

ADMISSION & ORIENTATION

(A & O)

INMATE HANDBOOK

Federal Bureau of Prisons
FCI SCHUYLKILL
PENNSYLVANIA

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Warden

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IMPORTANT

This handbook is an abbreviated version of official Bureau of Prisons policy and Federal Correctional Institution, Schuylkill, Supplement regulations. If any discrepancies arise over the interpretation of this handbook and these regulations, the formal regulations will always take precedence.

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**ADMISSION AND ORIENTATION
INMATE HANDBOOK
FCI SCHUYLKILL, PENNSYLVANIA**

I. INTRODUCTION: The purpose of this handbook is to provide incoming inmates and others interested in the Federal Bureau of Prisons with general information regarding the Federal Correctional Institution, Schuylkill, PA. It is not a specific guide to the detailed policies of the Bureau (which are subject to change) or all procedures in effect at each Bureau location. Information will be made available during the institution's Admission and Orientation Program. Rather, the material in this handbook will assist new inmates to understand what they will be encountering when they enter prison and help them in their initial adjustment to institution life.

II. EXECUTIVE STAFF:

- A. WARDEN:** The Warden is the final authority on all matters within the institution. His decisions are based upon policies established by the Bureau of Prisons. While he is responsible for the total operation of the institution, he has delegated certain duties and responsibilities to his subordinates. The Warden is vitally interested in the overall welfare of the individuals at Schuylkill, both staff and inmates. You may see him at various places around the institution, as he makes tours almost daily. You may speak with him on his tours of the compound or submit a written request to his office through the unit mail. Out of consideration for the Warden's time, do not abuse these privileges. All resources for resolution should be exhausted before addressing your problem to the Warden.
- B. ASSOCIATE WARDEN – PROGRAMS (AWP):** The AWP is responsible for the programming aspects of the institution and all activities relating to Psychology Services, Unit Management, Correctional Systems Department, Religious Services, Case Management Coordinator, and Correctional Services. The AWP is available for questions and to listen to concerns on a daily basis during the lunch meal in the Dining Hall. Inmates may also communicate to the AWP via an Inmate Request to Staff Member.
- C. ASSOCIATE WARDEN – OPERATIONS (AWO):** The AWO is responsible for the operational aspects of the institution and all activities relating to Food Service, Office of Financial Management/Trust Fund (Commissary, Telephones, Laundry and Inmate Financial Accounts), Facilities Department, Health Services, Computer Services, and Safety. The AWO is available for questions and to listen to concerns on a daily basis during the lunch meal in the Dining Hall. Inmates may also communicate with the AWO via an Inmate Request to Staff Member.
- D. ASSOCIATE WARDEN - INDUSTRIES & EDUCATION (AWI&E):** The AWI & E is responsible for all UNICOR (Federal Prison Industries) operations and Education. He is responsible for the factory, the UNICOR Business Office, the UNICOR Warehouse, Education and Recreation. The AWI & E's office is located in the factory building mezzanine. The AWI & E is available for questions and to listen to concerns on a daily basis during the lunch meal in the Dining Hall. Inmates may also communicate with the AWI & E via an Inmate Request to Staff Member.

III. INTAKE, CLASSIFICATION, AND THE UNIT TEAM:

- A. ORIENTATION:** Inmates are screened by Unit Management and Health Services at the time of arrival and will also be screened by Psychology and Education Staff. Inmates are immediately provided with a copy of the institution's rules and regulations, which include information on inmate rights and responsibilities.

For the first few weeks of an inmate's stay at the institution, the inmate will be initially assigned to the Admission and Orientation (A&O) Program. While in A&O, inmates learn about the programs, services, policies and procedures regarding the facility. Also, they will hear lectures from staff regarding programs and departments. At the end of the A&O Program, they will be given a work assignment.

- B. CLASSIFICATION TEAMS:** FCI Schuylkill is organized into a Unit Management System. Each unit is a self-contained inmate living area which includes two housing sections and office space for Unit Staff. The unit is staffed by a Unit Team directly responsible for those inmates living in the assigned unit. The Unit Staff Offices are located in the center of the units so staff and inmates can be accessible to each other. The Unit Staff typically includes the Unit Manager, two Case Managers, two Counselors and one Unit Secretary.

The Staff Psychologist, Education Advisor and Unit Correctional Officers also are considered to be Unit Team Members.

Inmates are assigned to a specific Unit Team. Generally, the resolution of issues or matters of interest, while at the institution, are most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including release planning, personal and family problems, counseling and assistance in setting and attaining goals while in prison. Ordinarily, a member of the Unit Team will be at the institution weekdays, weekends, and Federal Holidays from 6:00 AM to 5:00 PM, 11:00 AM to 9:00 PM on their designated late-night shift. The Unit Team members schedule their working hours so one of them will normally be available at times when inmates are not working.

C. GENERAL FUNCTIONS OF UNIT STAFF

1. **Unit Manager:** The Unit Manager is the administrative head of the unit and oversees all unit programs and activities. He/She is a Department Head at the institution and has a close working relationship with other departments and personnel. The Unit Manager is the "Chairperson" of the team, reviews all team decisions, and ordinarily chairs the Unit Discipline Committee.
2. **Case Manager:** The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence and other materials relating to the inmate's commitment. He/She is responsible to the Unit Manager and to the Case Management Coordinator (a specialized department head who provides technical assistance to unit staff in case management issues and concerns with reference to specialized training and duties). The Case Manager serves as a liaison between the inmate, the administration and the community. The Case Manager is ordinarily a member of the Unit Discipline Committee.
3. **Counselor:** The Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties and plans for the future. He/She plays a leading role in all segments of unit programs. The Counselor is the individual to approach for daily problems. All inmate cell changes will be approved by the Counselor. Cell assignments may be changed for poor sanitation, security or disciplinary reasons, or refusal to participate in the inmate Financial Responsibility Program (FRP). The Counselor is ordinarily a member of the Unit Discipline Committee.
4. **Unit Secretary:** The Unit Secretary performs clerical and administrative duties within the unit and assists in the day to day operations of the unit.
5. **Unit Correctional Officers:** The Unit Correctional Officers have direct responsibility for the day-to-day supervision of inmates and the enforcement of rules and regulations. They have safety, security and sanitation responsibilities in the unit. Unit Correctional Officers are in regular contact with inmates and may have positive effects on inmates' adjustment within the housing unit. Unit Correctional Officers are jointly supervised by the Unit Manager and the Captain during their unit assignments.

D. **COMMUNICATIONS:** There is a Unit Staff member normally available each day of the week and most evenings until 9:00 PM. The unit bulletin boards contain written communication of interest to inmates. DO NOT attempt to place/post ANY item on Unit bulletin boards, unless it has a staff member's initials on it. Unit Managers utilize Town Hall meetings to foster improved communications, and each Unit Team member has Open House hours.

E. **PROGRAM REVIEWS:** Program Reviews will be held every 90 or 180 days depending upon the amount of time left to serve. These are held by the Unit Team to review programs, work assignments, transfers, custody, institutional adjustment, etc. Your Custody Classification form (BP-338) will be updated yearly in conjunction with a regularly scheduled Program Review. Contact your Unit Team regarding all Custody Classification issues. All requests regarding transfers, management variables, and public safety factor waivers should be made to your Unit Team at the time of your program review. Should they believe your request is appropriate, they will submit such information to the Designations and Sentence Computation Center (DSCC) who will determine whether or not to grant the request. If the DSCC denies the request, your Unit Team will explain the reasons for denial.

- F. **TOWN HALL MEETINGS:** Town Hall meetings are conducted periodically in each unit to make announcements and discuss changes in the policy and procedures of the unit, institution or Bureau of Prisons.

IV. **DAILY INMATE LIFE:**

- A. **SANITATION:** It is the inmate's responsibility to check his living area immediately after being assigned and to report all damage and/or contraband to the Correctional Officer or Counselor. An inmate may be held financially liable for any damage to his personal living area.

Each inmate is responsible for making his bed in accordance with regulations (6" collar) before work call (including weekends and holidays when he leaves the room). Each inmate is also responsible for sweeping and mopping his personal living area, removing trash and insuring it is clean and sanitary. Lockers must be neatly arranged inside and out, and the desk must be clean and neat. Inmate personal living areas are subject to sanitation inspection at any time.

Marking chairs, walls, beds, or any other government furnished item with graffiti, nicknames, numbers, or any other similar marking is prohibited. Violators will be subject to disciplinary action and reimbursing the institution for destroying, altering or damaging property.

- B. **PERSONAL PROPERTY LIMITS:** Items which may be retained by an inmate are limited for sanitation and security reasons and to ensure excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the living area.

For a complete list of authorized personal property for retention, refer to the current Program Statement and Institution Supplement relating to Inmate Personal Property. Items purchased through the Commissary for institutional use only will be noted as such.

1. **Storage Space:** Storage space consists of an individual locker. Locks may be purchased in the Commissary. The amount of personal property allowed is limited to those items which can be neatly and safely placed in the space designated. Under no circumstances will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.
2. **Clothing:** Civilian clothing of any type (except athletic apparel purchased in the Commissary) is not authorized. A limited number of personal sweatshirts and sweatpants may be permitted. Hooded sweat shirts are unauthorized and will be confiscated. Individual wash cloths and towels are issued to inmates. Authorized footwear includes: one pair of safety-toed work shoes, one pair of shower shoes, one pair of slippers, and two pair of athletic shoes, and one pair of casual shoes. Footwear will be arranged neatly under the bed. **AT NO TIME WILL PERSONAL/INSTITUTIONAL CLOTHING BE ALTERED IN ANY WAY, OR HAVE HAND DRAWN PICTURES, NICKNAMES, ETC., PLACED UPON THEM.** However, inmates are permitted to place their last name and/or register number in small letters/numbers, not to exceed one inch, on their PERSONAL clothing.
3. **Special Purchase Items:** Special Purchase items will be authorized only to the point where they can be contained in the storage area provided for personal property.
4. **Legal Materials:** Inmates are allowed to maintain legal materials and supplies in their locker. Each inmate is allowed a reasonable amount of legal materials, to be placed in a box under their bed, not to constitute a fire hazard. **This box is to contain legal materials only, and it is to be for current litigation only.**
5. **Hobby Craft Materials:** Art, crocheting items, and bead work are the only hobby craft materials permitted in the housing unit. Additional storage space for these and other materials may be obtained through the Recreation Supervisor within the Art/Hobby Shop.

Disposal of completed art and hobby craft projects must be done no more than 30 days

after completion. All items will be mailed out of the institution through the Recreation Department. Inmates participating in the Arts and Hobby Craft Program are **not** authorized to make projects for other inmates. Special purpose hobby craft orders must not exceed \$300.00 per quarter. In addition, no inmate may acquire over \$300.00 in total raw material and/or completed projects at any one time.

6. **Commissary Items:** The total value of an inmate's accumulated Commissary items (excluding special purchases) will be a maximum of a two-week purchase limit of available products.
7. **Food Storage:** Food items which are left open create a health hazard. These items must be properly sealed in the original container and stored in the lockers. Empty containers may not be used as drinking containers or to store cleaning chemicals, and they are to be thrown away after the original content is diminished. These containers may not be used to store chemicals.
8. **Letters, Books, Photographs, Newspapers, and Magazines:** An inmate will be limited to 25 letters, 5 books, 25 loose photographs, 6 magazines, and 3 newspapers, which can be stored in the locker provided in each cell. Picture frames sold in the Commissary may be displayed. Nothing is to be tacked, stapled, or taped to any surface except the bulletin board. Polaroid photographs are not authorized. Homemade picture frames are not authorized as they are considered a fire hazard and contraband. Magazine pictures may not be cut out and placed on the bulletin board, taped inside/outside of the inmate locker or on any walls/windows. **NAKED OR PROVOCATIVE PHOTOS, CALENDARS, PIN-UPS, ETC., ARE NOT AUTHORIZED.**
9. **Sports Equipment:** Sports equipment which may be maintained in the unit is limited to: one pair of weight training gloves, one pair of handball gloves, two headbands, one mouth piece, two athletic supporters, four racquetballs, one softball glove, one weight training belt and one pair of knee wraps. All sports equipment must be stored in the locker when not in use. Note: Weight belts are not authorized to be worn anywhere but in the Recreation Department. Weight belts will not be worn on the compound or in the Dining Hall. They must be hand carried to Recreation. Homemade weight gloves, ropes, holders, etc., are not authorized.
10. **Radios and Watches:** An inmate may not own or possess more than one (1) approved radio and/or watch at any time. Proof of ownership, through appropriate property receipts, will be required. Radios and watches may not have a value exceeding \$100.00. Radios with a recorder and/or player are not authorized. Only walkman-type radios are permitted and headphones are required for use. Inmates may not give any item of value to another inmate, i.e., radio, watch, sneakers or other Commissary items. Note: Inmates are not permitted to alter their radio or headphones in any manner. Homemade battery packs on radios are not authorized.
11. **Jewelry:** Inmates may have a plain wedding band and a religious medal with chain. These items cannot contain stones (real or imitation) and may not have a value over \$100.00. Religious medallions may be purchased through an approved source using the Special Purchase Order process.

Homemade jewelry (i.e., necklaces, bracelets, etc.) are not authorized items and are considered contraband.

- C. **QUARTERS' RULES:** In order to minimize maintenance costs, to permit uniform inspection and search procedures, and to maintain orderly living, FCI Schuylkill imposes reasonable regulations on inmate conduct and furnishings in housing units. Unit Officers and Unit Staff inspect cells daily. Pictures cannot be posted on walls, desks or lockers. **Nude or provocative pictures may not be posted anywhere.**

In order to ensure the safety and security of all Staff and inmates, materials may not be placed in cell windows, around toilets, or above showers at any time. Items may not be hung on light fixtures or sprinkler

heads.

Units will be called to mainline based on the results of the weekly sanitation inspection.

Inspections are conducted by staff from the Safety Department and/or the Institution Duty Officer. Each inmate is responsible for the cleaning and sanitation of his cell. If a cell is not acceptable, corrective action will be taken, which may include issuance of an incident report and/or removal from the cell.

Orderlies are responsible for the sanitation of the common areas. However, everyone is responsible for cleaning up after themselves.

Trash and wastebaskets are to be emptied prior to work call each day.

Beds will be made (to include a 6" collar) each weekday by work call. On weekends, beds will be made whenever inmates are awake or gone from their cell. At no time will mattresses or blankets be removed from a bunk and placed on the floor.

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. Showers will cease operation at 9:30 PM, seven days a week.

Inter-cell visitation is normally allowed in the units. Only three inmates are allowed in a cell at one time, and the door must remain open. Inter-Unit/Side visitation is prohibited.

Cell doors and windows are not authorized to be covered with any item, at any time, under any circumstance!

Safety-toed shoes must be worn in all work areas which require them. This does not include personal tennis shoes or loafers. Shoes or sneakers must be worn in the Dining Hall area for all meals.

SMOKING AND/OR THE USE OF ANY TOBACCO RELATED ITEMS OR PRODUCTS, IS UNAUTHORIZED AND VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

Unit televisions may be viewed during established hours. Inmates are permitted to sit in common areas to view the televisions. **Chairs are not permitted on the ranges or ledges in the unit, and inmates are not authorized to sit on the stairs at anytime.**

Inmates are NOT authorized, at any time, to be in possession of the television remote control.

Upon completion of viewing television, chairs must be removed or they may be confiscated. Inmates may play cards and approved games during established hours providing appropriate noise levels are maintained.

Personal radios and MP-3 players may be played in an individual's cell, but headphones must be used. Homemade antennas and/or speakers are not authorized and are considered contraband. Clothing or any other items will not be hung over any unit railings at anytime. Shoes will not be allowed on ranges, but must be placed in cells when not being worn.

Marking chairs, walls, beds or any government furnished item with graffiti, nicknames, etc. is prohibited. Cell numbers ONLY, are authorized as an identifier.

Group calisthenics are not permitted at any time anywhere in the Unit. You may only perform personal calisthenics in your cell, not in any common areas of the Unit.

Specific unit rules and schedules are posted on each Unit Bulletin Board.

Energy Conservation tips:

1. Turn off all lights when departing your cell.
2. Turn off all fans when not in use.
3. Limit hot showers to a shorter time frame.

4. Remove dry clothing from dryers promptly.
5. Do not allow water to run in sinks, showers, or mop closets when not in use. Report any leaks or constantly running sinks or toilets to the Unit Officer or Unit Team as soon as possible.
6. Keep cell windows closed.

D. WAKE UP: General wake-up for inmates is 6:00 AM on weekdays. The unit is called to breakfast by the Lieutenant. The Unit Officer will announce breakfast when notified. It is the inmate's responsibility to leave the unit for work. Late sleepers who are unable to maintain cells or arrive at work on time will be subject to disciplinary action.

E. CLOTHING EXCHANGE AND LAUNDRY: The Laundry will be open for the inmate population **Monday through Friday from 6:00 AM to 7:30 AM**. The Laundry will reopen on **Mondays, Wednesdays and Fridays from 11:30 AM to 12:30 PM** for additional service. All government issued clothing items will be issued from the Laundry. Each inmate is responsible for maintaining his clothing item issue and will be required to sign for all items received. If an institutional-issued clothing item becomes unserviceable due to stain and/or heavy soiling, it may be exchanged during clothing exchange hours. Inmates will be held responsible for the cost of replacing damaged, altered, or lost clothing, and other government issue. T-shirts, boxers, and socks will be exchanged one year from the date of issue on a one-for-one basis. The inmate must submit a request for the one-year exchange, or any other request for exchange of government-issued items, via an Inmate Request to Staff Member and place it in the box located on the outside wall by the Laundry door.

The laundering of institution-issued clothing items at the institution Laundry will be accomplished by turning in the mesh laundry bags containing dirty laundry. Each bag should be securely tied with a plastic tie obtained at Laundry to prevent the bag from opening during this cleaning process. Blankets and sheets will be exchanged on Tuesday and Thursday, from 6:00 AM through 7:30 AM. Clean laundry will be picked up at lunchtime on the day it is dropped off from 11:00 AM until 12:30 PM.

Clothes will be properly fitted with pants hemmed to the appropriate length. Work coats will be free from rips, torn linings, or strings in the hem.

Upon arrival, R&D will issue each inmate an ID. Inmates will be charged the current value in order to obtain a replacement for lost or damaged IDs. Replacement IDs can be obtained from Correctional Systems after making arrangements through your Unit Team. Inmates must possess their IDs at all times when outside the Unit.

The institution Laundry will provide labels (name and registration number) for inmate work coats, khaki shirts, and khaki pants. **ANY UNLABELED ISSUED CLOTHING IS UNAUTHORIZED.**

In the event of an inmate cell change, all linens and bedding will be moved with the inmate to his new cell. When a cell is vacated (release, transfer, etc.) all linens will be collected and returned to the Institution Laundry. Mattresses will remain in the vacated bed and will be sanitized by an assigned Unit orderly.

Unit washers and dryers are provided for laundering of personal clothing items. **Institutional clothing and bedding items must not be laundered in the Unit Laundry Room.** Unit Laundry Rooms will be available for use at 6:00 AM on weekdays and 7:00 AM on weekends and holidays. They will be closed at 9:30 PM daily. Laundry soap is available for purchase at the Commissary. Any clothes left in washers or dryers at the time the Officer secures the Laundry Room will remain in the Laundry Room until the next morning. Inmates are not permitted in the Laundry Room, except for Laundry Room orderlies. Inmates **are not allowed** to sit on unit washers and dryers.

Inmates have the ability to receive institutionally issued hygiene items from the Laundry (soap, razor, toothbrush, and toothpaste) every month on the second Thursday of the month. Toilet paper will be distributed every other Wednesday in the Unit. Inmates requesting institutionally provided items must adhere to the predetermined day and time distribution schedule posted in each housing unit.

F. COMMISSARY: Inmate funds are retained by the institution in a trust fund, from which the inmate may withdraw money for personal spending in the institution Commissary, family support, or other approved purposes.

Accumulated institutional earnings and monies sent from outside are given to the inmate upon release or may be mailed home. FCI Schuylkill utilizes a point-of-sale computerized commissary withdrawal system which simplifies purchasing and gives inmates an improved, up-to-date record of all account activity.

The Commissary access time for inmates in each unit is scheduled one time per week. The quarterly schedule is posted in the Commissary Lobby. It is the inmate's responsibility to know the amount of money available in his Commissary account. Inmates may check the balance in their commissary and phone accounts on the TRULINCS computers located in each housing Unit. Inmates will need a PAC number, PIN number, and register number to access the computers.

Inmates are required to possess their Inmate Account Card at all times when outside the Unit. The Inmate Account Card is to be used as identification for medical emergencies and staff identification, along with scanning it during mainline. Inmates found without proper identification will be subject to disciplinary action.

DO NOT LOSE YOUR INMATE ACCOUNT CARD. To replace a lost or damaged Inmate Account Card, inform a Unit Staff Member for procedures.

Inmates are permitted to purchase no more than 20 First Class postage stamps per week or possess the equivalent value. Any stamps found over the limit (60) will be confiscated.

1. **Sales Hours:** Regular sales days are **Monday through Thursday**. On weeks which include a federal holiday, the shopping nights will shift as necessary. Shopping will be accomplished according to the last two digits of the first five numbers of the inmate register number. If you have any problems or questions with your account, the Commissary's Trust Fund Supervisor or designee is available during the lunch meal on weekdays in the dining hall. In addition, you may inquire with Commissary sales staff during your designated shopping period. Be sure to bring any receipts or other documentation you may have to support your issue or concern.

The Commissary has noon hour sales from 11:00 AM to 12:30 PM and evening sales which begin at the completion of the 4:00 PM count for designated inmates on Mondays, Tuesdays, Wednesdays and Thursdays.

During evening sales hours, the last call for shopping numbers will be announced and the Commissary will close when all authorized shoppers have shopped.

Borrowing Commissary items from other inmates is not allowed. Special purchase items such as radios, tennis shoes, gym clothes, and sweat clothing, require a form to be completed by the inmate.

2. **Spending Limitations:** Inmates are permitted to spend up to \$160.00 every two weeks for regular purchases and special purpose items. Once a month, each inmate's account is "validated," which is when the spending period begins.

Items purchased in the Commissary will not exceed the weekly maximum purchase limit per item and up to a two-week supply can be retained in your cell, unless safety and sanitation procedures are not being maintained.

Validation dates will be the 1st and 15th of the month unless on a reduced spending limit (i.e., FRP or commissary restriction).

You are permitted to spend a maximum of \$160.00 every two weeks. Every purchase will be deducted from your spending limit with the exception of copier cards, over the counter medications sold in the Commissary and stamps. The day you shop is determined by the last two digits of your first five digit number and will rotate quarterly (see the quarterly rotation listed on the current Commissary list and in the Commissary Lobby).

3. **Special Purchase Orders:** You may order a variety of sports related items from the Recreation Department. Request for Special Purchase forms may be obtained from Recreation Staff.

4. **Deposits to Accounts:** Deposits to Trust Fund accounts **must** be made through the centralized National LockBox and/or Western Union's Quick Collect Program and/or MoneyGram Express Payment.

The centralized National LockBox is located at the following address:

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

The National LockBox will only accept money orders; U.S. Treasury, state, and local government checks; and foreign negotiable instruments payable in U.S. Currency. All negotiable instruments must contain the inmate's committed name and register number. The sender's name and return address must appear in the upper left hand corner of the envelope. The National LockBox will not accept any other items, except for negotiable instruments.

All funds sent through Western Union's Quick Collect Program or MoneyGram Express Payment will normally be posted to the inmate's account within 2 to 4 hours, when those funds are sent between 7:00 AM and 9:00 PM, Eastern Standard Time. Funds may be sent in one of the following ways:

Western Union: At an agent location with cash; by phone using a credit/debit card; or ONLINE using a credit/debit card. For each Western Union Quick Collect transaction, the following information must be provided:

Inmate's Committed Name
Inmate Register Number
City code: **FBOP**
State code: **DC**

MoneyGram: At an agent location with cash only. For each MoneyGram transaction, the following information must be provided:

Inmate's Committed Name
Inmate's Register Number
Receive Code: **7932**

5. **Commissary Fund Withdrawals:** Inmates can request withdrawals of inmate funds through the TRULINCS computers located in the housing Units. After adding the individual or business to the contact list, inmates may use the BP199 program to request withdrawal. Funds are encumbered immediately. Inmates must then print the BP199 form from the printers located in Education. This is a free service, and no charges will be deducted for the printout. Unit Managers approve withdrawals from the trust fund account to send funds to dependents and other family members, or for the purchase of magazine subscriptions, payment of postage costs and purchase of special discharge clothing. There is a dollar limit on special purchases. The Unit Manager can also approve withdrawals for the payment of fines, restitution for losses, legitimate debts and other obligations such as court fees, attorney fees, birth certificates, expenses and trips, and the purchase of legal books. Only the Associate Warden (Programs) can approve withdrawals exceeding **\$500.00**. Withdrawals for education and leisure time items are approved by the Supervisor of Education. Withdrawal slips must be hand delivered, by the requesting inmate, to a Unit Staff Member for processing. Inmates will be identified by presenting their identification card, and the withdrawal slip must be signed in the presence of a staff member.

- G. **INMATE DRESS CODE:** During the hours of 6:00 AM to 4:00 PM, Monday through Friday, excluding holidays, all inmates who are working, on the compound, in Education, or any other program area, will be properly dressed in their full khaki uniform (Food Service workers will wear the white shirt and pants), including belt, with their shirt tail tucked in their pants. All buttons of the shirt must be buttoned with the

exception of the top button which must remain open. Sweatshirts/shirts must be worn underneath the institutional shirt. Soiled or torn clothing may not be worn. Any inmate not abiding by these rules may be subject to disciplinary action. Inmates are not permitted to be in any common area, staff office, or out of their cells without a T-shirt or shirt on. Inmates must be properly dressed when out of their cells. Inmates are required to report for their Unit Team meetings (Initial Classification/Program Review), properly dressed in their work uniform with their shirt tucked in their pants. Khaki shirts must be worn with khaki pants. You cannot mix and match institutional and personal clothing, i.e., t-shirts with khaki pants, khaki shirt with shorts, etc. Clothing must fit properly, i.e., no pleats, sagging, dragging, or cuffs. Altered institutional and/or personal clothing is prohibited and will be considered contraband which may result in disciplinary action. Labels issued from the institution Laundry must be on all institutional shirts, pants, and coats. No caps will be worn inside any building except for Food Service workers, who are working in Food Service. "Doo-rags" or wave caps will not be worn outside the living areas.

- H. PERSONAL HYGIENE:** All inmates are expected to maintain good personal hygiene by showering regularly and through frequent hand washing. Proper hand washing techniques will greatly reduce the spread of colds, flu, and other diseases.

Proper hand washing:

1. Wet hands with warm, running water and apply liquid soap or use clean bar soap
2. Lather well
3. Rub hands vigorously together for at least 15-20 seconds
4. Scrub all surfaces including the backs of hands, wrists, between fingers, and under fingernails
5. Rinse well
6. Dry hands with a clean or disposable towel
7. Use towel to turn off faucet

When should you wash your hands?

1. After using the toilet
2. Before and after preparing food, especially when handling raw meat, poultry, or fish
3. Before eating
4. After blowing your nose, coughing, or sneezing in your hand
5. After handling garbage

V. SECURITY PROCEDURES:

- A. COUNTS:** It is necessary for staff to count inmates on a regular basis. During a count, inmates will stay quietly in their cell until the count is announced as clear. Inmates are required to be **standing** in their cells during the 4:00 PM and 10:15 PM daily count and 10:00 AM (weekend and holidays) counts.

When a count is announced, all inmates must return immediately to their cells and shut their cell door. Inmates will not delay by performing any other task (i.e. getting ice, using microwave, delivering items to others, etc.). The Unit Officer will not begin securing the cells until each inmate has returned to his cell and each door is shut. Conversely, no inmate will be permitted to exit their cell or open the door until count has cleared, the Unit Officer has unlocked all doors, and announces, "Clear count." Inmates who do not return directly to their cells when count is announced, or who exit their cells prior to the Officer announcing the clear count will be subject to disciplinary action. Official counts will be taken at 12:00 Midnight, 2:30 AM, 5:00 AM, 4:00 PM and 10:15 PM. If special event night television viewing is approved, the count may be conducted at 9:00 PM versus 10:15 PM. This will be determined the day of the event.

Area Census counts will be conducted twice daily on weekdays. Emergency counts may be conducted at any time.

Staff will take disciplinary action if an inmate is not in his assigned area during a count. Disciplinary action will also be taken against inmates for leaving an assigned area before the count is cleared. The inmate must actually be seen at all counts, even if the inmate must be awakened.

- B. LOCKDOWN:** Housing unit lockdown is at 10:00 PM, in preparation for the 10:15 PM count. Inmates will be in their cells by this time. Extended television viewing will be considered for special events, on a case-by-case basis.

- C. **CONTROLLED MOVEMENT:** During non-working hours, movement throughout the institution will be regulated by a procedure called controlled movement. Controlled movements will begin on the half hour, i.e., 7:30 AM, 8:30 AM, 9:30 AM, etc. and begin every hour thereafter. Each controlled movement will extend for ten minutes. The scheduled move times are well communicated, and it is each inmate's responsibility to be prepared to proceed when the move is announced. 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 authorized to loiter in front of units, on the compound or in front of any other buildings. **Additionally, inmates will not be permitted to walk down a housing unit sidewalk not assigned to them. Furthermore, sidewalks which connect the housing units are off limits, unless escorted by Staff.** All socializing will be conducted in recreation.

During an institution emergency, inmates are to immediately clear the sidewalks to permit staff access. Those who fail to do so may be subject to disciplinary action.

The last movement will normally be at the 8:30 PM recall. During workday evening hours, the first controlled movement will begin at the end of the evening meal. This means, after dinner, inmates may travel to program areas of the institution during these hourly moves. On Saturdays, Sundays and holidays, the first controlled movement will begin at the end of the morning meal. **INTER UNIT/SIDE VISITING IS PROHIBITED AND VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.**

Each inmate is required to check the callout sheet daily and is responsible for reporting to the listed place at the designated time (military time is used).

Inmates are to ensure they are not wearing or transporting any unauthorized metallic items when being processed through the walk-through metal detectors. Any authorized metallic items must be placed on the tables to be searched by Staff. Inmates will empty their pockets and remove their coats. All bags, items that have been removed to pass through the metal detectors, and other carried items will be placed on the tables to be searched. All such items will be scanned through the x-ray/fluoroscope machine for contraband prior to being returned to the inmate after he has successfully cleared the metal detector. If the metal detector activates, the inmate will be subject to a pat or visual (strip) search.

Running on the compound and cutting corners by stepping off sidewalks is prohibited. Inmates are normally expected to stay on the provided sidewalks. The only exception to this rule is during an institution emergency; inmates **must** clear the sidewalks when staff are responding to an emergency. Failure to clear the sidewalk during an emergency response will result in disciplinary action.

Shouting or yelling across the compound is prohibited. If you wish to speak to someone, you must do so in a normal speaking voice, face to face.

Personal items are NOT permitted to be brought to a work site. This includes radios, MP-3 players, books, papers, magazines, extra clothing, bowls, utensils, food, etc. Inmates are authorized to utilize 1 mug while at work. The mug must be kept at the work site and will not be transported back and forth from work.

- D. **CONTRABAND:** Contraband is defined as any item 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 will 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 receipt for the item will 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 approved or issued, is considered contraband. Altering or damaging government property is a violation of institutional rules, and the cost of the damage may be levied against the violator. Clothing purchased from the Commissary and altered by tailoring, graphics, lettering, or any other method is considered contraband and will be confiscated.
- E. **SEARCH:** Any staff member may search an inmate or an inmate's cell for any reason, at any time. The inmate **will not be present** when his cell is searched. The property and living area will be left in the same general condition as found. These inspections will be unannounced and random. Inmates will be responsible for keeping personal combination locks in good working order to allow staff access to lockers. If at any time

an inmate's lock has become inoperable or tampered with, preventing staff access to lockers, security measures will be used to gain access to an inmate's locker. The institution will not replace the lock.

Inmates are subject to random pat and visual (strip) searches. Inmates who resist staff efforts to conduct a pat or visual search, will be subject to disciplinary action.

- F. DRUG SURVEILLANCE:** The drug surveillance program includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program and the inmate does not provide the sample within a two hour time limit, the inmate will be subject to disciplinary action.
- G. ALCOHOL DETECTION:** The alcohol surveillance program includes random samples of the inmate population which are tested on a routine basis, as well as those suspected of alcohol use. A positive test will result in an incident report and placement in the Special Housing Unit. Refusal to submit to the test will result in an incident report and placement in the Special Housing Unit.
- H. FIRE PREVENTION AND CONTROL:** Fire prevention and safety is everyone's responsibility. Inmates are required to report fires to the nearest staff member to protect property and lives. Piles of trash or rags in closed areas, combustible materials, items hanging from light fixtures, electrical receptacles, fans, or other hazards will not be tolerated. Storing any items under mattresses is prohibited. When a fire alarm is activated in the housing unit and with the direction of staff, all inmates will evacuate in a timely manner. Inmates who delay will be subject to disciplinary action. Each inmate is responsible for familiarizing himself with the fire exits in each area. Anyone caught tampering with or hanging any items on fire protection equipment (sprinkler heads or fire extinguishers) will be issued an incident report.
- I. INMATE PASS SYSTEM:** The Facilities Department utilizes a pass system. Inmate Facilities workers leaving the department to perform work must obtain a pass from their Foreman. Work passes will be written when a legitimate need arises, NOT upon an inmate's request.

VI. PROGRAMS AND SERVICES:

- A. JOB ASSIGNMENTS:** All inmates will maintain a regular work assignment. Most work assignments are controlled through a Performance Pay System which provides monetary payment for work. Federal Prison Industries (UNICOR) has a separate pay scale. The Unit Team approves job changes. Job changes are entered on the Daily Change Sheet.

Initial work assignments may be in Food Service, unit orderly, or mechanical services. Also, some institutions have a significant number of inmate jobs in factories operated by Federal Prison Industries (UNICOR). There is usually a waiting list for Industries employment.
- B. PERFORMANCE PAY:** Incentives and rewards, in the form of monetary compensation, are provided for inmates who make outstanding contributions to the accomplishment of institution goals. Work performance, as well as productive participation in correctional programs may be recognized by performance pay. There are four basic pay grades (not including UNICOR) reflecting the level of responsibility of the assignment and position description. The hourly pay rates are: Grade 1 (.40), Grade 2 (.22), Grade 3 (.17), Grade 4 (.12).
- C. UNICOR:** UNICOR employs and trains inmates through the operation of and earnings from, factories producing high-quality products and services for the Federal Government. Profits from UNICOR fund other inmate programs, as well as provide hands-on industrial training for inmates. UNICOR employment applications are available through the Unit Counselors.

- 1. **Industrial Pay (UNICOR):** UNICOR provides five (5) standard hourly rates, (which are subject to change).

To be promoted above pay Grade 4, inmates must have a verified high school diploma or have obtained a GED.

UNICOR has three work shifts available. The full time shift work hours are 7:15 AM to 3:45 PM. The AM work shift hours are 7:15 AM to 10:45 AM. The PM work shift hours are 12:30 PM to

3:30 PM. Employment will be offered on the various shifts based on employment demands at the time you are hired.

All overtime pay is computed on a double-time basis. The normal working day for full-time employment is 7.5 hours. To receive overtime pay you must first have 7.5 hours on the day you work overtime. Inmate payroll is computed in the UNICOR Business Office and forwarded to the Commissary by the 5th working day of the month following the month being paid. Questions about payroll will be resolved by the Foreman whenever possible. If you are not satisfied with the Foreman's answer, you may submit an Payroll Resolution Form to IPS Staff.

All inmates working in UNICOR receive pay for ten holidays per year. To be eligible for holiday pay, you must be in UNICOR work status the workday before and the workday following the holiday.

2. **Longevity Pay:** Inmates who have worked for UNICOR and completed 18 months of service will be eligible to receive an additional 10 cents for each hour in pay status, 15 cents after 30 months, 20 cents after 42 months, 25 cents after 60 months and 30 cents after 84 months of service for each hour in pay status.

Inmates who have been in pay Grade 1 positions for six months or more are eligible to be considered for premium pay, which is an additional 20 cents over base pay. Premium pay is used to reward inmates who regularly and routinely make contributions to UNICOR operations which exceed the standard required of them. Such inmates should assist in training new inmate workers, demonstrate leadership qualities and make contributions to the efficiency of production and operations, to the total quality of all products and services produced.

3. **Industrial Good Time:** UNICOR workers convicted before November 1, 1987, are eligible to receive three days of extra good time per month during the first year of employment and five days per month for each month of employment thereafter.

4. **Vacation Credit:** All inmates employed in UNICOR are eligible for a vacation. An inmate may receive a maximum credit of one half day per month for the first year of employment and AM/PM work assignments. One day per month will be credited after one year for inmates in full time work assignments. He must work 90% of the time to receive maximum credit. Vacation forms must be submitted at least two weeks prior to the date of the requested vacation. Vacations can be denied by the Foreman, Factory Manager, AWI & E, or the Unit Team. You must have clear conduct for at least 30 days prior to the vacation to be eligible for a vacation.

Upon the recommendation of the immediate supervisor, the AWI & E may declare vacation credit unearned, as a result of unsatisfactory work performance.

5. **Promotions:** Advancement within UNICOR is based on demonstrated ability, compliance with rules and regulations, vacancy in grade, etc. When promotions are made, they will be effective the first work day of the month.

Inadequate work habits, excessive breaks and long absences from the work station will result in no promotion and possible demotion or termination. Promotions must be earned. Grades may be taken away on the recommendation of the immediate Work Supervisor.

6. **Safety:** UNICOR employees are required to wear safety-toed shoes at all times. Protective gear will be in place at all times while working, i.e., respirators, safety glasses, etc. Fire lanes and exits are marked and will be kept clear at all times. Failure to comply with safety rules will result in disciplinary action and possible removal from UNICOR. Any injury must be reported immediately to a supervisor. Inmate work areas are to be kept neat and clean at all times. UNICOR inmates will receive training in the use of power tools and will sign acknowledging this training prior to being permitted to use power tools.

7. **Tool and Equipment Control:** All inmate employees of UNICOR are required to follow established procedures with regard to tool control. No tools issued in the factory are allowed to be

taken from UNICOR. Inmates are responsible for all tools and other equipment assigned to them. Repairs and adjustments, etc., will be made by qualified Staff only. Unsafe or defective tools or equipment will be reported immediately to a supervisor. Inmates are to perform only such work as designated by the supervisor. Operation of machines or performing any work which is not officially assigned is prohibited.

8. **Incentive Awards:** UNICOR has an inmate incentive awards program to recognize significant contributions to the corporation. Also, UNICOR authorizes awards to inmates whose suggestions or inventions result in a savings to UNICOR.
9. **Performance Evaluations:** UNICOR employees will receive a performance evaluation semi-annually. A copy will be sent to the unit team to be included in the central file.
10. **Quality:** Quality workmanship is the number one priority in UNICOR. As such, it is critical inmates adhere to the given standards for product quality. Inmate workers who display poor work quality are subject to several of the following actions: loss of benefits such as vacation credit or longevity pay, demotion to a lower pay grade, reassignment to another job, recommendation for disallowance of industrial good time (if applicable), or recommendation for removal from UNICOR.

D. FOOD SERVICE: The Food Service Department is dedicated to providing nutritious and palatable meals. The meals are based on the National Menu developed by the Central Office National Food and Farm Administrator in cooperation with Food Service Administrators throughout the Bureau of Prisons. Changes to the National Menu will be considered once each fiscal year from the food preference surveys compiled at each institution and submitted to the Food Service Program Coordinator in Central Office.

The Food Service Administrator maintains an open door policy for any issues, concerns, suggestions, or complaints which arise. If there is a problem with your meal, bring it to the attention of one of the Food Service Staff Members on the serving line. If you are unable to have the problem corrected, see the Assistant Food Service Administrator or the Food Service Administrator.

To participate in the Certified Food Program, you must submit an Inmate Request to Staff Member to the Chaplain and then be interviewed by the Chaplain. If you are approved to participate in the Certified Food Program, you will be approved for either the mainline self-selection portion or the Certified Food portion. Your commissary account will be monitored for purchases that violate the conditions of the Certified Food Program. If you violate these conditions, it will be recommended that you be removed from the program.

Your dietary needs can ordinarily be met through mainline self-selection. The Nutritional Information fact sheets are posted in the dining hall for you to consult when determining your dietary needs. The following meals are served at this institution: regular meals, no meat option, heart healthy meals, and certified food program meals. If you have a medical condition that requires other preparation, you must consult your health care provider. Inmates housed in Special Housing may request either the regular meal, no meat, or no pork meal. If an inmate is already approved for the certified food meal program, they will be provided that meal.

Fresh fruit at breakfast is available to everyone. At the lunch meal, if you choose the heart healthy meal, you are limited to the food items in your pre-plated meal and 1 piece of fresh fruit. No other dessert or main line items are authorized. If you choose a regular, no pork, or no meat meal, you may choose either of the dessert offerings. There are no fruit or dessert items on the evening meal.

No food items to include fruit will be allowed to leave the dining hall with the exception of diabetic snacks. You are not to bring anything into the dining hall at any time. This includes but is not limited to the following: commissary purchases, laundry bags, drinking or coffee cups, weight belts, plastic containers of any kind, coffee cups, books, magazines, radios, newspapers, plastic bags, playing cards, legal work, writing or drawing materials. You are permitted to bring condiments in their original container into the dining hall. You are not authorized to refill your condiment container. If you are found refilling your condiment container, you will be subject to disciplinary action. Condiments are defined as items such as mustard, ketchup, hot sauce, mayonnaise/salad dressing, etc. No other food items will be brought into the dining hall, and any other food items found will be confiscated. There will be no combing of hair at any time while in the Food Service Department as this is a sanitation issue.

The meal schedule for Food Service is as follows:

Monday - Friday

Continental Breakfast	6:15 AM - until closing
Lunch	10:30 AM - until closing
Dinner	After 4:00 PM Count until 10 minute after the last unit is called.

Saturday, Sunday & Holidays

Continental Breakfast	7:00 AM - until closing
Brunch	11:00 AM - until closing
Dinner	After 4:00 PM Count until 10 minutes after the last unit is called.

As a reminder, the regular menu, heart healthy menu, and no meat menus are all available during the lunch and dinner meals. Eat what you take and take only what you will eat. A **choice** of fresh fruit or a baked dessert item is offered with most meals.

FOOD ITEMS ARE NOT PERMITTED TO BE TAKEN FROM THE DINING HALL.

Clothing apparel for the Dining Hall will be:

Monday - Friday (Breakfast and Lunch meals): Clean institution trousers, shirt, socks, belt and shoes. (Shirts must be tucked in and buttoned with the exception of the top button.)

Saturdays, Sundays, Holidays, and Evening Meals: Inmates may wear athletic wear.

Inmates will not be allowed in the dining room with torn, soiled, odorous, or wet apparel. Tank-tops, sleeveless shirts, or cut-offs are not permitted. Shoes with socks will be worn with the leisure wear. No shower shoes are allowed. Hats will not be authorized in the Dining Hall, and will be removed upon entrance, except for authorized religious headgear. All religious medallions worn around the neck (crosses, rosaries, medicine pouches, etc.) shall be worn UNDER the shirt.

Inmates must enter the Dining Hall through the door closest to the Chapel only. The door closest to Commissary is the exit door. Upon entering the Dining Hall, inmates will remain in line until directed by the Lieutenant/Designee to move to the other line. Jumping line is not authorized. Inmates caught jumping line will be subject to appropriate disciplinary action. While waiting in line, inmates will not place their foot on the wall. Inmates on a special diet will not be allowed to jump line but will remain in line until it is their turn. Inmates requiring assistance with meal trays (wheel chairs or crutches) will have the assisting inmate identified by staff. This inmate will not jump line but wait his turn. Wheel chair bound inmates and inmates with crutches will find a table and remain there until an assisting inmate arrives with his tray. All inmates will be required to present their inmate identification card for electronic scanning before receiving their meals. Any inmate that attempts to receive more than one meal per serving time may be subject to disciplinary action. Inmates are not authorized to roam or visit in the Dining Hall. Inmates will not be allowed to go in and out of the Dining Hall to check Commissary, talk with friends, etc. Once an inmate leaves the Dining Hall, he will not be allowed back in, unless he is a scheduled Food Service worker. Inmates will consume their meal and depart the Dining Hall.

Inmates assigned to work in the Dining Hall/Kitchen will be appropriately dressed in the institution issued white uniform with safety shoes when they report for work. Food Service inmate workers are authorized to wear a coat, hat, and scarf during the fall and winter months, however, inmate workers are not to wear these items during work hours in the department. All above-mentioned items will be properly stored in the designated area only. No other items are authorized to be brought into your work area.

E. EDUCATIONAL PROGRAMS: A variety of educational and vocational training programs are provided by the institution to afford you an opportunity to further your education and chances for employment upon release. A brief description of the education and training programs available to you are:

1. **Vocational Training:** Inmates who have a verified High School Diploma or GED certificate and are not deportable aliens, have the opportunity to develop a marketable skill in the areas of

Carpentry, Horticulture, and Culinary Arts.

2. **General Educational Development Program:** All inmates who do not have a verified High School Diploma or GED certificate are required to complete 240 hours of instruction in the Literacy Program, unless otherwise exempted by policy. The Violent Crime Control Law Enforcement Act (VCCLEA) mandates an inmate with a date of offense on or after September 13, 1994, but before April 26, 1996, lacking a high school credential, participate in and make satisfactory progress toward attainment of a General Educational Development (GED) credential in order to vest earned Good Conduct Time (GCT). The Prison Litigation Reform Act (PLRA) provides that in determining GCT awards, the Bureau of Prisons will consider whether an inmate with a date of offense on or after April 26, 1996, has earned or is making satisfactory progress toward attainment of a GED credential.

An incentive award of \$25.00 is given upon successful completion of the GED program. Also, as an added incentive, an annual graduation ceremony is conducted to recognize those who have completed educational programs during the year. Graduates are given certificates of achievement, a tassel, and two complementary pictures of themselves in cap and gown. Incentives consisting of certificates are also given to students upon completion of specific achievement levels or when selected as "Student of the Month."

3. **English As a Second Language (ESL):** ESL is a mandatory program for those inmates who have limited proficiency in the English language.

An incentive award of \$25.00 is given upon successful completion of the ESL program. Also, as an added incentive, an annual graduation ceremony is conducted to recognize those who have completed educational programs during the year. Graduates are given certificates of achievement, a tassel, and two complementary pictures of themselves in cap and gown. Certificates are also given to students who have been selected as "Student of the Month."

4. **Apprenticeship Training:** Inmates who have a verified High School Diploma or GED certificate and are not deportable aliens, may apply for enrollment in the Cook Apprenticeship program during enrollment periods. Final selection into the program is made by the Apprenticeship Committee.
5. **Parenting Program:** This program focuses on parenting skills and offers counseling for inmates and families. All inmates are encouraged to enroll.
6. **Pre-Release Program:** The Education Department offers a variety of pre-release programming designed to assist the inmate in preparing for a successful return to society. This program is available to all inmates.
7. **Recreation:** The Recreation Department is designed to give every inmate an opportunity to participate in either a physical or nonphysical activity. You might choose to develop your own program, or join in on our structured league programs.

The Recreation Department consists of three areas: the Gymnasium, Outside Recreation Yard and Leisure Center (arts and crafts/music areas).

MAJOR ORGANIZED AND INFORMAL SPORTS AND FITNESS ACTIVITIES: The FCI will provide the facilities and equipment for the following activities:

Basketball	Racquetball	Bocce Ball
Soccer	Handball	Volleyball
Horseshoes	Jogging/Walking	Softball
Wiffleball	Flag Football	Indoor Floor Hockey
Physical Fitness and Health Education Programs		

Unsportsmanlike conduct in any recreational activity will not be tolerated. Inmates violating this rule will be subject to disciplinary action.

TABLE GAMES: The FCI will provide the facilities and equipment for the following table games:

Backgammon	Checkers	Spades	Other Table Games
Bid Whist	Dominoes	Table Tennis	
Billiards	Foosball	Bridge	
Gin	Chess	Pinochle	

Various table games and supplies are available to be checked out through the Recreation Department and unit. The Recreation Department will require an inmate to purchase any equipment with a short expectancy life for unorganized recreational activities.

MUSIC PROGRAM: Inmates wanting to participate in the Recreation Department's music program must receive an orientation from the recreation staff before utilizing the music rooms or equipment. Spectators will not be authorized in these rooms.

SPECIAL ACTIVITIES AND PROGRAMS: Special programs and activities are planned throughout the year. These may include such things as special movies, holiday sporting events, holiday tournaments/contests, and inmate music shows.

ARTS AND HOBBYCRAFT: The main art and hobby craft area is located in the leisure center. Limited programs are available in the living units. For a detailed list of the art and craft items available, see the Recreation Department.

Prior to utilizing this area, you must receive an art/hobby craft orientation from the Recreation Department. To be considered for this program, submit an Inmate Request to Staff Member, to any Recreation Staff Member, indicating which activity you would like to enroll in. You will then be placed on a waiting list and notified when an opening becomes available. All participants enrolled in the programs limited to the indoor recreation areas will be issued a storage locker. A combination padlock must be purchased within 14 days of the date the locker was issued to each participant or he will be dropped from the program.

For the hours of operation, see the Recreation Department. More detailed information is provided in the Education and Recreation Handbook.

8. **Leisure Library:** FCI Schuylkill has a limited, but very good, library which includes leisure reading materials, periodicals, and reference books. In addition, the Education Department offers an inter-library loan program. Book request forms are available in the Education Department's library or book room. For further information, contact any member of the Education Department staff.

The Leisure Library is open Monday through Thursday from 7:30 AM - 10:15 AM; 11:30 AM - 3:30 PM; and 5:30 PM - 8:30 PM. On Fridays, the Leisure Library is open from 7:30 AM - 10:15 AM and 11:30 AM - 3:30 PM. On Saturdays, Sundays, and Holidays, the Leisure Library is open from 7:00 AM - 3:30 PM. The Leisure Library is closed on Thanksgiving and Christmas Day.

- F. **COUNSELING ACTIVITIES:** There are many alternatives for inmates who have personal problems and desire to correct them. These include Alcoholics Anonymous, Self-Image groups and other voluntary groups. In addition, professional staff who are trained in the various Social Science fields are available. Inmate participation in these activities will be encouraged upon the staff's assessment of inmate needs, but participation in such activities is voluntary.

The staff of each unit are available for both informal sessions and formal group counseling activities.

- G. **PSYCHOLOGY SERVICES:** The Psychology Department consists of two Psychologists, five Drug Treatment Specialists, and one Psychology Technician.

- * Chief Psychologist, Chapel Area
- * Drug Abuse Program Coordinator, Unit 1
- * Residential Drug Treatment Specialists, Unit 1
- * Non-Residential Drug Treatment Specialist, Unit 2
- * Psychology Technician, Chapel Area

The Psychology Services Department at FCI Schuylkill is open weekdays from 7:30 AM - 4:00 PM.

Referrals can be made in either of two ways: staff referral or self-referral through an Inmate Request to a Staff Member to the Psychology Department. If a crisis exists, any staff member can contact a member of the Psychology Department for you. You can also talk with a member of the Psychology Department at mainline. Priority services include suicide prevention, intake screening, the Drug Abuse Programs, treatment of major mental disorders, and crisis intervention. Other services may include adjustment counseling, short term individual counseling, group therapy, and pre-release counseling.

1. **Suicide Prevention:** It is not uncommon for people to experience depression and hopelessness while they are in jail or in prison, particularly if they are newly incarcerated, are serving a long sentence, are experiencing family problems or problems getting along with other inmates, or receive bad news. Sometimes, inmates consider committing suicide due to all of the pressure they are experiencing. Staff are trained to monitor inmates for signs of suicidality and are trained to refer all concerns to the Psychology Department. However, staff do not always see what inmates see. If you are personally experiencing any of the problems noted above, or you or another inmate are showing signs of depression (sadness, tearfulness, lack of enjoyment in usual activities), withdrawal (staying away from others, reducing phone calls and/or visits), or hopelessness (giving away possessions, stating that there is nothing to live for), PLEASE alert a staff member right away. YOUR INPUT CAN SAVE A LIFE!!
2. **Intake Screening:** All FCI inmates must complete a Psychology Services Screening. This will be accomplished shortly after arrival in R&D and will be conducted by a Psychologist. The purpose of the interview is to gather psychological information about an inmate and determine if the inmate has any mental health needs.
3. **Crisis Intervention:** Psychologists are available to see inmates who are experiencing acute signs of distress at most any time. If an inmate is experiencing an acute psychological emergency, a Psychologist is on call 24 hours a day, seven days a week. Therefore, an inmate who is suicidal, severely distressed, or may have a significant family crisis has access to services, if needed.
4. **Group Counseling:** The Psychology Department provides educational and therapeutic groups that address special concerns faced by inmates. The group schedule and classes offered varies, but in the past have included Criminal Lifestyles, Relapse Prevention, Drug Education, and Anger Management.
5. **Self-Referrals:** If an inmate wants consultation with a Psychologist, they must fill out an Inmate Request to Staff Member form, addressed to the Psychology Department, and place it in the institution mail. Requests may also be sent electronically. Normally, the inmate will be seen by a psychology staff member within two weeks. In an emergency situation it is imperative that the inmate notify a staff member that they require immediate attention so that Psychology Services can be contacted.
6. **Other Referrals:** Inmates may also observe unusual behavior in other inmates that signal the need for psychological intervention. In these cases, inmates are encouraged to inform staff so that the individual may receive assistance from Psychology Services.
7. **Self-help Programs:** A Twelve Step Group is available for inmate participation. These programs are monitored by the Psychology Department and usually meet once a week. They are chaired by other inmates and community volunteers and are available to any interested inmate. To volunteer for these self-help programs, inmates need to submit an Inmate Request to Staff Member to the Drug Treatment Specialist.
8. **Psychology Treatment Programs:** With the exception of the Residential Drug Abuse Program, there are currently no residential Psychology Treatment Programs at FCI Schuylkill. If you have a history of substance abuse or a sexual offense, you may request transfer to an institution with one of these programs. Otherwise, inmates are transferred to other institutions for Psychology Program purposes. You can talk with a member of the Psychology Department if you are interested in the

drug abuse or sexual offender program.

9. **Sexually Abusive Behavior Prevention and Intervention Program:** Please see Appendix V at the end of this handbook for information regarding sexual abuse prevention.
10. **Psychiatry Services:** We do not have a psychiatrist on staff at FCI Schuylkill. For those inmates who require psychotropic medication for the treatment of a major mental illness, Health Services will monitor your medication needs.

H. DRUG ABUSE PROGRAM: There are three tiers to the Bureau of Prisons Drug Program: 1. Drug Abuse Education, 2. Non-Residential Treatment, and 3. Residential Drug Abuse Program.

According to policy, inmates sentenced or returned to custody as a parole/probation violator after September 30, 1991, and determined by Unit Team and/or Drug Abuse Treatment Staff through screening to meet one of the four requirements listed below will be required to complete the Drug Education class:

1. There is evidence in the PSI that alcohol or other drug use contributed to the commission of the instant offense; or
2. Alcohol or other drug use was a reason for a violation either of supervision or BOP community status for which the inmate is now incarcerated; or
3. The inmate was recommended for drug programming during incarceration by the sentencing judge;
4. There is evidence of a history of alcohol or other drug use.

Those who refuse to participate, withdraw, are expelled or otherwise fail to meet attendance and examination requirements shall be held at the lowest pay grade within the institution and shall be ineligible to work in UNICOR.

1. **Drug Abuse Education:** This program is open and offered to all inmates on a continual basis. Some inmates are mandatorily required to attend and participate in this program. The program is approximately 15 hours in length. The purpose of the course is to inform inmates on the consequences of abuse and addiction and to motivate inmates needing treatment to apply for other programs. Inmates interested in volunteering for the Drug Education Class need to submit an Inmate Request to Staff Member to the Drug Abuse Treatment Specialist.
2. **Non-Residential Drug Abuse Treatment:** This is available to inmates with substance abuse problems. The purpose of this program is to afford all inmates with a drug problem the opportunity to receive drug treatment. The program is 12 to 24 weeks in length. A small monetary incentive is available for inmates who complete this part of the program. Inmates who have graduated from an institutional Residential Services program are required to take the Non-Residential Drug Abuse Treatment Program. Inmates interested in volunteering for the Non-Residential Drug Abuse Treatment Program must submit an Inmate Request to Staff Member to the Drug Treatment Specialist.
3. **Residential Drug Abuse Program:** To qualify to participate in this program, an inmate must have a substance abuse history and be within 36 months of his projected release date. If qualified to participate, an inmate who meets the early release eligibility criteria outlined in Program Statement 5331.02, Early Release Procedures under 18 U.S.C. 3621(e), may receive an early release. If interested, send an Inmate Request to Staff Member to the Drug Treatment Specialist when you near the date in which you are 48 months prior to your projected release date.

I. ESCORTED TRIPS: Bedside visits and funeral trips may be authorized for inmates when an immediate family member is in critical condition or has died. All expenses will be borne by the inmate, except for the first eight hours of each day the escorting employee(s) is(are) on duty. There are occasions when an escorted trip is not approved, even when all policy-required conditions have been met, based on a determination there is a perceived danger to Bureau of Prisons staff during the proposed visit, or the security concerns about the

individual outweigh the need to visit the community.

- J. CENTRAL INMATE MONITORING SYSTEM:** The Central Inmate Monitoring System (CIMS) is a method for the Bureau's Central and Regional Offices to monitor and control the transfer, temporary release and participation in community activities of inmates who pose special management considerations. Designation as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities. All inmates who are designated as CIMS cases will be so notified by their Case Manager.
- K. MARRIAGES:** Schuylkill County requires both prospective parties to apply for the marriage license, in person, at the courthouse, or also by videoconference. There is a fee set by the county. Marriages will take place on the first Wednesday of June each year. See Institution Supplement 5326.05B, Marriages of Inmates for further details.
- L. RELEASE PREPARATION PROGRAMMING (RPP):** The Release Preparation program is designed to assist inmates in preparing themselves for release. Inmates will be given aid in developing plans for their personal lives and for work. These programs offer classes and information seminars concerning the personal, social and legal responsibilities of civilian life. Routinely scheduled information sessions with U.S. Probation Officers, other agencies and employers are available.

Release preparation begins at initial commitment, extends through confinement and eventual release to the community. All sentenced inmates will be strongly encouraged to participate in the Release Preparation Program. A calendar of RPP activities for each year is posted in the Units. Also, releasing inmates are encouraged to have a release portfolio in their possession prior to release consisting of: a resume, a social security card, an education transcript and original certificates (or copies) earned while incarcerated (i.e., GED, VT):

RPP courses at FCI Schuylkill fall under the following six core topic areas and are the responsibility of the noted departments.

- A)Health and Nutrition (Recreation)
- B)Employment/Job Fair (Education)
- C)Personal Finance/Consumer Skills (Education)
- D)Information/Community Resources (CMC)
- E)Release Requirements and Procedures (Unit Team)
- F)Personal Growth and Development (Various)

Any inmate interested in these programs should submit an Inmate Request to Staff Member to the specific department responsible, or to the CMC who is the Release Preparation Program Coordinator.

- M. RELIGIOUS PROGRAMS:** Bureau institutions offer a wide range of religious programs to inmates. Staff Chaplain(s) of specific faiths are available, as well as contract and volunteer representatives of other faiths. The religious diet program, holiday observances and other worship activities are coordinated through the Chaplain's office. Further information about these programs is available in the orientation program and from the Chaplain(s).

Inmates who wish to participate in such annual religious observances as ceremonial meals, fasts, and days of work proscription, should complete the "Sign-up for Religious Observances Form", which is available in the Chapel. Inmates who complete the form will have their names entered into the lists and will see their names posted on TRULINCS. The form is easy and quick to fill out. However, take care to make sure the information is accurate and complete, and do not remove any pages or otherwise take apart the form before submitting it to the Religious Services staff.

Inmates on callout and/or a roster to attend Religious Services Programs must be dressed in the proper attire (khakis or Food Service whites) with their shirts tucked into their pants. Inmates must also bring their commissary cards to assist the Chaplains in rapidly checking in participants for religious services. Inmates are reminded that the Chaplains are responsible for inmate accountability. Therefore, all inmates on callout/roster are expected to appear at the chapel or have their detail supervisors call to have their absences excused. Inmates who wish to make the noon (Zhuh) prayer may request in writing to be placed on the callout to return to their cells between 12:30 PM - 1:30 PM for this purpose.

Speech or any other forms of communication that promotes violence or terrorism, denigrates others, or challenges the authority of the Bureau of Prisons will result in cancellation of the religious program at which it occurs.

The Chapel schedule is intended to provide each faith group one worship program and one educational program, or the equivalent in cases where this is not practically possible. Religious volunteers may be used to supplement the basic Chapel schedule when they are available. Rescheduling of cancelled programs is not guaranteed.

Inmates participating in the Religious Diet (“Common Fare”) program are expected to refrain from eating main line and order only those commissary items which are religiously certified. Unauthorized possession of food which should have been consumed in the dining hall may result in being cited for a violation of the Religious Diet program. Violations may incur a period of suspension from the program, ranging from up to thirty days for the first violation to a full 365 days for subsequent violations. All inmates who have business related to Common Fare may be placed on callout, ordinarily on Thursdays, for resolution. This includes initial program applicants, appeals for program suspension, and requests for reinstatement following expiration of the suspension period.

Inmates of all faith groups and creeds may apply for participation in the faith-based Threshold program. This program takes six months to complete. Various faith-based programs to train inmates in re-entry skills may also be offered, and one-on-one spiritual counseling and assessment is available. Also, FCI inmates interested in the 18-month Life Connections program, which will require transfer to another institution, should ask the Chaplains for the date of the next orientation and application session.

N. FINANCIAL RESPONSIBILITY PROGRAM: Working closely with the Administrative Office of the U.S. Courts and the Department of Justice, the Bureau administers a systematic payment program for court-imposed fines, fees and costs. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include: Special assessments imposed under 18 USC 3013, Court Ordered Restitution, fines 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).

Institution staff assist in 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. If an inmate refuses to meet his obligations, or does not make scheduled payments, he is considered to be in FRP Refuse status. If you enter FRP Refuse Status, you are subject to the following consequences:

Where applicable, the Parole Commission may be notified,

You may not receive performance pay above the maintenance pay level, bonus pay, or vacation pay,

You may not be placed into UNICOR, and/or will be removed from the UNICOR waiting list,

You may be subject to a monthly commissary spending limitation more stringent than the monthly commissary spending limitation set for all inmates. This more stringent commissary spending limitation is \$25 per month, excluding purchases of stamps and telephone credits. If you are a common-fare participant, Kosher/Halal certified shelf stable entrees to the extent that such purchases are allowable under pertinent Bureau regulations. You may not be permitted to make any special purchases,

You will not be considered for Residential Reentry Center placement,

You may not receive a release gratuity unless approved by the Warden,

You may not receive an incentive for participation in residential drug treatment programs,

Your score in “living skills” and “program participation” on the Custody Classification form (BP-

338) will be zero, regardless of any program achievement, and

You will be placed in a Common Area Cell, in-lieu of a two man cell.

If you are placed in FRP Refuse status and wish to return to participate status, see your assigned Case Manager.

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, housing assignment, eligibility for community activities and institutional program changes.

You may be identified for priority consideration for UNICOR employment if you have court ordered financial obligations totaling at least \$1,000.00, with no outside resources. The minimum payment for UNICOR inmates will be \$25.00 per quarter for pay Grade 5.

UNICOR Grades 1, 2, 3, and 4 will pay a minimum of 50% of their earnings, each month, toward their financial obligation, if earnings of at least \$50.00 are achieved during the pay month.

- O. MEDICAL/DENTAL CARE:** The overall Bureau Health Care Delivery System includes local medical facilities, as well as the Bureau's major medical center facilities. See Appendix I for Health Care Rights and Responsibilities.

On-site medical care is available 16 hours a day, from 6:00 AM to 10:00 PM. Medical emergencies occurring between the hours of 10:01 PM to 6:00 AM will be routed through the Lieutenants Office.

All inmates will be charged a co-payment fee of \$2.00 per health care visit, which applies to:

Inmates on chronic care who request to be seen because of other reasons not related to their chronic care problems,

Inmates who are found responsible through the Disciplinary Hearing process to have injured an inmate, who, as a result of the injury requires a health care visit,

Inmates who request to be seen on sick call or request an appointment with any health care provider.

Further information regarding the health care co-payment can be found in Program Statement P6031.02, Inmate Copayment Program.

Inmates who wish to be seen for routine care or medical problems are to report to sick call for triage.

A Health Services Staff Member performs rounds in the Special Housing Unit, on a daily basis.

Always present your identification card when requesting Health Care.

1. **Triage:** For sick call appointments, you must report to the Health Services Department between 6:30 AM and 7:00 AM, Monday, Tuesday, Thursday, and Friday. UNICOR inmates should be present by 6:45 AM. As per triage guidelines, you can be seen any time from the same day until 14 days from when you were triaged. If you are to be seen the same day, you will be given an appointment slip with the date and time of your appointment. Upon receipt of the appointment slip, you must report to your assigned work detail and present your sick call appointment slip to your work supervisor. If you are not seen on the same day, you are responsible to check the daily call-out sheet in order to ensure you do not miss your scheduled appointment. You are responsible for reporting to your scheduled appointment on time. If you arrive late and do not have an acute ailment, you will be directed to report back on the next available triage day. Your Work Supervisor will allow you to return to the Health Services Department during the move before your appointment.

There is no "walk-in service" If you missed triage and feel you need to be seen, notify your supervisor or another staff member so Health Services can be contacted for further instructions.

No sick call will be conducted on Wednesdays. This day is for A&O physical exams and laboratory testing.

You will be assigned a Mid-level Practitioner who will examine, evaluate, treat and follow through with your treatment. If you desire to see a physician, you must first be seen by your assigned Mid-level Practitioner. You will be referred to the Physician if needed. If you still desire to see the Physician, submit an e-mail via TRULINCS requesting to see the Physician.

Inmates who request a physical are required to submit an e-mail via TRULINCS to their assigned Primary Care Provider. If you meet the criteria for a physical, an appointment will be scheduled accordingly.

2. **Dental Sick Call:** Dental sick call is reserved for patients with dental emergencies. Most true dental emergencies involve pain and/or swelling, usually due to broken teeth, decayed teeth, a lost filling or gum problems. **If you are not sure if you have a dental emergency, go to sick call to be evaluated.** You must report to sick call between 6:30 AM and 7:00 AM on Monday, Tuesday, Thursday, and Friday. Bureau of Prisons policy permits only emergency care to be delivered at sick call.

You will have to return to work and give an appointment slip to your work supervisor. Your supervisor will allow you to go to Health Services on the move before your appointment.

Routine Dental Care: The following procedures are considered routine dental care: cleanings, permanent filings, dentures and checkups. To obtain this type of care, submit an e-mail via TRULINCS. Make certain your name and register number are in the request and it is addressed to the Dental Clinic. Your name will be placed on the routine care list and you will receive treatment when your name reaches the top of the list.

Dental Emergencies: If you suffer a dental injury or any other significant dental event after sick call has been held or outside normal working hours, have your work supervisor or the Unit Officer call the Dental Clinic during the day.

3. **Emergency Medical Treatment:** All emergencies or injuries will be given priority treatment. Appropriate medical care will be provided by institution medical staff. Medical coverage during evenings, weekends and holidays will be limited to the treatment of acute medical problems only.
4. **On-the-Job Injuries:** If you are injured while performing an assigned duty, you must immediately report this injury to a work supervisor. The work supervisor will then report the injury to the Safety Manager. The inmate may be disqualified from eligibility for lost-time wages or compensation if he fails to report a work injury promptly to a work supervisor or if the inmate fails to follow proper safety procedures. Your work supervisor must be notified of your injury so medical staff can be notified.

5. **Medications - Pill Line:** Medications are dispensed at the pharmacy PILL LINE, at the following times:

Monday through Friday -

- 6:00 AM – Insulin
- 6:30 AM to 7:00 AM
- 11:30 AM to 12:15 PM (Pick up)
- 4:30 PM to 4:45 PM (Insulin)
- 8:00 PM to 8:30 PM (Pill line meds only)

Weekends and Holidays -

- 7:00 AM to 7:30 AM
- 4:30 PM to 4:45 PM (Insulin)
- 8:00 PM to 8:30 PM

6. **Over-the-Counter (OTC) Medication:** Many over-the-counter medications are available for purchase in the Commissary (see Commissary list of available products). Inmates may be directed

to purchase available medications by their Health Care provider. Further information concerning this program may be obtained in Program Statement P6541.01, Over-the-Counter Medications.

7. **Physical Examination (Admissions):** All new commitments (non-transferees) and supervision violators will undergo a complete medical history review and medical examination within 14 days of arrival. Dental examinations will be conducted within 30 days of arrival. **“Inmates may refuse medical attention/procedures, but NOT a MEDICAL EXAMINATION”.**
8. **Preventative Health Care Examinations (under 50):** Inmates under the age of 50, who have not received a physical examination within three years, are eligible to request an exam. Inmates must submit an e-mail via TRULINCS their assigned Primary Care Provider requesting an examination. Your name will be then placed on a waiting list, and you will be seen as scheduling permits. Testing will be ordered as clinically indicated.
9. **Preventative Health Care Examinations (over 50):** Inmates who have reached the age of 50 and have been in the system for more than one year, may request a physical examination yearly. To request an examination, submit an e-mail via TRULINCS to the assigned Primary Care Provider. Your name will be placed on a waiting list and you will be seen as soon as scheduling permits. The examination will include an electrocardiogram, a rectal examination with hemocult testing, and tonometry for glaucoma screening. Testing will be ordered as clinically indicated.
10. **Physical Examination (Release):** Inmates being released from custody prior to one year of the previous physical examination, may request a complete examination. To request this examination, submit an e-mail via TRULINCS to the assigned Primary Care Provider Medical Records Department. Your name will be placed on a waiting list and you will be seen as soon as scheduling permits.
11. **Optometry:** Inmates who wish to be seen for eye problems, eyeglasses or eyeglass prescriptions, are to submit an e-mail via TRULINCS to their assigned Primary Care Provider. If it is determined you meet the criteria for an eye examination by an Optometrist, your name will be placed on a waiting list and you will be seen on a first-come, first-serve basis. If you miss your appointment, your name will be deleted from the list.

Inmates are NOT authorized to obtain/purchase eyeglasses from outside sources. An Optometrist contracted by the Bureau of Prisons will provide access to a catalog depicting authorized frames for purchase utilizing funds from your Commissary account.
12. **Outside Consultant(s):** Health Services staff may arrange for inmate care to be provided by physicians from the local area. Examples of specialists who may visit our institution for consultation are Optometrist, Podiatrist, and Orthopedist. Inmates must be referred to a specialist through their Health Care provider.

Consultants will provide recommendations related to your medical condition. The final decision to act on these recommendations rests with the Clinical Director and/or Medical Officer. Any questions related to these recommendations should be addressed to the Clinical Director.
13. **Medical/Dental Grievances:** Health Services Administration is available at mainline to discuss inmate healthcare concerns. The Administrative Remedy process is available and may be utilized for medical/dental grievances.
14. **Advanced Directives “Living Wills”:** This option is available to the inmate population by requesting an appointment with your provider.
15. **Influenza:** The flu is a contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness, and at times can lead to death. Inmates with chronic illnesses will be offered the flu vaccine yearly according to the CDC’s guidelines. Every year in the United States, on average:
 - ➔ 5% to 20% of the population gets the flu;
 - ➔ more than 200,000 people are hospitalized from complications; and
 - ➔ about 36,000 people die from flu.

Some people, such as older people, young children, and people with certain health conditions (such as asthma, diabetes, or heart disease), are at risk for serious flu complications.

Symptoms of the flu include: fever (usually high), headache, extreme tiredness, dry cough, sore throat, runny nose, muscle aches.

Complications of the flu include: bacterial pneumonia, ear infections, sinus infections, dehydration, and worsening of chronic medical conditions, such as congestive heart failure, asthma, or diabetes.

How Flu spreads: Flu viruses spread mainly from person to person through coughing or sneezing of people with influenza. Sometimes people may become infected by touching something with flu viruses on it and then touching their mouth or nose. Most healthy adults may be able to infect others beginning one day before symptoms develop and up to five days after becoming sick.

Preventing the Flu: The single best way to prevent the flu is to get a flu vaccination each year. When the vaccine becomes available each year, inmates at risk with chronic illnesses will be offered the vaccine first. All others may request the vaccine through their assigned clinical provider. Some people should not be vaccinated without first consulting their provider; they include: allergy to eggs, people who had a reaction to the vaccine in the past, people who have developed Guillain-Barre syndrome, and children less than six months of age, people with a moderate or severe illness with a fever.

Cover your cough: Stop the spread of germs that make you and others sick. Serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and severe acute respiratory syndrome (SARS) are spread by coughing, or sneezing, and unclean hands. To help stop the spread of germs, cover your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands. Clean your hands after coughing or sneezing. Wash with soap and water. You may be asked to put on a surgical mask to protect others.

Flu Terms Defined:

* **Avian Flu** is caused by influenza viruses that occur naturally among wild birds. There is no human immunity and human vaccine is very limited.

* **Pandemic Flu** is a highly contagious flu virus that causes a global outbreak. Because there is little natural immunity, the disease can spread easily from person to person. Currently, there is no pandemic flu. The institution has a pandemic flu plan that will be utilized if there are any documented cases occurring in the world. Inmates may be quarantined or isolated during a pandemic. The institution may be placed on lockdown for social distancing. Inmates may be asked to wear a mask.

* **Seasonal (or common) Flu** is a respiratory illness that can be transmitted person to person. Most people have some immunity, and a vaccine is available.

Keeping hands clean is one of the most important steps inmates can take to avoid getting sick and spreading germs to others. It is best to wash your hands with soap and clean water for 20 seconds. You should wash your hands before preparing or eating food, after using the bathroom, after blowing your nose, coughing, or sneezing, and after handling garbage. It is best to make it a habit of washing your hands regularly throughout the day.

- P. WORK CALL/RECALL:** Work call is announced daily, Monday through Friday (except holidays). UNICOR work call is at 7:15 AM, and general work call is announced at 7:30 AM. Once the housing unit doors are opened for work call, inmates will not loiter in front of their assigned unit. Inmates will leave their assigned unit, report directly to work and refrain from standing outside of their job/education assignment until the compound is closed.

Recall from most work assignments will be announced at 3:30 PM daily and also on weekends and holidays. All inmates will return directly to their assigned units and to their assigned cells to prepare for the 4:00 PM stand up count. Inmates are not permitted to loiter on the compound and will continue to keep moving.

VII. CONTACT WITH THE COMMUNITY AND PUBLIC:

A. INSTITUTION ADDRESS, TELEPHONE NUMBER, DIRECTIONS TO FCI SCHUYLKILL, AND LOCAL TRANSPORTATION:

Staff Address: Staff's Name
Department
Federal Correctional Institution Schuylkill
PO Box 700
Minersville, PA 17954
570-544-7100

Inmate Address: Inmate's Committed Name
Register Number
Housing Unit
Federal Correctional Institution Schuylkill
PO Box 759
Minersville, PA 17954

Directions: FCI Schuylkill is located near the intersection of Route 901 and Interstate 81, exit 116.

From New York: I-78 West
PA 61 North toward Pottsville Exit 29B
PA 61 to Interstate 81 South
Take 81 South to Minersville Exit (116)
Make right hand turn at Stop Sign located at the end of the Exit
Make right at Institution Road, approximately a 1/4 mile from Exit
Stop Sign.

From Philadelphia: I-76 towards Valley Forge
I-76 to I-476 North, via Exit 331B toward Plymouth Meeting (Toll)
I-476 North to US 22 West, Exit 56 toward I-78 West-Harrisburg, PA
US 22 West to PA-61 North via Exit 29B toward Pottsville, PA
PA 61 North to Interstate 81 South
81 South to Minersville Exit (116)
Make right hand turn at Stop Sign located at the end of the Exit
Make right at Institution Road, approximately 1/4 mile from Exit
Stop Sign.

From Baltimore/Washington, DC: I-83 North toward York, PA
I-83 North to I-81 North via Exit 51B toward Hazleton, PA
I-81 North to Minersville, PA Exit (116)
Make left at Stop Sign located at the end of the Exit
Make right at Institution Road, approximately 1/2 mile from Exit Stop
Sign.

Local Transportation: There is no scheduled/set local transportation available for inmate visitors to FCI Schuylkill, as it is located in a very rural area. The closest available populous for lodging/emergency services, etc. is Frackville, PA, Minersville, PA, or Pottsville, PA. The Front Lobby Officer maintains a local telephone directory to assist visitors in obtaining local commercial transportation.

B. CORRECTIONAL SYSTEMS: Correctional Systems is located near the Administration Building, between the Mail Room and Health Services. The Department functions include the following areas: Records Office, Mailroom and Receiving and Discharge (R&D). The Mailroom services all incoming and outgoing inmate mail and R & D is responsible primarily for the admission and release of inmates.

1. **Open House:** Open house for inmates in matters relating to the Records Office, Mailroom and R&D, is conducted each Tuesday and Thursday, from 11:00 AM to 12:15 PM in the respective areas.
2. **Records Office:** The Records Office maintains all court documents and materials relative to an inmate's commitment for service of sentence. The Designation, Sentence and Computation Center (DSCC) will compute each inmate's sentence computation. An inmate will be provided 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, will be reviewed by Correctional Systems Officers (CSOs) upon an inmate's request for clarification, but further review may be required from the DSCC. The following are the applicable sentencing procedures for inmates housed in Bureau of Prisons custody:

Old Law - Pre CCCA: Applies to all sentences with a date of offense occurring prior to 11-01-1987. The following applies only to inmates sentenced for an offense committed prior to November 1, 1987.

"Good Time" awarded by the Bureau of Prisons under statutes enacted prior to November 1, 1987, has the effect of reducing the stated term of the sentence -- specifically, it advances the date when release will be mandatory if the offender is not paroled at an earlier date. The award of good time does not in itself advance the offender's release date. It has effect only if the offender would not otherwise be paroled before the mandatory date.

The behavior for which good time is awarded may also be considered by the Parole Commission in setting a parole date. This is not always done, however. Even when it is, the extent of the benefit to the offender may not be equivalent to the good time earned.

Inmate's serving an "Old Law" sentence may be entitled to receive Statutory Good Time, Extra Good Time, Community Corrections Center Good Time, and/or Lump Sum Award.

Sentencing Reform Act (SRA) From 11-01-1987 to 09-12-1994: Good Conduct Time (GCT) of fifty-four days may be earned for each full year served on a sentence in excess of one year, with the GCT being prorated for the last partial year. Such credit toward service of sentence vests at the time it is received. Credit which has been vested may not later be withdrawn, and credit which has been earned may not later be granted.

Violent Crime Control and Law Enforcement Act (VCCLEA) From 09-13-1994 to 04-25-1996: Good Conduct Time (GCT) of fifty-four days may be earned for each full year served on a sentence in excess of one year, with the GCT being prorated for the last partial year. Credit toward a prisoner's service of sentence shall not be vested unless the prisoner has earned or is making satisfactory progress toward a high school diploma or an equivalent degree.

Prison Litigation Reform Act (PLRA) From 04-26-1996 to PRESENT: Good Conduct Time (GCT) of fifty-four days may be earned for each full year served on a sentence in excess of one year, with the GCT being prorated for the last partial year. Fifty-four days of credit may be awarded **if** the inmate has earned or is making satisfactory progress toward earning a GED credential or high school diploma. Forty-two days of credit may be awarded **if** the inmate has not earned or is not making satisfactory progress toward earning a GED credential or high school diploma. GCT time shall vest on the date the prisoner is released from custody. This means all earned GCT for the year, or years, preceding the current or prorated year, is available for forfeiture throughout service of the sentence. GCT for the current or prorated year may be disallowed.

DC "Old Law": Offenses committed before April 11, 1987, are commonly referred to as "Old Law DC Sentences". Inmates sentenced for crimes committed during that period of time earn District of Columbia Good Conduct Credits for sentences of one month or longer and are eligible for parole and extra good time.

DC Good Time Credits Act: Offenses committed from April 11, 1987, through June 21, 1994, are under the District of Columbia Good Time Credits Act. Inmates sentenced under this act may

earn DC Institution Good Time, DC Education Good Time, extra Good Time, and are eligible for parole.

DC “Omnibus”: Offenses committed from June 22, 1994, through August 4, 2000, are commonly referred to as “Omnibus” sentences. They are imposed under the provisions of the Omnibus Criminal Justice Reform Act Amendment of 1994. Inmates sentenced under this act do not earn DC Institutional Good Time Credits or Extra Good Time; however, they are eligible to earn DC Educational Good Time Credits and are eligible for parole.

DC Sentencing Amendment Reform Act of 2000: Offenses committed on or after August 5, 2000, are under the provision of The Sentencing Amendment Reform Act of 2000. Under this act, good time is awarded the same as specified in Title 18 U.S. Code, Section 3624(b), which is the Prison Litigation Reform Act, at the rate of fifty-four days per year served. These sentences are not eligible for parole.

Military Sentences: All military sentences are computed by the U.S. Disciplinary Barracks, Leavenworth, Kansas. Any inquiries regarding a military sentence must be submitted to their office.

State Sentences: State sentences are computed by the state which relinquished custody to the federal authorities for the service of the state sentence. Any inquiries regarding a state sentence must be submitted to the respective state’s Department of Corrections.

3. **Mail Room:** Mail is processed and delivered Monday through Friday. Mail service is not available on weekends or holidays. Distribution of mail will be held daily by the Unit Correctional Officer upon completion of the 4:00 PM Count. Properly identified "Special Mail" will be opened in the inmate's presence and issued from the Mail Room, as soon as possible after receipt. Registered and Certified mail will be issued through the Unit Team.

Correspondence: In most cases, inmates are permitted to correspond with the public and family members without prior Staff approval. Inmates are responsible for the contents and context of all outgoing mail. Correspondence containing threats, extortion, etc. may result in prosecution for violation of Federal laws.

Inmates may be placed on restricted correspondence status, as a result of misconduct or a matter of classification. Notification of such placement will be given to the inmate, who will be afforded the opportunity to appeal the restriction.

Incoming Correspondence: There is no limitation on the number of incoming letters an inmate may receive; unless, however, the number received poses a burden on the institution. Inmates must instruct correspondents to include their register numbers and living units in the address, so mail delivery is not delayed. The mailing address is: Inmate Name, Register Number, Unit Quarters, FCI Schuylkill, PO Box 759, Minersville, PA 17954. Inmates must also advise correspondents that incoming mail must have a return address to be received at the institution.

Outgoing Correspondence: All outgoing inmate mail, except "Special Mail, MUST be unsealed at the time of mailing”. All outgoing mail must contain the inmate's committed name, register number and return address (to include the name of the institution) in the upper left hand corner of the envelope. Mailboxes for depositing inmate outgoing mail are located in all housing units. The Unit Officer will inspect and seal each outgoing item. The Compound Officer will collect all outgoing inmate mail for delivery to the Mailroom.

Outgoing Special Mail: Inmates will bring outgoing special mail to the Mail Room, Monday through Friday from 6:15 AM - 7:00 AM. Inmates housed in the Special Housing Unit will deliver their outgoing special mail to the Special Housing Unit Officer for forwarding to the Mail Room.

Inmates are required to place a TRULINCS-generated mailing label on all outgoing mail. If an inmate fails to place the TRULINCS-generated label on outgoing postal mail, the mail is returned to the inmate for proper preparation, in the same way outgoing mail is returned for failure to follow

other processing requirements, e.g. lack of return address, etc. Inmates should not be printing **any return address labels, such as Name, Register Number, FCI Schuylkill, etc.** Any outgoing mail with a printed, return address label will be rejected and disciplinary action may be taken for misuse of government property. Only inmates located in SHU are exempt from placing a TRULINCS generated label on mail.

Incoming Packages: Inmates may only receive packages with prior Staff authorization, which contain release clothing and/or medically approved devices. All unauthorized packages will be returned to the sender unopened with a notation indicating "No Prior Approval to Receive Package." An inmate requesting a package mailed to the institution must submit an Inmate Request to Staff Member to the appropriate Department as indicated below:

UNIT MANAGER: Release Clothing (30 days before release).

MEDICAL ADMINISTRATIVE OFFICER: Orthopedic shoes, arch supports, prescription eyeglasses, prosthetic devices and hearing aids.

The respective Department Head will review the request and advise the inmate of the decision. If the request is approved, a BP-331, Authorization to Receive Package or Property, will be completed. The Mail Room Officer will not accept any package unless the BP-331 is filed at the Mail Room.

Special Mail: Certain types of incoming correspondence are identified by policy as "Special Mail" to be opened only in the presence of the inmate. For this special handling to occur, Bureau policy requires the sender be adequately identified in the return address and the envelope is marked "Special Mail - Open Only in the Presence of the Inmate", or with similar language clearly indicating the particular letter qualifies as special mail and the sender is requesting the correspondence be opened only in the presence of the inmate. The inmate is responsible for advising any attorney, correspondence will be handled as special mail only if the sender is identified as an attorney and the envelope clearly states "Special Mail - Open Only in the Presence of the Inmate", or a similar statement.

"Special Mail" includes mail received from the following: President and Vice President of the United States, attorneys, Members of the U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excludes the Bureau of Prisons, but includes U.S. Attorneys), other Federal Law Enforcement officers, State Attorney General, Prosecuting Attorneys, Governors, U.S. Courts (including U.S. Probation Officers) and State Courts.

If adequate identification or the "Special Mail" marking does not appear on the envelope, mail will be treated as general correspondence and may be opened, inspected and read by Staff.

Clearly identified mail received from a Judge or from a Member of the United States Congress does not require the special mail marking. Such mail will be treated as "Special Mail" and will be opened in the inmate's presence.

Outgoing inmate "Special Mail" includes correspondence sent to the following: President and Vice President of the United States, the U.S. Department of Justice (including the Bureau of Prisons), U.S. Attorneys, Surgeon General, U.S. Public Health Service, Secretary of the U.S. Army, Navy or Air Force, U.S. Courts (including U.S. Probation Officers), Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorney Generals, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislatures, State Courts, State Probation Officers, other Federal and State Law Enforcement offices, attorneys and representatives of the news media.

Inmate outgoing "Special Mail" will be stamped with a notation advising the addressee the article was processed through special mailing procedures.

Inmate Correspondence with Representatives of the News Media: An inmate may correspond through "Special Mail" procedures with representatives of the news media, if specified by name or

title.

An inmate may not receive compensation or anything of value for correspondence with the news media, 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. Such correspondence will be opened by Staff, inspected for contraband, qualification as media correspondence and content which is likely to promote either illegal activity or conduct contrary to regulations.

Correspondence Between Confined Inmates: Correspondence between confined inmates may be permitted provided the inmates are immediate family members or parties or witnesses in a legal action in which both inmates are involved. Other exceptional circumstances may warrant inmate to inmate correspondence. Such correspondence will be inspected and read by Staff at the sending and receiving institutions. Inmate to inmate correspondence, at Federal Institutions, must be approved by the respective Unit Managers. All other inmate to inmate correspondence must be approved by the Warden of both institutions. **INMATE TO INMATE CORRESPONDENCE MAY NEVER BE SEALED.** In addition inmates can correspond electronically between confined inmates provided both institutions have access to TRULINCS. The same guidelines must be followed for electronic mail as other inmate correspondence.

Rejection of Correspondence: The Warden may reject inmate incoming or outgoing mail if it is determined to be detrimental to the security, good order or discipline of the institution, may cause harm to the public or promotes criminal activity. Some examples are:

Matter which is non-mailable under law or postal regulations;

Information of escape plots, plans to commit illegal activities or violations of institution rules;

Direction of an inmate's business (Prohibited Act 408). An inmate may not conduct a business while confined;

Matter which depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption;

Threats, Extortion, obscenity or gratuitous profanity;

Unauthorized inmate to inmate correspondence.

Notification of Rejections: When correspondence is rejected, the Warden will notify the sender in writing of the rejection and the reasons for the rejection. The inmate will be notified of the rejected correspondence and the reasons for such. Both sender and inmate will be informed of their rights to appeal.

Incoming Publications: The Bureau permits inmates to subscribe to and receive publications without prior approval. The term "publication" refers to a book, single issue of a magazine or newspaper or materials addressed to a specific inmate, such as advertising brochures, flyers and catalogues. All incoming publications may only be received from the publisher, a bookstore or a book club. It is the inmate's responsibility to ensure they are in compliance with limitations set forth in the current Program Statement and Institution Supplement regarding Inmate Personal Property. Additionally, the number of packages an inmate receives may be limited by Staff.

The Warden will reject a publication if considered detrimental to the security, good order or discipline of the institution. Publications which may be rejected must fall within the following criteria:

-Depicts or describes procedures for the construction or use of weapons, ammunition, bombs or incendiary devices;

- Depicts, encourages or describes methods of escape from correctional facilities, or contains blueprints, drawings or similar descriptions of Bureau of Prisons Institutions;
- Depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs;
- Is written in code;
- Depicts, describes or encourages activities which may lead to the use of physical violence or group disruption;
- Encourages or instructs in the commission of criminal activity;
- Contains computer information which may be detrimental to the security and good order of the institution.
- Is sexually explicit material by nature or content, poses a threat to the security, good order or discipline of the institution.

Inmates may receive soft cover publications (i.e. - paperback books, newspaper clippings, magazines and other similar items) **ONLY** from the publisher, book club, or from a book store.

Certified/Registered Mail: Inmate incoming certified and registered mail will be delivered to the inmate by Unit Staff. A receipt log will be maintained which the inmate is required to sign prior to receipt of the certified/registered item.

Outgoing registered/certified mail is sent first class at inmate expense. All costs are paid with use of postage stamps. Certified/registered slips, return receipt cards and postal cost charts for determining the costs of such services are available in the Inmate Law Library.

Inmate Funds Received Through The Mail: FCI Schuylkill **will not** accept any funds received through the mail. All deposits to Trust Fund accounts must be made through the centralized National Lockbox and/or Western Union's Quick Collect Program.

Change Of Address And Forwarding Of Mail: Inmate general correspondence will be forwarded to a new address for a period of thirty (30) days. Inmates being transferred or released from custody will be provided U.S. Postal Service Change of Address Cards to notify correspondents of a change in an address. After the 30-day forwarding period has expired, general mail received will be returned to the sender. "Special Mail" received for an inmate who has left the institution will be forwarded regardless of the thirty-day forwarding period.

4. **Receiving and Discharge:** All incoming and outgoing inmates and their personal property is processed through Receiving and Discharge (R&D).

Q. TELEPHONE: There are telephones in each housing unit for inmate use. Telephone calls will be made utilizing the Inmate Telephone System. No credit card calling, call forwarding, operator assistance, or three-way calls are permitted, and calls will be limited to 15 minutes in duration. Two Unit telephones will be turned on at 6:00 AM and remain on until 10:30 PM. One additional phone in each unit is on from 6:00 AM to 7:30 AM and from 10:30 AM to 12:30 PM and from 4:00 PM to 10:30 PM. Inmates are not permitted to utilize the telephone during assigned working hours, unless authorized by staff. Unauthorized use of the telephone will result in disciplinary action. Unless under restriction, each inmate is permitted up to 300 minutes of telephone usage per month.

Monthly telephone minutes will reset for each inmate on a particular day of the month based on the 5th digit of the register number (see chart):

- 0 - 1st
- 1 - 4th
- 2 - 7th
- 3 - 10th
- 4 - 13th
- 5 - 16th
- 6 - 19th
- 7 - 22nd
- 8 - 25th
- 9 - 28th

A legal and/or emergency telephone call **MUST** be requested, in writing, to the Unit Manager. To be eligible for a legal telephone call, you must show that you have an imminent court deadline, which cannot be met through legal mail or visiting procedures. Emergency telephone calls must be verified by staff, prior to being eligible for an emergency telephone call. **Inmates' will be responsible for the expense of all telephone usage.** Inmates may review their telephone lists at the TRULINCS computer stations located in the housing Units. An inmate wishing a printout of his account information or telephone list he can obtain one through the TRULINCS computer stations at a charge of 3 TRULINCS credits per page. After requesting the copy, the printout may be accessed at the TRULINCS print station located in the FCI Library. In the event a PAC number is compromised, inmates are to immediately report this to a Unit Staff Member. A \$5.00 replacement fee will be charged when a replacement PAC is required.

Telephones are to be used for lawful purposes only. Threats, extortion, etc. may result in prosecution. All inmate telephones are subject to monitoring and recording. To request an unmonitored legal telephone call, you must send an Inmate Request to Staff Member to your Unit Manager. All telephone usage must be in accordance with the current Program Statement regarding Telephone Regulations.

Inmates are limited to five (5) social phone calls per day, at a 300 minute minimum per month. 1-800 numbers are not authorized. Each call will be limited to fifteen minutes in duration with a minimum of one hour between calls so all inmates may have an opportunity to use the telephones. It is expected each inmate handle his calls in such a manner which will allow equal access to the phones by all inmates. Telephones will not be used to conduct a business.

Inmates in Disciplinary Segregation and Administrative Detention may make one phone call every month, provided they are not on telephone restriction, in accordance with policy.

Institution Staff phones may not be used without permission of a Staff member and Staff's presence is required.

Inmates may add phone numbers through the computerized TRULINCS system. Inmates can have 30 active phone numbers.

Providing false information in the submission of a telephone number is a Prohibited Act (Code 397) and is subject to appropriate Disciplinary Action. Phone numbers with associated false names and addresses are prohibited. Duplicate phone numbers shared by multiple inmates, except for limited and specified correctional reasons, such as shared immediate family members, are also prohibited. Every phone number you wish to have added to your telephone list, must include the full name and relationship of the person to you. If you have a question regarding the legitimacy of a duplicate number, you share with another inmate; inform your Unit Team in writing for a determination.

- R. VISITING:** Inmates are encouraged to have visits to maintain family and community ties. General population visiting is held Thursday through Sunday, from 8:30 AM to 3:00 PM. Special Housing Unit visiting is only held on Thursday, from 8:30 AM to 3:00 PM, and visits will be limited to no more than three hours in length. No visitors will be processed after 2:30 PM. Monday, Tuesday and Wednesday are non-visiting days. It is the inmate's responsibility to advise their prospective visitors of the visiting hours and visitor dress requirements.

Inmates called for a visit are authorized to utilize the walkway depicting "Staff Escort Only" in route to the Visiting Room.

1. **Points:** Visiting will be limited to a 8-point basis each month. Regular weekday visits, regardless of length, will count as one full point. Weekend and holiday visits, regardless of length, will count as two points. No more than six visitors per inmate will be permitted at one time, and no more than four visitors may be adults.
2. **Visiting List:** New commitments to FCI Schuylkill must submit an immediate family member visiting list, to their Counselor for approval. **Ordinarily**, immediate family members (wife, children, parents, brothers, and sisters), as verified in the Pre-sentence Investigation Report, do not need to submit a BP-629, Visitor Information Form. All other visitors must complete and mail a

BP-629, directly to the Unit Counselor. The BP-629 should be mailed to the Counselor at least four weeks in advance of the intended visit. Be advised that if a prospective visitor provides false information on the Visitor Information Form, and/or does not report convictions, the applicant may be denied visiting privileges and may be required to wait six months before reapplying. Prospective visitors may also be denied based on a lack of prior relationship or if their background and/or information presented indicates a potential threat to the security or orderly operation of the institution or Visiting Room. Visiting lists and BP-629's for inmates transferred to FCI Schuylkill will be reviewed by the Counselor, prior to approval. All approved visitors will be placed on your visiting list. You may request a copy of your approved visiting list from your Counselor. Inmates may have up to ten friends in addition to immediate family and other relatives.

Visitors arriving who are not on the "**AUTHORIZED VISITING LIST**" will not be approved to visit. Approved visitors may be rejected or turned around as a result of lack of identification, improper attire, disruptive behavior, or failure to follow established rules and procedures.

3. **Clothing:** The Front Lobby Officer will ensure that all visitors are dressed appropriately. No khaki color clothing, sunglasses (except prescription), hats (including baseball) except religious. See-through blouses, sleeveless blouses, tank tops, miniskirts, spandex pants and shorts that expose the knee or above are not considered appropriate apparel and will not be authorized. Only children under 16 years old are permitted to wear shorts. Normally, the Front Lobby Officer will use his/her own discretion. When there is a question, the Front Lobby Officer will notify the Operations Lieutenant of any potential visitor considered not to be appropriately dressed. The Lieutenant or Institution Duty Officer will then proceed to the Front Lobby and make a determination as to whether the visitor is appropriately dressed.

Visitors are permitted to carry only the following items into the Visiting Room: clear see-through change purses or billfolds, and reasonable baby care items (5 diapers, one pacifier, baby formula in see-through plastic bottles, and baby food in see-through plastic containers.) Life saving medications will be identified and exhibited to the Visiting Room Officer for documentation and accountability. The Visiting Room Officer will maintain control of the medications during the visit. Strollers and other carrying devices will not be allowed. Normally, the Medical Department will provide wheelchairs. All items must be capable of being searched prior to entering the Visiting Room. Visitors are permitted to bring in a reasonable amount of money for the vending machines, and a single key to open their vehicle door. All other items must be secured in their vehicle. No personal property will be secured in the Front Lobby.

Inmates must wear institution clothing (khakis) when reporting for a visit, with the exception of inmates housed in the Special Housing Unit. Inmates will dress in clean clothing that is in good repair and in good taste. Tank tops, muscle shirts, shorts, altered clothing and sweat clothing are not authorized. Hats and sunglasses are not approved for wear. (Exception: religious headgear, prescription glasses, and comb). The only jewelry inmates are permitted to wear into the Visiting Room is wedding bands and one religious medallion. All other items, jewelry, and watches, will be secured in the inmate's unit before entering the Visiting Room. Inmates are not authorized to wear supplemental clothing underneath their institution khakis during inmate social visits. Inmates will be allowed to wear boots issued from the Laundry, purchased through the Commissary, or transferred from other BOP institutions. Tennis shoes are authorized with an appropriate "soft shoe pass" from Health Services.

4. **Rules:** All visits will begin and end in the Visiting Room. Kissing, embracing and handshaking is allowed only on arrival and departure at the Officers' Station in the Visiting Room. Excessive physical contact will result in termination of the visit and disciplinary action. Inmates will be responsible for their conduct as well as the conduct of their visitors (this includes children).

Layered clothing, sweat pants, or sweat shirts are not authorized to be worn underneath khakis.

The Visiting Room Officer will assign each visitor to a specific seating configuration. Inmates will be required to remain in their assigned seats throughout the visit. Physical contact between inmates and adult visitors during the visit is prohibited. Physical contact is authorized between inmates and their children.

The Visiting Room Officer will ensure all visits are conducted in a quiet, orderly, and dignified manner.

Visits may be terminated that are not conducted in an appropriate manner.

Inmates are not authorized to handle money.

Visitors and inmates are prohibited from sharing food or drink items. Inmates will only consume unopened items purchased from the vending area. Inmates are not authorized to be in or around the vending areas.

Inmates are required to remain in their assigned seats at all times, with the exception of approaching the Officer's Station.

Inmates are prohibited from conversing with other visitors, other than those assigned to his seating configuration.

Visiting Room Officers will assign seats to inmates and their visitors. Inmates from the Special Housing Unit will be seated closest to the Officers' desk.

Inmates will not be allowed to move about the Visiting Room. The vending and children's area is off limits to inmates.

Use or possession of any form of tobacco products by inmates or visitors, is prohibited.

No items may be exchanged in the Visiting Room.

If the Visiting Room becomes overcrowded, the Visiting Room Officers will ask for volunteers to end their visit. Then if needed, visits will be terminated based upon criteria to include: visitors arriving first, distance traveled, number of previous visits, any recent terminations, etc.

Any act or effort to violate the visiting guidelines may result in disciplinary action against the inmate, which may include the denial of future visits. Furthermore, criminal prosecution may be initiated against the visitor, the inmate, or both, in the case of criminal activity.

5. **Identification of Visitors:** Identification is required for all visitors. This **must** include a State Driver's License or State identification card, (this must include a valid state or federal form of identification) with full names and signatures affixed. All visitors must have at least one form of photo identification. Birth Certificates are not considered proper identification. **Persons without proper identification will not be permitted to visit.**

Inmate visitors arriving in Van Services or shared rides, must instruct the driver to wait to ensure they gain approved entrance. In addition, visitors must have a means of contacting their driver if an emergency arises requiring visitors to leave early. Otherwise, visitors will be instructed to call a cab to depart the institution grounds.

6. **Entrance Procedures:** Visitors may be asked to submit to a search and will be checked with a metal detector. Persons who do not pass the metal detector will not be permitted in. The only exception will be for visitors who have a verified and current medical identification card which will not allow them to pass through a metal detector. Visitors must present this medical card every time they wish to visit. Visitors' purses, attorneys' briefcases, etc. will also be searched. Other personal articles belonging to visitors must be placed in their vehicles. Visitors may also be subject to a search via an ion spectrometry device, and they will also be subject to random pat searches. Any visitor who does not successfully pass these search procedures will not be permitted entrance.

Visitors are permitted to bring money into the Visiting Room to purchase items from the vending machines. Also, a reasonable amount of diapers and other infant care items and sanitary napkins may be brought into the Visiting Room. These items will be kept at the Officers' desk until

departure. Car seats or child carriers are prohibited. No food may be brought into the Visiting Room.

Prescription drugs must be in the original bottle with the prescription name on it. These drugs will be kept at the Officers' desk until departure.

7. **Special Visits:** Visits to inmates hospitalized in the community may be restricted to immediate family and are subject to the general visiting policy of that hospital. In case of a family emergency and/or other event, "special visits" may be arranged through the inmate's Unit Team.
8. **Visits with News Media Representatives:** Requests can be initiated by an inmate or the media representative and must allow a reasonable amount of time before the interview. To request a news media interview, an inmate must send a cop-out to the Executive Assistant for review. Final approval of all interview requests must come from the Warden. Inmates will be notified of each interview request and must sign a written consent before each interview. Inmates must also authorize staff to respond to comments made in the interview and to release information to the news media relative to the inmate's comments.

- S. EMAIL/TRULINCS:** There are computers in each housing Unit for inmate use. Inmates are allowed 100 active email addresses. Inmates must sign an Inmate Agreement form before utilizing the email system. Inmates will need their register number, Personal Access number (PAC) and PIN number to access TRULINCS. Email access is limited to 15 minutes duration providing the inmate has adequate TRULINCS credits. Computers are available from 6:00 AM to 10:00 PM. Inmates are not permitted to utilize the computer systems during working hours, unless authorized by staff. Unauthorized use of email will result in disciplinary action.

The email system (TRULINCS) is to be used for lawful purposes only. Threats, extortion, etc., may result in prosecution. All inmate emails are subject to monitoring. All email usage must be in accordance with the current Program Statement: Trust Fund Limited Inmate Communication Services (TRULINCS).

Inmate in Disciplinary Segregation and Administrative Detention will not have access to the TRULINCS system.

Providing false information regarding an email address is a Prohibited Act (Code 397) and may result in appropriate Disciplinary Action.

- T. DIPLOMATIC CONTACTS:** Inmates who are not United States Citizens and wish to contact their diplomatic representatives may contact the Unit Team and request the appropriate address and/or telephone number. Occasionally, diplomatic representatives will initiate a request to contact inmates from their respective countries. Should this occur, the appropriate inmates will be notified and afforded the opportunity to meet with their representative.

VIII. ACCESS TO LEGAL SERVICES:

A. LEGAL REPRESENTATION:

1. **Correspondence:** Legal correspondence from attorneys will be treated as "Special Mail" if it is marked properly. The envelope must be marked with the attorney's name and an indication he or she is an attorney and the front of the envelope must be marked "Special Mail - Open Only in the Presence of the Inmate." It is the responsibility of the inmate to advise his or her attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence.
2. **Visits:** Attorneys are encouraged to visit during the regular visiting hours. However, visits from an attorney may be arranged at other times based on the circumstances of each case and Staff availability. Attorney visits will be subject to visual monitoring, but not audio monitoring.

Attorney visits during non-visiting hours must be prearranged, 24 hours in advance through the inmate's Unit Team.

During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval from the Unit Team. Legal material can only be transferred through the mail. The Unit Team will bring legal materials to the Visiting Room and at the end of the day, will pick up the legal material.

3. **Telephone Calls:** In order to place an unmonitored telephone call between an attorney and an inmate, the inmate must request an unmonitored phone call, via an Inmate Request to Staff Member, to his Unit Manager, and must provide proof of an imminent legal deadline which cannot be met through regular legal mail or visiting procedures. Telephone calls placed through the regular inmate telephones are subject to monitoring. For specific criteria regarding unmonitored telephone calls, Program Statement 5264.07, Telephone Regulations for Inmates, must be reviewed.

- B. LAW LIBRARY:** The Law Library is supervised by the Supervisor of Education. All legal research will be conducted on Electronic Law Library terminals. There are seven terminals and a printer located in the FCI Main Law Library, one terminal on each side of the FCI housing Units, and one terminal and printer in the Special Housing Unit. Federal Register documents, Institution Supplements, and the Black's Law Dictionary are maintained in hard copy format and are available in the FCI main Law Library and in the Special Housing Unit. Typewriters and a photocopier are available in the FCI main Law Library. Inmates are required to purchase printwheels, correction tapes, typewriter ribbons, and a copy card for the photocopier. These items are available for purchase in the Commissary.

The Law Library is open Monday through Thursday, from 7:30 AM - 10:15 AM, 11:30 AM - 3:30 PM and 5:30 PM - 8:30 PM. On Fridays, the Law Library is open from 7:30 AM - 10:15 AM and 11:30 AM - 3:30 PM. On Saturdays, Sundays, and Holidays, the Law Library is open from 7:00 AM - 3:30 PM. The Law Library is closed on Thanksgiving and Christmas Day. Inmates found abusing Law Library equipment or materials or using the Law Library for anything other than its intended purpose will be subject to disciplinary action.

- C. NOTARY PUBLIC:** Under the provisions of 18 USC 4004, Case Managers are authorized to administer oaths. A recent change in the law allows a statement to the effect, the papers an inmate signs are "true and correct under penalty of perjury" which will suffice in federal courts and other federal agencies, unless specifically directed to do otherwise. Some states will not accept an oath administration 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.
- D. COPIES OF LEGAL MATERIALS:** In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. A debit-operated machine is available in the Education Department or Law Library for inmate use. Individuals who have no funds and who can demonstrate a clear need for particular copies may submit a written request to their Unit Team, via an Inmate Request to Staff Member, for a reasonable amount of duplication.
- E. FEDERAL TORT CLAIMS/PROPERTY LOSS OR DAMAGE:** If alleged negligence of Institution staff results in personal injury to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a Standard Form 95, which is available from the Safety Manager. Claims for property loss or damage may no longer be processed through the Federal Tort Claims Act. To file claims for personal property loss or damage, inmates should complete the proper form which is available through Safety, the Law Library, or the Unit Team.
- F. FREEDOM OF INFORMATION/PRIVACY ACT OF 1974:** The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the prior written consent of, the individual to whom the record pertained, except for specific instances. All formal requests for access to records about another person and/or agency record other than those pertaining to themselves (including Program Statements and Operations Memoranda) will be processed through the Freedom of Information Act, 5 USC 552.
- G. INMATE ACCESS TO CENTRAL FILES:** An inmate may request review of disclosable portions of his Central File. To review your Central File, submit an Inmate Request to Staff Member to your Case Manager.

- H. INMATE ACCESS TO OTHER DOCUMENTS:** An inmate can request access to the "Non-Disclosable Documents" in his Central File and Medical File, or other documents concerning him which are not in his central file or medical file, by submitting a "Freedom of Information Act Request" to the Director, Federal Bureau of Prisons, 320 First Street N.W., Washington, D.C. 20534, Attention: FOI Request. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. The inmate must also provide his registration number and date of birth for identification purposes. A request on behalf of an inmate by an attorney, for records concerning an inmate, will be treated as a "Privacy Act Request" if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

Inmates are prohibited from maintaining/obtaining copies of their Pre-Sentence Reports (PSI) or Statement of Reasons (SOR). Inmates are authorized to review their PSI or SOR, as scheduled with their Unit Team.

- I. EXECUTIVE CLEMENCY:** The Bureau advises all inmates, the President of the United States is authorized under the Constitution to grant executive clemency by pardon, computation of sentence, or reprieve. A pardon is an executive act of grace which is a symbol of forgiveness. It does not connote innocence nor does it expunge the record of conviction. A pardon can be in "full" or "partial" depending on whether it absolves a person from all or a portion of the crime. A pardon may have conditions imposed upon it or it can be "absolute," which is without conditions of any kind. A pardon restores basic civil rights and facilitates the restoration of professional and other licenses which may have been lost by reason of the conviction. Other forms of executive clemency include computation of sentence (a reduction of sentence imposed after a conviction) and a reprieve (the suspension of execution of a sentence for a period of time). Inmates should contact their Case Manager for additional information regarding this program.

- J. COMMUTATION OF SENTENCE:** The Bureau also advises inmates on commutation of sentences. This is the form of Executive Clemency Power used to provide post-conviction relief to inmates during their incarceration. This clemency power is authorized by the Constitution for the Chief Executive Officer, who is the President of the United States for federal offenses. Commutation of sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. Inmates applying for commutation of sentence must do so on forms which are available from the assigned unit team. The rules governing these petitions are available in the Law Library.

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

- K. COURT SECURITY IMPROVEMENT ACT AND RESULTING CONTRABAND:** On January 7, 2008, the Court Security Improvement Act of 2007 added two new provisions to the Federal Criminal Code. Title 18 U.S.C. § 1521 established a criminal offense for filing, attempting to file, or conspiring to file, a false lien or encumbrance against the real or personal property of a Federal Judge or Federal law enforcement officer. Title 18 U.S.C. § 119 established a criminal offense for making publicly available "restricted personal information" about a "covered person" with the intent to threaten, intimidate, or incite a crime of violence against such person. "Covered person" includes court officers, jurors, witnesses, informants, and Federal law enforcement officers, including Bureau of Prisons staff. Documents which can be used to harass or threaten "covered persons", can constitute violations of these criminal statutes. Such documents are contraband and will not be authorized for inmate possession.

All inmates are prohibited from obtaining, possessing, or creating Uniform Commercial Code (UCC) financing statements and similar forms. All inmates are also prohibited from obtaining or possessing any documents which contain unauthorized personal information, including, but not limited to, home address, home telephone number, social security number, personal email, or home fax number of any "covered person" or their immediate family members. If you have a legitimate reason for possession of such information, e.g., you are a relative of a "covered person", you should notify your Unit Staff of this fact. If you are found to be in possession of these types of documents or information without authorization, the items will be confiscated. You will be subject to inmate discipline, and your case may be referred for possible

federal criminal prosecution. You may use the Administrative Remedy process to challenge the confiscation or rejection of such materials.

IX. PROBLEM RESOLUTION:

- A. INMATE REQUEST TO STAFF MEMBER:** The BP-148, Inmate Request to Staff Member, commonly called a "Cop-Out", is used to make a written request to a staff member. Any type of request can be made with this form. "Cop-Outs" may be obtained in the housing units from the Correctional Officer or Unit Staff. Staff Members who receive a "Cop-Out" will answer the request in a reasonable period of time. The answer will normally be written on the bottom of the request form. Additionally, Department Heads may be contacted via Electronic Request to Staff.
- B. ADMINISTRATIVE REMEDY PROCESS:** The Administration of FCI Schuylkill emphasizes and encourages the resolution of complaints at the lowest possible level. Inmates ordinarily resolve their complaints through direct contact with staff or with a written "Cop Out." When this process is not successful, the inmate may choose to file a formal complaint through the Administrative Remedy Program. This program has been established to address any complaint concerning an inmate's confinement with the exception of Tort Claims, Inmate Accident Compensation, Freedom of Information/Privacy Act requests and complaints on behalf of other inmates. Please note that the Administrative Remedy process is the appropriate avenue to address any problems you may have regarding decisions made by the Designations and Sentence Computation Center, after you have contacted Records Office staff about such matters. All informal and formal complaint forms are available through your Unit Team.

The first step of the Administrative Remedy Procedure is to contact your Counselor and discuss your problem with them. The Counselor may offer advice and guidance in trying to resolve the issue without filing a formal request. If this is not possible, the Counselor will begin the process by issuing you an Informal Resolution form (commonly called an 8 ½). Upon return of this completed form to your Counselor, the Counselor will then contact the Staff Member involved and attempt to resolve the issue informally within a reasonable amount of time. When this is not possible, the inmate will be issued a Request for Administrative Remedy (BP-229). The inmate will return the completed forms (8 ½ & BP-229) to the Counselor who will deliver it to the Administrative Remedy Coordinator. The BP-229 complaint must be filed within twenty (20) calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within the required period of time. Institution Staff have twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. The time limit for the response may be extended for an additional twenty (20) calendar days, but the inmate must be notified of the extension.

If the inmate is not satisfied with the response to the BP-229, he may file an appeal to the Regional Office within twenty (20) calendar days from the date of the BP-229 response. The Regional Office Appeal is written on a Regional Administrative Remedy Appeal (BP-230) form and must have a copy of the BP-229 form and response attached. The BP-230 must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. The inmate must be notified of the extension.

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 Central Office Administrative Remedy Appeal (BP-231) must have copies of the BP-229 and BP-230 forms with responses.

The BP-231 must be answered within forty (40) days, but the time limit may be extended an additional twenty (20) days if the inmate is notified.

Time Limits (in calendar days)

Filing:

BP-229: 20 days of incident or basis of claim
BP-230: 20 days from date of BP-229 response
BP-231: 30 days from date of BP-230 response

Response Due:

BP-229: 20 days
BP-230: 30 days
BP-231: 40 days

Response Extension:

BP-229: 20 days
BP-230: 30 days
BP-231: 20 days

- C. **SENSITIVE COMPLAINTS:** If an inmate believes a complaint is of a sensitive nature and he would be adversely affected if the complaint became known to the institution, he may file the complaint directly to the Regional Director, using a BP-230 form. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Administrative Remedy Coordinator agrees the complaint is sensitive, it will be accepted and a response to the complaint will be processed. If the Regional Administrative Remedy Coordinator does not agree the complaint is sensitive, the inmate will be advised in writing of the determination. If the complaint is not determined to be sensitive, it will not be returned. The inmate may then pursue the matter by filing a BP-229 at the institution.

X. DISCIPLINARY PROCEDURES:

- A. **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 Committees (UDC) and for more serious or repetitive 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.
- B. **INMATE DISCIPLINE INFORMATION:** If a Staff Member observes or believes he or 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 will 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. An informal resolution of the incident may be attempted by Staff, where appropriate.

If an informal resolution is accomplished, the incident report will not be placed in the inmate's central file. Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the greatest or high severity category. Violation in the greatest and high severity levels must be forwarded to the Discipline Hearing Officer for final disposition. If an informal resolution is not accomplished, the disciplinary process will resume where the informal resolution was attempted.

- C. **INITIAL HEARING:** Inmates must ordinarily be given an initial hearing within five (5) working 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 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 Warden must approve any extension beyond five (5) work days. The inmate will be provided with reasons for any extension. The UDC will either make final disposition of the incident or refer it to the Discipline Hearing Officer for final disposition.
- D. **DISCIPLINE HEARING OFFICER (DHO):** The Discipline Hearing Officer (DHO) conducts disciplinary hearings on serious rule violations. The DHO may not act on a case which has not been referred by the UDC.

An inmate will be provided with advance written notice of the charges not less than 24 hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time Staff Member of his choice to represent him, if requested. An inmate may make statements in his own defense and may produce documentary evidence. The inmate may present a list of witnesses and request they testify at the hearing. Inmates may not question a witness at the hearing; the Staff Representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness(es) to the DHO if there is no Staff Representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

The inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged maybe excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. Final disposition is made by the DHO.

- E. **APPEALS OF DISCIPLINARY ACTIONS:** Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. Appeals are made to the Warden (BP-229), Regional Director (BP-230), and the Central Office (BP-231). 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.

The Staff Member who responds to the appeal may not be involved in the incident in any way.
These include UDC members, the DHO, the Investigator, the Reporting Officer and the Staff Representative.

F. SPECIAL HOUSING UNIT STATUS: There are two categories of special housing. These are Administrative Detention and Disciplinary Segregation. A Unit Staff Member will visit the Special Housing Unit on a daily basis.

1. **Administrative Detention** - separates an inmate from the general population. To the extent practical, inmates in Administrative Detention will be provided with the same general privileges as inmates in general population. An inmate may be placed in Administrative Detention when the inmate is in holdover status during transfer, is a new commitment pending classification, is pending investigation or a hearing for a violation of Bureau regulations, is pending investigation or trial for a criminal act, is pending transfer, for protection, or is finishing confinement in Disciplinary Segregation.
2. **Disciplinary Segregation** - is used as sanction for violations of Bureau rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will be impounded. Inmates placed in Disciplinary Segregation are provided with blankets, a mattress, a pillow, toilet tissue and shaving utensils (as necessary). Inmates housed in the Special Housing Unit will be given the opportunity to shower on Sundays, Tuesdays and Fridays. Inmates may normally possess legal and religious materials while in Disciplinary Segregation.

Also, Staff will provide no more than 5 paperback books of non-legal reading material. Inmates in Disciplinary Segregation will be seen by a member of the Medical Staff daily including weekends and holidays. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular reviews of their housing status.

Special Housing Unit expectations:

- All food items must be placed in the shelves under the bed.
- Shower shoes will be placed under the bed in an orderly fashion.
- If personal items cannot be neatly placed, it/they will not be allowed in the cell.
- No items (milk containers, fruit, etc.) will be placed on the window sills.
- Inmates will not be authorized to maintain Food Service utensils in their cell.
- Paper will not be placed over cell lights, sheets will not be placed over windows.

XI. PROHIBITED ACTS AND DISCIPLINARY OFFENSES:

The list of prohibited acts are divided into four separate categories based on severity - Greatest, High, Moderate, and Low. The specific prohibited acts are listed in Appendix III. **Aiding, attempting, abetting, or making plans to commit any of the prohibited acts is treated the same as committing the act itself.** . The list of available sanctions for committing prohibited acts are also listed in Appendix III. If you commit repetitive prohibited acts, increased sanctions can be imposed. Imposition of a sanction requires that the inmate first is found to have committed prohibited act.

Inmates found in possession of an electronic communication device or related equipment may be charged with a violation of Code 108, Possession, Manufacture, or Introduction of a Hazardous Tool, or Code 199 most like Code 108, and will be subject to available sanctions if found to have committed the prohibited act. An electronic communication device may include, but is not limited to, cell phones, blue tooth sets, MP3 devices, Ipods, Global Positioning Satellite devices (GPS), or any type of recorder. Related equipment may include, but is not limited to, cell phone or other battery chargers, sim cards, or computer storage devices.

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 as violent (an inmate who, per the VCCLEA 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.

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 as violent and for a PLRA inmate. All High severity level charges must be referred to the DHO.

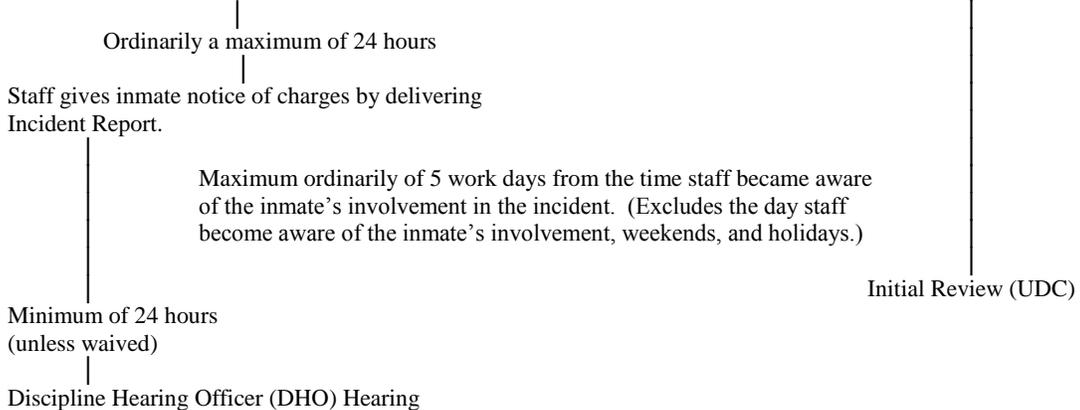
Moderate Severity Level Offenses. The DHO imposes at least one sanction A through M, but except as noted in the sanction, may suspend any sanction(s) imposed. Sanction B.1 ordinarily must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. Except for charges referred to the DHO, the 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 as violent or for a PLRA inmate if the inmate had been found to have committed two moderate offenses during the inmate's current anniversary year (the 12-month period for which an inmate may be eligible to earn good conduct time). 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.

Low Severity Level Offenses. The DHO shall impose 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 as violent or for a PLRA inmate if the inmate had been found to have committed three low severity level offenses during the inmate's current anniversary year. The UDC must document the reasons why a charge for such an inmate was not referred to the DHO.

Suspensions of any sanction cannot exceed six months. Revocation and execution of a suspended sanction require that the inmate first is found to have committed any subsequent prohibited act. When an inmate receives an Incident Report while on a DHO-imposed, but suspended sanction, the new Incident Report is to be 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.

SUMMARY OF INMATE DISCIPLINE SYSTEM

Staff becomes aware of inmate's involvement in incident or once the report is released for administrative processing following a referral for criminal prosecution.



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 reinstate disciplinary proceedings. The requirements then begin running at the same point at which they were suspended.

XII. RELEASE:

A. FINES AND COSTS: In addition to jail time, the court may impose a committed or non-committed fine and/or costs. Committed fines means the inmate will stay in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 USC, Section 3569 (Pauper's Oath). Non-committed fines have no condition of imprisonment based on payment of fines or costs, however, an Installment Agreement must be signed by the inmate prior to release to a Community Corrections Center or the community.

B. DETAINERS: Warrants based on pending charges, overlapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions will be accepted as detainers. Detainers and outstanding charges can have an effect on institutional programs. Therefore, it is very important the inmate initiate efforts to clear these cases to the degree he can.

Federal and State detainers may be quickly processed under the procedures of the "Interstate Agreement of Detainers." This agreement applies to all detainers based on pending untried charges which have been lodged against an inmate by a "member" state, including the U.S. Government. 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 because, in some states, the detainer notice may start the time running for a Speedy Trial Act agreement. Contact the Records Office during Open House hours for information to resolve detainers.

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

Inmates are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment (EXCEPTIONS: inmates sentenced before September 6, 1977, and inmates with a minimum parole eligibility of ten years). If the inmate chooses not to appear before the Parole Board within the first 120 days of commitment, a waiver must be given to the Case Manager prior to the time of the scheduled Parole Hearing. This waiver will be made part of the Parole Commission file and the inmate's Central File.

All inmates who previously waived a Parole hearing are eligible to appear before the Parole Board at any regularly scheduled hearing after they waive. Application for a Parole hearing must be made at least 60 days before the first day of the month of the hearings.

The Parole Board conducts hearings at most Bureau institutions every two months. Parole hearings are conducted at FCI Schuylkill.

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

Following the hearing, the inmate will be advised of the tentative decision reached in the case by the hearing examiners. The recommendations of the hearing examiners must be confirmed by the Regional Office of the Parole Board. This confirmation usually takes at least three to four weeks and is made through the mail on a form called a "Notice of Action." This decision may be appealed by the inmate. Forms for appeal may be obtained from Case Managers.

If granted a presumptive parole date, a Parole Progress Report will be forwarded to the Parole Board eight months before the parole date, to grant an effective parole date.

Parole may be granted to a detainer or for the purpose of deportation.

The inmate should have an approved residence and an approved employer before being released on parole.

Inmates serving DC Superior Court sentences are eligible to apply for parole in the same manner as U.S. District Court commitments, if they are eligible. The United States Parole Commission will conduct the hearing in a federal institution.

D. RELEASE PLANNING: If granted parole by the U.S. Parole Commission, the Commission will require an

approved parole plan prior to release. An approved release plan consists of an offer of employment and a place to reside. The job must pay at least minimum wage and normally may not require extensive travel. The place to reside must be a reputable establishment, but can be almost anywhere (parents, wife, friend, YMCA, etc.). The proposed parole plan is thoroughly investigated by the U.S. Probation Officer and must be approved. The parole plan is part of the material which is submitted in connection with the parole hearing. The Unit Team submits the inmate's release plans to the U.S. Probation Officer approximately 90 days before the scheduled parole date.

- E. RESIDENTIAL REENTRY CENTER TRANSFERS:** Inmates who are nearing release and who need assistance in obtaining a job, residence or other community resources may be transferred to a Residential Reentry program.

The Bureau's Community Corrections Branch supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Residential Reentry Manager (RRM) links the Bureau of Prisons with the U.S. Courts, other Federal agencies, State and local Governments and the community. Located strategically throughout the country, the RRM's are responsible for developing and maintaining a variety of contract facilities and programs.

Community Programs have three major emphases:

1. Residential Community-based programs provided by Residential Reentry Centers and local detention facilities,
2. Programs which provide intensive non-residential supervision to offenders in the community, and
3. Programs which board juvenile and adult offenders in Contract Correctional facilities.

- F. COMMUNITY-BASED RESIDENTIAL PROGRAMS:** The community-based residential programs available include both typical Residential Reentry Centers and local detention facilities. Each provides a suitable residence, structured programs, job placement and counseling while monitoring the offender's activities. They also provide drug testing and counseling, and alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement. The inmate's payment rate during RRC residence is 25 percent of his income.

Most Bureau of Prisons community-based residential programs are provided in Residential Reentry Centers (RRCs). These facilities contract with the Bureau of Prisons to provide residential correctional programs near the offender's home community.

A RRC provides an excellent transitional environment for inmates nearing the end of their sentences. The level of structure and supervision assures accountability and program opportunities in employment counseling and placement, substance abuse and daily life skills. Programming through a RRC is designed to improve an inmate's ability to successfully reintegrate into society. In furtherance of this goal, all inmates deemed eligible will be referred for RRC placement. Referral to an RRC is a program assignment. If an inmate refuses RRC placement, the inmate will be subject to Disciplinary Action (Code 306 - Refusing to Accept a Program Assignment). RRCs provide a transitional service while the offender is finding a job, locating a place to live and reestablishing family ties.

CONCLUSION

Hopefully this information will assist you during your incarceration in federal custody. Feel free to ask any Staff Member for assistance, particularly Unit Staff. If you are not yet in custody and have been given this publication to prepare for commitment, the Bureau's Residential Reentry Manager or Staff at the institution can help clarify any concerns you may have.

I encourage you to utilize the information contained in this handbook as a guide during your daily institutional life. Additionally, I encourage you to capitalize on the many opportunities which are available to you to make positive changes in your life. As was previously stated, **START PREPARING FOR RELEASE NOW.**

This handbook is updated on at least a yearly basis. Any changes which affect this handbook, prior to the yearly update, will be posted on the Unit Bulletin Boards and/or on TRULINCS.

HEALTH CARE RIGHTS AND RESPONSIBILITIES (APPENDIX I)

RIGHTS

RESPONSIBILITIES

<p>1. You have the right to health services based on the local procedures at your institution. Health services include medical sick call and all support services.</p>	<p>1. You have the responsibility to comply with the local care policies of your institution. You have the responsibility to follow recommended treatment plans that have been established for you by the institution health care staff, to include proper use of medications proper diet, and following all health instructions with which you are provided.</p>
<p>2. You have the right to be offered a “Living Will”, or to provide the BOP with “Advance Directives” that would provide the BOP with instructions if <u>you are admitted as an inpatient at a hospital in the local community, or the BOP.</u></p>	<p>2. You have the responsibility to provide the BOP with the accurate information to complete the “Living Will”.</p>
<p>3. You have the right to participate in Health Promotions and disease prevention programs including educations regarding infectious disease.</p>	<p>3. You have the responsibility to maintain your health and not to endanger yourself, or others by participating in activities that could result in the spreading or contracting an infectious disease.</p>
<p>4. You have the right to know the name and professional credentials of your health care provider</p>	<p>4. You must respect the medical staff, and follow the instructions to maintain and improve your overall health.</p>
<p>5. You have the right to be treated with respect, consideration and dignity.</p>	<p>5. You have the responsibility to treat the staff with respect, consideration and dignity.</p>
<p>6. You have the right to be provided with information regarding your diagnosis, treatment and prognosis.</p>	<p>6. You have the responsibility to keep this information regarding your diagnosis, treatment and prognosis confidential.</p>
<p>7. You have the right to be examined in privacy.</p>	<p>7. You have the responsibility to keep this information confidential.</p>
<p>8. You have the right to obtain copies of the releasable portions of your health records.</p>	<p>8. You have the responsibility to keep this information confidential.</p>
<p>9. You have the right to address any concerns regarding your health care to any member of the institutional staff including your physician, the Health Services Administrator and members of your Unit Team and the Warden.</p>	<p>9. You have the responsibility to address your concerns the acceptable format, such as the Inmate Request to Staff Member form, open house or the accepted inmate grievance procedure.</p>
<p>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.</p>	<p>10. You have the responsibility to comply with prescribe treatment and follow the prescriptions orders. You also have the responsibility not to provide any other persons your medications or other prescribed items(s).</p>
<p>11. You have the right to be provided health and nutritional food. You have the right to be instructed regarding a healthy choice when selecting your food.</p>	<p>11. You have the responsibility to eat healthy and not abuse or waste food or drink.</p>
<p>12. You have the right to request a routine examination as defined by BOP policy. (If you are under the age of 50, once every three years, if over the age of 50, once a year)</p>	<p>12. You have the responsibility to notify medical staff of your wish to have an examination.</p>
<p>13. You have the right to dental care as defined by BOP policy to include preventative services, emergency care and routine care.</p>	<p>13. You have the responsibility to maintain your oral hygiene and health.</p>
<p>14. You have the right to a safe, clean and healthy environment including smoke free living areas.</p>	<p>14. You have the responsibility to maintain the cleanliness, safety and consideration of others. You have the responsibility to follow the smoking regulations.</p>
<p>15. You have the right to refuse medical treatment in accordance with BOP policy Refusal of certain diagnostic test for infectious diseases can result in administrative action against you.</p>	<p>15. You have the responsibility to be counseled regarding the possible ill effects that may occur as a result of your refusal. You also accept the responsibility to sign the refusal form.</p>
<p>16. You have the right to complain of pain, have your pain assessed by medical staff, and have pain treated accordingly.</p>	<p>16. You have the responsibility to be truthful and not overstate your complaint of pain, and to adhere to prescribed treatment plan.</p>

INMATE RIGHTS AND RESPONSIBILITIES (APPENDIX II)

INMATE RIGHTS	INMATE RESPONSIBILITIES
1. You have the right to expect that you will be treated in a respectful, impartial, and fair manner by all staff.	1. You are responsible for treating inmates and staff 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 voluntary worship.	3. You have the responsibility to recognize and respect the 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 opportunity to visit and correspond with family members and friends, and correspond with members of the news media, in accordance with Bureau rules and institution guidelines.	5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband, and not to violate the law or Bureau guidelines through your correspondence.
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 correspondence.	7. It is your responsibility to use the services of an attorney honestly and fairly.
8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.	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 use such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
10. You have the right to participate in educational, vocational training, counseling, and employment programs as resources permit, and in keeping with your interests, needs, and abilities.	10. You have the responsibility to take advantage of activities which will aid you to live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the participation in such activities.
11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family, in accordance with Bureau rules.	11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE – APPENDIX III

GREATEST SEVERITY LEVEL PROHIBITED ACTS

Code Prohibited Act

100	Killing
101	Assaulting any person, or an armed assault on the institution’s secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished)
102	Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified as Code 218 or 329)
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon
105	Rioting
106	Encouraging others to riot
107	Taking hostage(s)
108	Possession, manufacture, introduction or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device)
109	Not to be used
110	Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing
111	Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia not prescribed for the individual by medical staff
112	Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia not prescribed for the individual by medical staff
113	Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia not prescribed for the individual by medical staff
114	Sexual assault of any person, involving non-consensual touching by force or threat of force
115	Destroying and/or disposing of any item during a search or attempt to search
196	Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act
197	Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act
198	Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.

Available Sanctions for Greatest Severity Level Prohibited Acts:

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

HIGH SEVERITY LEVEL PROHIBITED ACTS

Code	Prohibited Act
200	Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours
201	Fighting with another person
202	Not to be used
203	Threatening another with bodily harm or any other offense
204	Extortion; blackmail; protection; demanding or receiving anything of value in return for protection against others, to avoid bodily harm, or under threat of informing
205	Engaging in sexual acts
206	Making sexual proposals or threats to another
207	Wearing a disguise or mask
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure
209	Adulteration of any food or drink
210	Not to be used
211	Possessing any officer's or staff clothing
212	Engaging in or encouraging a group demonstration
213	Encouraging others to refuse to work, or to participate in a work stoppage
214	Not to be used
215	Not to be used
216	Giving or offering an official or staff member a bribe, or anything of value
217	Giving money to, or receiving money from, any person for the purpose of introducing contraband or for 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, or 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 the use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff)
221	Being in an unauthorized area with a person of the opposite sex without staff permission
222	Not to be used
223	Not to be used
224	Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate)
225	Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct
226	Possession of stolen property
227	Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis)
228	Tattooing or self-mutilation
229	Sexual assault of any person, involving non-consensual touching without force or threat of force
296	Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act; special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence)
297	Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use; content of the call, or the number called; or to commit or further a High category prohibited act
298	Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.

Available sanctions for High Severity level prohibited acts:

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

MODERATE SEVERITY LEVEL PROHIBITED ACTS

Code Prohibited Act

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

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

Available sanctions for Moderate Severity level prohibited acts:

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

LOW SEVERITY LEVEL PROHIBITED ACTS

Code	Prohibited Act
400	Not to be used
401	Not to be used
402	Malingering, feigning illness
403	Not to be used
404	Using abusive or obscene language
405	Not to be used
406	Not to be used
407	Conduct with a visitor in violation of Bureau regulations
408	Not to be used
409	Unauthorized physical contact (e.g., kissing, embracing)

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

Available sanctions for Low Severity level prohibited acts:

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

Note: Aiding another person to commit any of these offenses, attempting to commit any of these offenses, or making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offenses itself.

INMATE CO-PAYMENT PROGRAM (APPENDIX IV)

Pursuant to the Federal Prisoner Health Care Co-payment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. § 4048), The Federal Bureau of Prisons provides notice of the Inmate Co-payment Program for health care.

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

B. Health Care Visits with a Fee:

1. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested, except for services described in section C., below.

These requested appointments include Sick Call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf for a health service not listed in section C., below, you will be charged a \$2.00 co-pay fee for that visit.

2. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit.

C. Health Care Visits with no Fee:

We will not charge a fee for:

1. Health care services based on health care staff referrals;
2. Health Care staff-approved follow-up treatment for a chronic condition;
3. Preventive health care services;
4. Emergency services;
5. Prenatal care;
6. Diagnosis or treatment of chronic infectious diseases;
7. Mental health care; or
8. Substance abuse treatment.

If a health care provider orders or approves any of the following, we will also not charge a fee for:

Blood pressure monitoring;
Glucose monitoring;
Insulin injections;
Chronic care clinics;
TB testing;
Vaccinations;
Wound Care; or
Patient education.

Your health care provider will determine if the type of appointment scheduled is subject to a copay fee.

D. Indigency: An indigent inmate is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days.

If you are considered indigent, you will not have the co-pay fee deducted from your Inmate Commissary Account.

If you are NOT indigent, but you do not have sufficient funds to make the co-pay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.

E. Complaints: You may seek review of issues related to health service fees through the Bureau's Administrative Remedy Program (see 28 CFR part 542).

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

The Federal Bureau of Prisons has a **zero tolerance** policy against sexual abuse. While you are incarcerated, **no one has the right to pressure you to engage in sexual acts**. You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior from another inmate or a staff member. Regardless of your age, size, race, ethnicity, gender or sexual orientation, you have the right to be safe from sexually abusive behavior.

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

§ **Write directly to the Warden, Regional Director or Director.** You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.

§ **File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.

§ **Write the Office of the Inspector General (OIG)** which investigates allegations of staff misconduct. 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
P. O. Box 27606
Washington, D.C. 20530**

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.

Management Program for Inmate Assailants

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

a. **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.

b. **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).

c. **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.

d. **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.

Contact Offices

U.S. Department of Justice

Office of the Inspector General
950 Pennsylvania Avenue, NW Suite 4322
Washington, D.C. 20530-0001

Central Office

Federal Bureau of Prisons
320 First Street, NW
Washington, D.C. 20534

Mid-Atlantic Regional Office

302 Sentinel Drive, Suite 200
Annapolis Junction, Maryland 20701

North Central Regional Office

Gateway Complex Tower II, 8th Floor
400 State Avenue
Kansas City, KS 66101-2492

Northeast Regional Office

U.S. Customs House, 7th Floor
2nd and Chestnut Streets
Philadelphia, Pennsylvania 19106

South Central Regional Office

4211 Cedar Springs Road, Suite 300
Dallas, Texas 72519

Southeast Regional Office

3800 North Camp Creek Parkway, SW
Building 2000
Atlanta, GA 30331-5099

Western Regional Office

7338 Shoreline Drive

Stockton, CA 95219



U.S. Department of Justice

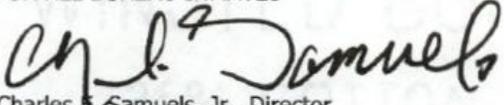
Federal Bureau of Prisons

Office of the Director

Washington, DC 20534

July 20, 2012

MEMORANDUM FOR ALL BUREAU INMATES

FROM: 
Charles L. Samuels, Jr., Director

SUBJECT: Suicide Prevention

As Director of the Federal Bureau of Prisons, I am committed to ensuring your safety, the safety of staff and the public. I am also committed to providing you with programs and services that can contribute to your ability to successfully reenter society. In this message, I would like to specifically address your state of mind, an important part of your overall well-being.

Incarceration is difficult for many people; many individuals experience a wide range of emotions – sadness, anxiety, fear, loneliness, anger, or shame. At times you may feel hopeless about your future and your thoughts may turn to suicide. If you are unable to think of solutions other than suicide, it is not because solutions do not exist; it is because you are currently unable to see them. Do not lose hope. Solutions can be found, feelings change, unanticipated positive events occur. Look for meaning and purpose in educational and treatment programs, faith, work, family, and friends.

Bureau staff are a key resource available to you. Every institution is staffed with psychologists who provide counseling and other supportive mental health services. Anytime you want to speak with a psychologist, let staff know and they will contact Psychology Services to make the necessary arrangements. Psychologists are not the only Bureau staff available to provide you support. Your unit officer, counselor or case manager, work supervisor, teacher, and treatment specialist are available to speak with you and provide assistance, as are the other staff in the institution, including recreation specialists and lieutenants. Help is available.

Every day, inmates across the Bureau find the strength and support to move ahead in a positive direction, despite their challenging circumstances. You may be reading this message while in a Special Housing Unit or Special Management Unit cell, thinking your life is moving in the wrong direction. But wherever you are, whatever your circumstances, my commitment to you is the same. I want you to succeed. I want your life to go forward in a positive direction – a direction personally fulfilling to you, but also a direction which ensures the safety of the staff and inmates who interact with you each day.

I know your road ahead is not an easy one. Be willing to request help from those around you.

"Learn from yesterday, live for today, hope for tomorrow."

~ Albert Einstein