timely requests. Timely request is defined as submission of a request no earlier than 30 days prior to the event and no later than 14 days before the event. The time frame of submission is for all religious programming to include but not limited to work proscriptions, observances, fasts, and special chapel events. You are afforded access to a religious library composed of books, CDs, and DVDs addressing various faith concerns and/or experiences. All of these programs mentioned are posted in the Chapel and on the electronic bulletin board. If you have questions regarding religious diet accommodation or other accommodations, please submit a request to the Chaplain. Congregational prayer, studies and activities by any faith group is ONLY authorized in the Chapel. In this instance, congregational is defined as two or more persons. Congregational activity of any description is not authorized in education, recreation, work details, or the housing units.

### **Family Emergencies**

If a family emergency occurs, please have a family member call the institution at 928-428-6600 and request to speak with the Chaplain. Family is defined as parents or guardian, siblings, spouse and/or children. Upon verification of information, Chaplains will make notifications.

### **Volunteers and Contractors**

Staff chaplains are assisted in meeting the various faith needs by utilizing local contract employees and volunteers.

### **Accessing Chaplains**

The best way to access a Chaplain is by submitting a request so you can be placed on a call out thereby affording you the best quality time. If you are off duty, you may walk into the Chaplain's office and make a request. Please note the Chaplain will accommodate in relationship to his alternate duties and responsibilities of the day. If you are at work and need to see the Chaplain due to an emergency you receive, then you must speak to you Detail Supervisor first. The Detail Supervisor will then access the situation and call Chaplaincy if warranted for the first available opportunity.

The Chapel was built by the men here, for the men here. It is considered a sacred place for spiritual activities. Where there are no scheduled activities, it is a quiet place for prayer and meditation. It is important that everyone be respectful of others while in the chapel. It is hoped that the chapel and its resources will be a place of encouragement and healing for you.

### **Re-entry Programs**

Life Connection Orientation/ Thresholds Programs - These are re-entry programs offered at FCI Safford. If you are interested please see a Chaplain for more information.

Staff chaplains, contract employees, and volunteers are available to represent the various inmate faith communities. Information concerning religious issues, programs or activities are discussed during orientation by the Chaplains. A weekly schedule of activities is posted in all units and departments throughout the institution. If your faith group is not listed on the Religious Services weekly schedule, then please write a Request to Staff and directed to the Chaplain.

## **UNICOR**

UNICOR employs large numbers of inmates and specializes in the production of textile products for sale to governmental agencies. Products are produced by an assembly line method. Assignments to UNICOR are made from a waiting list. To be placed on the waiting list you must file an application with your Unit Counselor. If eligible, while in UNICOR, you automatically earn Industries Good Time at the rate of three days per month for the first year and five days per month for each month thereafter. By law, you cannot earn Industries Good Time in UNICOR and Meritorious Good Time at the same time. Everyone assigned to UNICOR begins at the lowest pay grade, unless they have prior UNICOR experience and have not received a disciplinary transfer. UNICOR at FCI Safford currently operates on an incentive pay plan; however, there are a few hourly positions within the factory. Depending on the quality of your work, interest, initiative, prior work history in UNICOR, and education level, you may progress to first grade pay if the position is an hourly position (see attached pay schedule). Whenever you are absent from your job, you will not be paid. You will receive pay for all legal holidays. During the first year, it is possible to earn up to six days vacation and up to 12 days for each year thereafter. Depending on the factory status, you may take your vacation or work and receive vacation and work pay.

1st grade = \$1.15 per hour  
2nd grade = \$ .92 per hour  
3rd grade = \$ .69 per hour  
4th grade = \$ .46 per hour  
5th grade = \$ .23 per hour

## **Unit Management**

Unit Team is a management concept used by the Federal Bureau of Prisons to place staff in direct proximity to inmates assigned to their unit. Each Unit Team includes a Unit Manager, Case Manager, Correctional Counselor, Secretary, and a Unit Officer. A Psychologist and an Education Advisor is also available. The Unit Team staff offices are ordinarily located in the inmate living unit so staff and inmates can be accessible to each other. The Unit Team is available to help with planning, developing, and coordinating individual programs tailored to meet the needs of each inmate. The Unit Team will also assist the inmate with parole matters, release planning, personal and family problems, and counseling.

A member of the Unit Team will be at the institution weekdays from 6:00 a.m. to 9:00 p.m., and during the day on weekends and holidays. The Unit Team work schedule also provides a team member to be available at times when inmates are not at work. The Unit Team's work schedule is posted on the unit bulletin board.

Each inmate will be initially classified by his Unit Team within 28 days of his arrival at this institution. After initial classification, program review meetings will be scheduled by the Unit Team every 90 to 180 days depending on the amount of time remaining on an inmate's sentence. At initial classification; program goals will be established, educational enrollment, participation and progress will be examined, release plans will be discussed, and other pertinent information concerning your sentence, work assignment and security level will be reviewed. If an inmate has problems or matters of interest, he may address these concerns to Unit Staff.

Town hall meetings are held periodically by the Unit Staff to encourage communication. Discussions regarding changes in policies and procedures will be conducted. You are encouraged to ask pertinent questions. Your questions should pertain to the unit as a whole rather than personal questions or problems.

### **Treaty Transfer for Non-US 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. This is possible for inmates whose country has a formal prisoner exchange treaty with the United States and who have not been convicted of an immigration offense.

The Unit Team will provide information about these transfers and will inform an inmate if their home country has a formal exchange treaty with the United States.

### **Release Planning**

The Release Preparation Program (RPP) is designed to prepare each inmate to re-enter the community successfully and particularly, the work force. Inmates will be given aid in developing plans for their personal lives and work. These programs offer classes and information seminars concerning the personal, social, and legal responsibilities of civilian life. Quarterly scheduled information sessions with U. S. Probation Officers, Residential Reentry Center representatives and other agencies are presented. Participation begins 30 months prior to release. The program includes completion of one class in each of the following areas: health, employment, community resources, personal growth and development, personal finance, and release requirements.

Inmates who refuse to complete any course within the core curriculum recommended by the Unit Team will be considered as refusing program participation. Accordingly, any inmate who refuses to participate in the RPP will ordinarily be recommended for minimum time in community based programs (i.e. Residential Re-entry Center placement).

### **Residential Re-Entry Center Placement**

Residential Re-entry Centers, commonly referred to as "halfway houses", provide suitable residence, structured programs, job placement, and counseling, while the inmates' activities are closely monitored.

An inmate's case is reviewed for consideration for placement in an RRC 17-19 months prior to their release date. Once the release address is approved, the RRC referral packet is ordinarily submitted to the Residential Re-entry Manager 11 to 13 months prior to the inmate's projected release date.

### **Mandatory DNA Collection**

Statutory Provisions: Public Law No. 106-546, Section 3, 114 Stat. 2726 (December 19, 2000) requires a mandatory condition of supervision that the defendant cooperate in the collection of a DNA sample for any qualifying offense. 18 U.S.C. 3563 (a)(9). The Justice for All Act of 2004 (Public Law 108-405 (October 30, 2004), amended 42 U.S.C. 14135a(d)(1) and provided that qualifying offenses include: 1) Any felony, 2) Any offense under chapter 109A of Title 18, United States Code, 3) Any crime of violence (as that term is defined in section 16 of Title 18, United States Code, and 4) Any attempt or conspiracy to commit any aforementioned offense. DNA sample collection will ordinarily be taken prior to your release from custody.

### **Inmate Financial Responsibility Program**

The Federal Bureau of Prisons works closely with the Administrative Office of the Courts and the Department of Justice. The Bureau administers a systematic payment program for court imposed fines, fees, and costs. All designated inmates are encouraged to develop a financial plan to meet their financial obligations. These obligations may include: special assessments imposed under 18 USC 3013, court ordered restitution, fines and court costs, judgments in favor of the U.S., other debts owed the federal government, and other court ordered obligations (e.g., child support, alimony, other judgments). Unit Staff assist the inmate with financial planning, but the inmate is responsible for making all payments required, either from earnings within the institution or from outside resources. The inmate must provide documentation of compliance and payment to the Unit Team. If an inmate refuses to meet his obligations, the inmate cannot work in UNICOR, and can only receive maintenance pay of \$5.25 per month.

The status of any financial plan will be included in all progress reports, and will be considered by staff when determining security/custody level, job assignments, eligibility for community activities, and institution programs. The U.S. Parole Commission will also review financial responsibility progress at parole hearings.

### **Job Assignments**

All inmates are expected to maintain a regular job assignment. Job assignments are controlled through the performance pay system, which provides monetary payment for work within the institution or at Federal Prison Industries (UNICOR).

Institution maintenance jobs are usually the first assignment an inmate receives. These jobs include work in Food Service, Facilities, or as a Unit Orderly. Job assignments are made by the Unit Counselors. Inmates can request job assignments every 90 days. All job assignments and changes are noted on the daily change sheet posted on every unit bulletin board.

### **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. Government funds may not be used for marriage expenses.

If an inmate request permission to marry, he must:

- ! Have a letter from the intended spouse which verifies her intention to marry.
- ! Demonstrate legal eligibility to marry.
- ! Be mentally competent.

### **Intake Screening**

Upon an inmate's arrival at an institution, Unit Management, Health Services and Psychology staff will screen the inmate for suitable placement within the institution.

### **Dress Code/Sanitation**

All inmates will be in the proper uniform, (khaki pants and khaki shirt), Monday through Friday, between 7:30 a.m. and 3:45 p.m. The uniform will be maintained in a neat and professional manner, with shirt tucked in and pants around the waist line. Wearing of pants below the waist line or leaving the shirt un-tucked may result in disciplinary action. During the summer months, defined as May through September, inmates will be permitted to wear a white t-shirt with no holes or tears, neatly tucked in, rather than the khaki button up shirt.

Other than approved religious headgear, hats will not be worn while indoors and in Food Service. As stated above, institutional clothing must be worn and tucked in during working hours regardless of the time of day. Specifically, no uniform pants with personal sweat shirts or vice versa. A personal sweat shirt may be worn under your uniform shirt. Shirts must be tucked in at all times. Hats and non-prescription sunglasses must be taken-off prior to entering a building. Radio headsets, earpieces, or ear-buds can only be worn in the Units or while in Recreation. They cannot be worn inside any other buildings, on work details, or while going to or from work details or Recreation. They cannot be worn anywhere outside (except while in Recreation). Worn includes on the ears, on the head, or around the neck. These dress codes are in effect both on the compound and in the dining hall.

Inmates may only wear institution issued clothing, shirts with a collar, pants with belt, underwear, socks and shoes. Tee shirts will not be worn as outer garments unless authorized during high temperatures on work details or during the summer months. Thermal clothing will not be worn as outer wear at any time. Wearing winter coats will not be worn during the summer months as indicated in paragraph one. Altered clothing will not be permitted and may result in an incident report. The Operations Lieutenant may approve other shoes in special circumstances, such as an inmate possessing a soft shoe permit pending arrival of his special medical shoes.

It is each inmate's responsibility to check his living area immediately after being assigned there and to report all damage to the Correctional Officer. An inmate may be held financially liable for any damage to his personal living area. Each inmate is responsible for making his bed before work call at 7:30 a.m. (including weekends and holidays). On weekends and holidays, inmates may return to bed and are permitted to sleep on top of the covers, but must readdress their bed/area after rising. Each inmate is also responsible for sweeping and mopping his personal living area, to insure it is clean and sanitary. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean.

No personal items may be adhered to walls, lockers, under beds, or to the ceiling. Cell windows may not be covered at any time.

Unit Orderlies are responsible for the unit sanitation. However, everyone is responsible to clean up after themselves. Inmates may be assigned cleaning tasks in the unit during off duty hours if the need arises.

Showers are available every day, but inmates may not be in the shower during an official count. Food service workers and others with irregular work shifts may shower during the day as long as showering does not interfere with the cleaning of the unit.

During the morning and noon meal on regular work days, inmates entering the dining room are required to wear institutional issued clothing consisting of a shirt, trousers with belt and shoes. Shirts will be buttoned, except the collar button, and shirt tails tucked in. Personal tennis shoes, sneakers, etc., are not authorized. Shoes will be laced and tied. Shower shoes, flip-flops, or bedroom slippers are not permitted in the dining room. Hats will not be worn in the dining room unless you're working in Food Service. Personal sweat shirts may be worn as undergarments only. Inmates who report to the dining room in inappropriate attire may be subject to disciplinary action.

During coffee hour and brunch on weekends and holidays and during all evening meals, inmates entering the dining room may wear sweat suits. Shorts higher than three inches above the knee are not authorized to be worn in the dining room. Sleeveless shirts are not authorized to be worn in the dining room at any time (i.e., basketball jerseys, tank tops, etc.)

## **Inmate Discipline**

It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committee (UDC), and for more serious violations, the Discipline Hearing Officer (DHO). Inmates are advised upon arrival at the institution of the rules and regulations, and are provided with copies of the Bureau's prohibited acts, as well as local regulations.

If a staff member observes or believes he/she has evidence an inmate has committed a prohibited act, the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against the inmate. The incident report shall ordinarily be delivered to the inmate within twenty-four (24) hours of the time staff become aware of the inmate's involvement in the incident or once the report is released for administrative processing following a referral for criminal prosecution. An informal resolution of the incident may be attempted by the Correctional Supervisor.

### **Initial Hearing**

Inmates must ordinarily be given an initial hearing within (5) work days 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 work day. The UDC may extend the time limits

of these procedures for good cause. The Warden must approve any extension over five (5) days, and the inmate must be provided with written reasons for any extension. The UDC will either make a final disposition of the incident, or refer it to the Discipline Hearing Officer for final disposition.

### **Discipline Hearing Officer (DHO)**

The Discipline Hearing Officer conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC. The Captain conducts periodic reviews of inmates in the special housing unit. 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. He will be provided with a full-time staff member of his choice to represent him if requested. He may make statements in his 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, however, the staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witnesses to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant. The inmate may make statements in his own defense and may produce documentary evidence. The inmate may be present throughout the DHO hearing, except during deliberations. The inmate charges may be excluded during appearance 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.

NOTE: 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 undertaking informal resolution. If informal resolution is unsuccessful, staff may reinitiate disciplinary proceedings. The requirements then begin running at the same point at which they were suspended.

### **Appeals of Disciplinary Actions**

Appeals of all disciplinary actions may be made through Administrative Remedy procedures. UDC appeals are made to the Warden on the BP-9 form. DHO appeals are made to the Regional Director on a BP-10 form. On appeal, the following items will be considered:

- Whether the UDC or DHO substantially complied with the regulations on inmate discipline.
- Whether the UDC or DHO based its decisions on substantial evidence.
- Whether an appropriate sanction was imposed according to the severity level of the prohibited act.

### **Prohibited Acts and Disciplinary Scale**

There are four categories of prohibited acts – Greatest, High, Moderate, and Low. We describe the prohibited acts in the attached table 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 encounters 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 sanction(s) imposed.

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

A prohibited act charge for 331 involving tobacco or nutritional supplements must be referred to the DHO for final disposition.

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

The UDC ordinarily refers to the DHO a low severity level charge for a VCCLEA inmate rated “violent” or for a PLRA inmate if the inmate had been found to have committed three low offenses

during his/her current anniversary year. The UDC must document the reasons why a charge for such an inmate was not referred to the DHO.

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

**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.

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

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

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

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.

**Table 1**

| Code | Prohibited Act – Greatest Severity  |  | Sanction(s) |   |
|------|---|--|-------------|---|
| 100  | Killing   |  | A.          | Recommend parole date rescission or retardation.  |
| 101  | Assaulting any person, or an armed assault on the institution’s secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished). |  | 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). |
| 102  | Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.                  |  | 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).  |
| 103  | Setting a fire (charged with this act in this category only)  |  | C.          | Disciplinary segregation (up to 12 months).   |

|     |  |  |    |   |
|-----|--|--|----|---|
|     | when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).  |  |    |   |
| 104 | Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.  |  | D. | Make monetary restitution.  |
| 105 | Rioting  |  | E. | Monetary fine.  |
| 106 | Encouraging others to riot   |  | F. | Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation, mattress). |
| 107 | Taking hostage(s)  |  | G. | Change housing (quarters).  |
| 108 | Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device). |  | H. | Remove from program and/or group activity.  |
| 110 | Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.  |  | I. | Loss of job.  |
| 111 | Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.   |  | J. | Impound inmate's personal property.   |
| 112 | Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.  |  | K. | Confiscate contraband.  |
| 113 | Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.   |  | L. | Restrict to quarters.   |
| 114 | Sexual assault of any person, involving non-consensual touching by force or threat of force.   |  | M. | Extra duty.   |
| 115 | Destroying and/or disposing of any item during a search or attempt to search.  |  |    |   |
| 196 | Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.   |  |    |   |
| 197 | Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.  |  |    |   |
| 198 | Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.  |  |    |   |
| 199 | Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.   |  |    |   |

| Code | Prohibited Act – High Severity  |  | Sanction(s)  |
|------|---|--|--|
| 200  | Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours. |  | A.<br>Recommend parole date rescission or retardation. |

|     |  |  |     |   |
|-----|--|--|-----|---|
| 201 | Fighting with another person.  |  | 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).  |
| 203 | Threatening another with bodily harm or any other offense.   |  | C.  | Disciplinary segregation (up to 6 months).  |
| 204 | Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.   |  | D.  | Make monetary restitution.  |
| 205 | Engaging in sexual acts.   |  | E.  | Monetary fine.  |
| 206 | Making sexual proposals or threats to another.   |  | F.  | Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation, mattress).   |
| 207 | Wearing a disguise or a mask.  |  | G.  | Change housing (quarters).  |
| 208 | Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure. |  | H.  | Remove from program and/or group activity.  |
| 209 | Adulteration of any food or drink.   |  | I.  | Loss of job.  |
| 211 | Possessing any officer's or staff clothing.  |  | J.  | Impound inmate's personal property.   |
| 212 | Engaging in or encouraging a group demonstration.  |  | K.  | Confiscate contraband.  |
| 213 | Encouraging other to refuse to work, or to participate in a work stoppage.   |  | L.  | Restrict to quarters.   |
| 216 | Giving or offering an official or staff member a bribe, or anything of value.  |  | M.  | Extra duty.   |
| 217 | Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.   |  |     |   |
| 218 | Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.               |  |     |   |
| 219 | Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).                     |  |     |   |
| 220 | Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).                               |  |     |   |
| 221 | Being in an unauthorized area with a person of the opposite sex without staff permission.  |  |     |   |
| 224 | Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).   |  |     |   |
| 225 | Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.  |  |     |   |
| 226 | Possession of stolen property.   |  |     |   |
| 227 | Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).   |  |     |   |
| 228 | Tattooing or self-mutilation.  |  |     |   |

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

| Code | Prohibited Act – Moderate Severity  |  | Sanction(s) |   |
|------|---|--|-------------|---|
| 300  | Indecent Exposure.  |  | A.          | Recommend parole date rescission or retardation.  |
| 302  | Misuse of authorized medication.  |  | 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). |
| 303  | Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.   |  | 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).   |
| 304  | Loaning of property or anything of value for profit or increased return.  |  | C.          | Disciplinary segregation (up to 3 months).  |
| 305  | Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.   |  | D.          | Make monetary restitution.  |
| 306  | Refusing to work or to accept a program assignment.   |  | E.          | Monetary fine.  |
| 307  | Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110). |  | F.          | Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation, mattress).   |
| 308  | Violating a condition of a furlough.  |  | G.          | Change housing (quarters).  |

|     |  |  |    |  |
|-----|--|--|----|--|
| 309 | Violating a condition of a community program.  |  | H. | Remove from program and/or group activity. |
| 310 | Unexcused absence from work or any program assignment.   |  | I. | Loss of job.                               |
| 311 | Failing to perform work as instructed by the supervisor.   |  | J. | Impound inmate's personal property.        |
| 312 | Insolence towards a staff member.  |  | K. | Confiscate contraband.                     |
| 313 | Lying or providing a false statement to a staff member.  |  | L. | Restrict to quarters.                      |
| 314 | Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).   |  | M. | Extra duty.                                |
| 315 | Participating in an unauthorized meeting or gathering.   |  |    |  |
| 316 | Being in an unauthorized area without staff authorization.   |  |    |  |
| 317 | Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).  |  |    |  |
| 318 | Using any equipment or machinery without staff authorization.  |  |    |  |
| 319 | Using any equipment or machinery contrary to instructions or posted safety standards.  |  |    |  |
| 320 | Failing to stand count.  |  |    |  |
| 321 | Interfering with the taking of count.  |  |    |  |
| 324 | Gambling.  |  |    |  |
| 325 | Preparing or conducting a gambling pool.   |  |    |  |
| 326 | Possession of gambling paraphernalia.  |  |    |  |
| 327 | Unauthorized contacts with the public.   |  |    |  |
| 328 | Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.  |  |    |  |
| 329 | Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.  |  |    |  |
| 330 | Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.  |  |    |  |
| 331 | Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements). |  |    |  |
| 332 | Smoking where prohibited.  |  |    |  |
| 333 | Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).   |  |    |  |
| 334 | Conducting a business; conducting or directing an investment transaction without staff authorization.  |  |    |  |
| 335 | Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.   |  |    |  |
| 336 | Circulating a petition.  |  |    |  |
| 396 | Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.   |  |    |  |
| 397 | Use of the telephone for abuses other than illegal activity  |  |    |  |

|     |  |  |  |  |
|-----|--|--|--|--|
|     | which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.   |  |  |  |
| 398 | Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.  |  |  |  |
| 399 | Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts. |  |  |  |

| Code | Prohibited Act – Low Severity   |  | Sanction(s)   |
|------|---|--|---|
| 402  | Malingering, feigning illness.  |  | B.1<br>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);<br>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). |
| 404  | Using abusive or obscene language.  |  | D.<br>Make monetary restitution.  |
| 407  | Conduct with a visitor in violations of Bureau regulations.   |  | E.<br>Monetary fine.  |
| 409  | Unauthorized physical contact (e.g., kissing, embracing)  |  | F.<br>Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation, mattress).   |
| 498  | Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.  |  | G.<br>Change housing (quarters).  |
| 499  | Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts. |  | H.<br>Remove from program and/or group activity.  |
|      |   |  | I.<br>Loss of job.  |
|      |   |  | J.<br>Impound inmate's personal property.   |
|      |   |  | K.<br>Confiscate contraband.  |
|      |   |  | L.<br>Restrict to quarters.   |
|      |   |  | M.<br>Extra duty.   |

**Table 2**

**Additional available sanctions for repeated prohibited acts within the same severity level**

| Prohibited Act Severity Level | Time Period for Prior Offense (same code) | Frequency of Repeated Offense   | Additional Available Sanctions  |
|-------------------------------|---|---------------------------------|---|
| Low Severity (400 level)      | 6 months                                  | 2 <sup>nd</sup> offense         | 1. Disciplinary segregation (up to 1 month).<br>2. Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended). |
|                               |   | 3 <sup>rd</sup> or more offense | Any available Moderate severity level sanction (300 series).  |
| Moderate Severity (300 level) | 12 months                                 | 2 <sup>nd</sup> offense         | 1. Disciplinary segregation (up to 6 months).<br>2. Forfeit earned SGT or non-vested GCT up to 37 1/2% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).              |
|                               |   | 3 <sup>rd</sup> or more offense | Any available High severity level sanction (200 series).  |
| High Severity (200 level)     | 18 months                                 | 2 <sup>nd</sup> offense         | 1. Disciplinary segregation (up to 12 months).<br>2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).                 |
|                               |   | 3 <sup>rd</sup> or more offense | Any available Greatest severity level sanction (100 series).  |
| Greatest Severity (100 level) | 24 months                                 | 2 <sup>nd</sup> or more offense | Disciplinary Segregation (up to 18 months).   |

**Access to Legal Services**

**Legal Correspondence**

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

**Attorney Visits**

Attorneys should ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during the regular visiting hours. However, visits from an attorney can be arranged at other times based on the circumstances of each case and available staff. Attorney visits will be subject to visual but not audio monitoring.

**Notary Public**

Under the provisions of 18 USC 4004, Unit Team members are authorized to notarize documents. A recent change in the law allows that a statement to the effect that papers which an inmate signs as true and correct under penalty of perjury will suffice in federal courts and other federal agencies, unless specifically directed to do otherwise. Some states will not accept a government notarization for real

estate transactions, automobile sales, etc. In these cases, it will be necessary to contact unit staff for arrangements with the institution's notary public.

### **Copies of Legal Materials**

In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. A copy machine is available in the Education Department's law library area for inmate use. 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.

### **Federal Tort Claims**

If the negligence of institution staff results in personal injury or property loss or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act (FTCA) or small claims. To file a claim under the FTCA for personal injury, you must complete a standard form 95. To file a request under small claims for property loss, you must complete a Small Claims Request. You must mail the form to the Regional Office where the incident occurred. You may obtain a copy of the forms by submitting an Inmate Request to Staff to your Correctional Counselor or other designated staff member.

Tort/Small claims are not accepted for filing at the institution. It is the inmate's responsibility to mail his claim directly to the Regional Counsel in the regional office having jurisdiction over the institution where the loss or injury occurred. For example, if the loss occurred at FCI Safford, then the claim should be mailed to the Western Regional Office.

A copy of the policy statement on tort claims is maintained in the inmate law library. Addresses to all of the Regional Offices, along with institutions in each region are published in Title 28 Code of Federal Regulations (CFR) Part 543. A copy of the CFR is maintained in the law library. You may also obtain addresses to the Regional Offices from members of your Unit Team.

### **Inmate Access to Central and Medical Files**

An inmate may request review of disclosable portions of his central file (plus presentence report and/or summary) and medical file prior to the individual's parole hearing. An inmate may also request to review and receive copies of disclosable documents from his central file or medical files by submitting a written request to his Unit Team or the medical records technician. This review will be permitted under procedures established by the Department of Justice.

### **Inmate Access to Other Documents**

An inmate may 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. The request must be in writing and mailed by the inmate directly to:

Federal Bureau of Prisons  
ATTN: FOIA/PA Section  
320 First Street, N.W.  
Washington, DC 20534

Such a request must briefly describe the nature of records wanted and appropriated dates covered by the record. The inmate must also provide his register number and date of birth for identification purposes.

A request on behalf of an inmate by an attorney or any other person, for records concerning the inmate must be in writing and submitted to the central office address above. The request should not be mailed to the institution. The attorney or other person must include with the request the inmate's written consent or authorization to disclose the requested records.

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

The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the prior written consent of the individual to whom the records pertained, except for specific instances. All formal request for access to records about another person and/or agency records other than those pertaining to themselves (including Program Statements and Operations Memoranda) shall be processed through the Freedom of Information Act, 5 USC 552.

## **Administrative Remedies / Problem Resolution**

#### **Inmate Request to Staff**

The Bureau form BP-Admin-70, commonly called a cop-out, is used to make a written request to a staff. Any type of request can be made with this form. It can be obtained in the living units from the Correctional Officer on duty. Staff members who receive a cop-out will answer the request in a reasonable period of time. The answer will be written on the bottom of the request form, or typed on a separate sheet of paper. You also have the ability to send cop-outs electronically using TRULINCS. There is a limitation on how many cop-outs you may send daily when using this option.

#### **Administrative Remedy Process**

The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by contact with staff members or formally on a written or electronic Inmate Request to Staff. When informal resolution is not successful, a formal complaint can be filed as an Administrative Remedy. Complaints regarding tort claims, inmate accident compensation, freedom of information or privacy act requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy procedure.

The first step of the Administrative Remedy procedure is the documentation of the informal resolution attempts written on an Attempt at Informal Resolution form (BP-8). Inmates can obtain this form from their Correctional Counselor or other designated unit staff member. On the Attempt at Informal Resolution form, the inmate will briefly state the nature of the problem and list the efforts made to resolve the problem informally. An inmate shall place a single complaint or reasonable number of closely related issues per form. If you need more space than provided on the form, you may add one 8 ½ x 11" sheet of paper (one side only).

After the form is complete, turn it in to your Counselor. Your Counselor will normally have 5 days to attempt to resolve the problem, have it reviewed by the Unit Manager and return the completed form to you. If you are not satisfied with the attempt at informal resolution, you may file a BP-9 with the

Warden. You need to fill out the top half of the form stating what the problem is, what you have done about it and what you want the Warden to do about it. You need to sign it, date it, and attach a copy of the completed Attempt at Informal Resolution form. If you need more than the top half of the form, you may add one additional 8 ½ x 11" sheet of paper (one side only). The deadline for completion of the Informal Resolution and submission of the BP-9 complaint must be filed within twenty (20) calendar days from the date on which the basis for the incident or complaint occurred.

Once the request or appeal has been accepted, institution staff have twenty (20) calendar days to act on the complaint and to provide a written response to the inmate.

If the inmate is not satisfied with the response to the BP-9, he may file an appeal to the Regional Director. This appeal must be received in the Regional Office within twenty (20) calendar days from the date of the Warden's signed BP-9 response. The regional appeal is written on a BP-230 (BP-10) form, and must have a copy of the BP-9 form and response attached. The Regional Director has thirty (30) calendar days to respond in writing.

If the inmate is not satisfied with the response by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons. The national appeal must be made on a BP-231 (BP-11) form and must have copies of the BP-9 and BP-10 forms with responses. The appeal must be received in the Central Office within 30 calendar days of the date the Regional Director signed the BP-10 response. The national appeal must be answered within forty (40) calendar days.

All forms must be obtained from the Correctional Counselor or unit staff member.

In writing a BP-229, BP-230, or BP-231, the form should be written in three sections:

1. Statement of facts
2. Grounds for relief
3. Relief requested

Time limits for Filing (in calendar days)

|        |                             |
|--------|-----------------------------|
| BP-9:  | 20 days of incident         |
| BP-10: | 20 days from BP-9 response  |
| BP-11: | 30 days from BP-10 response |

|       | Response | Extensions |
|-------|----------|------------|
| BP-9  | 20 days  | 20 days    |
| BP-10 | 30 days  | 30 days    |
| BP-11 | 40 days  | 20 days    |

### **Sensitive Complaints**

If an inmate believes a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known to the institution, he may file the complaint directly to the Regional Director. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees that the complaint is sensitive, it shall be accepted and a response to the

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

See Program Statement 1330.17 Administrative Remedy Program, if you have any specific questions regarding the program.

**Inmate Rights and Responsibilities §541.12**

| Rights  | Responsibilities   |
|---|--|
| 1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.   | 1. You have the responsibility to treat others, both employees and inmates, in the same manner.  |
| 2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.   | 2. You have the responsibility to know and abide by them.  |
| 3. You have the right to freedom of religious affiliation, and of religious worship   | 3. You have the responsibility to recognize and respect the voluntary rights of others in this regard.   |
| 4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment. | 4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband and to seek medical and dental care as you may need it. |
| 5. 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.  | 5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence                      |
| 6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)   | 6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.  |
| 7. You have the right to legal counsel from an attorney of your choice by interviews and  | 7. It is your responsibility to use the services of an attorney honestly and fairly.   |

|  |   |
|--|---|
| 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                       | 8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.   |
| 9. 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. | 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.  |
| 11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order: for opening bank and/or savings accounts, and for assisting your family.               | 11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.] |

## **Directions / Local Transportation**

FCI Safford is located approximately seven miles south of downtown Safford, Arizona off of Highway 191. It is approximately 120 miles East of Tucson, Arizona, and 180 miles Southeast of Phoenix, Arizona. From Tucson, Arizona, visitors should travel East on Interstate 10 to highway 191 North. They should travel on Highway 191 North to Highway 366 and turn left. Visitors from Phoenix, Arizona, should travel East on Highway 60 to Highway 70, then East on Highway 70 to Highway 191. Turn South on Highway 191 to Highway 366, then turn right.