

ADMISSION & ORIENTATION

(A & O)

HANDBOOK

Schuylkill Federal Prison Camp
Minersville, PA

J. E. Krueger
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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INTRODUCTION

As a new inmate at FPC Schuylkill, it is important that you familiarize yourself with the information in this handbook. During your first month, you will attend an orientation program. As part of your orientation, you will be tested academically and will be given a physical examination. FPC Schuylkill consists of two housing units and an Administration building which includes the dining hall, education facilities, recreation area, medical services, receiving and discharge area, and unit staff offices. A camp staff member will assign you to a room and explain the camp rules to you.

UNIT MANAGEMENT SYSTEM

Unit Team and the Classification Process Upon arrival at FPC Schuylkill, you will be assigned to Unit 1 or 2. The Camp Unit Team consists of the Camp Administrator, Unit Manager, Case Manager, Correctional Counselor, Correctional Officer, Camp Secretary, Education Representative, and Psychologist.

Each member of the Unit Team will individually interview each new arrival within seven (7) days. All inmates will be classified or teamed within the first four (4) weeks of arrival at FPC Schuylkill. Once classified, you will be scheduled to meet with the Unit Team for a program review every 90 or 180 days, based upon the amount of time remaining on your sentence. If the Unit Team deems it necessary, you may have a special team review before your regularly scheduled program review.

Camp Administrator

The Camp Administrator is responsible for the total supervision of all camp programs including the program plan designed by the Unit Team to meet your particular needs.

Unit Manager

The Unit Manager is responsible for the supervision of the Camp Unit Staff. The Camp Unit Manager will serve as the Chair for Unit Discipline Committee hearings and Initial Classifications/Program Reviews.

Case Manager

The Case Manager is responsible for all professional work services for inmates assigned to their caseload. The Case Manager is the central staff member who works with inmates in formulating their goals and program plans. Unit Team members have scheduled open house hours daily for consultation if you have questions or concerns. Open house hours are posted on the inmate bulletin boards in the housing units.

Correctional Counselor

The Correctional Counselors are responsible for the management of individualized and group counseling sessions for inmates. Counselors work with inmates and the Unit Team in establishing goals and formulating programs. The Correctional Counselors' responsibilities also include, but are not limited to: completing inmate visiting lists, inmate quarters changes, issuing administrative remedy forms, overseeing unit sanitation, informally resolving administrative remedy issues, and answering general questions about institution rules and regulations.

Correctional Officer

The Correctional Officer is responsible for maintaining security, sanitation, and safety at the Camp. The Camp Correctional Officer will handle routine concerns that you may have. If the Correctional Officer cannot be of assistance, he or she will direct you to an appropriate staff member.

Camp Unit Secretary

The Camp Secretary is responsible for all secretarial and related work generated by the unit staff.

COUNT TIMES

Monday through Friday - 12:00 midnight, 2:30 a.m., 5:00 a.m., 4:00 p.m. (stand-up), and 10:15 p.m.

Saturday, Sunday, and Federal Holidays - same as above with the addition of a 10:00 a.m. stand-up count. THERE WILL BE NO MOVEMENT OR TALKING DURING COUNT.

There is also a Special Census Count every weekday at 8:00 a.m. and 12:45 p.m. for all inmates.

SANITATION

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.

It is your responsibility to keep your own room clean and in good order. The furniture in each room must be arranged in the manner prescribed in each unit's rules. Brooms, mops, and cleaning materials are available in each unit. Beds should be made in a "military style" Monday through Friday prior to 7:30 a.m. work call and by 10:00 a.m. on weekends and holidays. Personal articles should be arranged in an orderly fashion. Questions regarding room appearance should be directed to the Unit Officer. No clothing is to be placed on the windows, windowsills, or on top of the lockers or desks. Window screens and frames will be dusted, and the inside of the windows will be washed and smudge-free.

The following rules are to be followed regarding cubicle and unit sanitation:

- (1) All trash must be in the designated garbage cans by 7:30 a.m. daily. There is to be no trash in the cubicle cans during the day.
- (2) Desktops, behind lockers, and under beds must be cleaned daily.
- (3) There will be no provocative pictures posted anywhere.
- (4) Shoes must be placed under beds, and there is to be no clothing hanging on beds.
- (5) Coats must be placed in your personal locker or on the hooks inside your cubicle.
- (6) There is to be nothing hanging on the front-side of lockers.
- (7) There is to be no card playing in the cubicles.
- (8) 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.

Cleaning supplies required for housing unit sanitation will be requested and issued twice a month from the warehouse via the Safety Officer. These supplies will be picked up by Unit Staff.

Energy Conservation tips:

1. Turn off all lights when departing your cell and turn off all fans when not in use.
2. Limit hot showers to a shorter time frame.
3. Remove dry clothing from dryers promptly.
4. 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 as soon as possible.
5. Keep cell windows closed.

PERSONAL PROPERTY/STORAGE LIMITS

Personal and government issued property will be limited to items which can be stored neatly and safely in your personal locker. No radio antennas or radios will be placed in unit windows. Radio headphones are not to be worn while working. Amplified headphones are unauthorized.

Approved legal reference materials must not exceed three cubic feet or those materials which can be placed neatly in your personal locker. Cardboard boxes are not authorized in the cubicles.

The value of accumulated commissary items may not exceed your monthly spending limitation. Food items kept in your room must be properly sealed. You may also retain up to 3 books in stamps in your personal possession or in your assigned living area at any time. Inmates are subject to disciplinary action for violations of the established limitations.

If you are placed in Administrative Detention, all items of personal property, issued clothing, and shoes, will be inventoried by the unit officer. Inventoried property will be given to the special housing unit officer who will sign a receipt for the property. This property will be held in the property room of the special housing unit until you are released.

CONTRABAND

Any article not issued to you by staff, purchased through the Commissary, or authorized for possession will be considered contraband. Excessive property and articles used for unauthorized purposes are also contraband. Any item not in its original container is considered contraband.

SMOKING POLICY

SMOKING/USE OF ANY TOBACCO PRODUCTS, IS UNAUTHORIZED FOR INMATE USAGE, AS OF NOVEMBER 15, 2004. This policy will be strictly enforced. Any inmate found in possession of tobacco products will be subject to disciplinary action.

SAFETY

It is the policy of this Institution to provide you with a safe work area and environment. In the event you discover a safety hazard or unsanitary condition at the Camp, report it immediately to a staff member.

INJURIES: You are responsible to report any injury occurring at the Institution. If you sustain an injury on any work assignment, you must immediately report it to your work supervisor. If you fail to report a work injury to your supervisor within forty-eight (48) hours you may be disqualified from eligibility of lost time, wages, and compensation. For purposes of submitting a compensation claim for a work injury resulting in some degree of physical impairment, you should contact the Safety Manager not less than 30 days prior to your release or transfer to a Residential Reentry Center, This claim must include a medical evaluation before any compensation can be considered.

FIRE SAFETY: Fire drills will be conducted quarterly in every housing unit. When a fire drill is called in your housing unit, you will be expected to leave the unit quickly and in an orderly fashion. You should review the fire evacuation plan posted in your unit to become familiar with the routes/exits that are to be used in the event of an emergency.

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 fixtures or electrical receptacles, 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.

PERSONAL APPEARANCE

You are required to maintain good personal hygiene and present a neat, clean appearance at all times. You may select the hair style of your personal choice; however, hair must be clean and well-groomed.

You may wear a mustache and/or beard. Beards must be neatly trimmed and kept clean at all times. **ARTIFICIAL HAIR PIECES ARE NOT ALLOWED.**

Tattooing, branding, piercing, or disfiguring any part of your body is strictly prohibited.

Standard health and hygiene items were issued when you were processed into the Institution. Exchange of unserviceable items (disposable razors, toothbrushes, and combs) and issuing of toilet paper, toothpaste, and soap occurs every other Wednesday from 6:00 am to 6:45 am in R&D.

INMATE DRESS CODE

During the hours of 6:00 AM to 4:00 PM, Monday through Friday, excluding Federal holidays, the authorized uniform to be worn during normal working hours is the full work uniform (including belt), with shirt tail tucked in, and Inmate Account Card worn in the designated holder and displayed on the outside of their shirts. Anytime inmates are on the compound, at work, in Education, the Chapel, or any other program area, during the hours of 6:00 AM to 4:00 PM, Monday through Friday, excluding Federal holidays, their shirt ***MUST*** be tucked in their pants/shorts. 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. Any inmate not abiding by these rules is subject to disciplinary action. 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. Green shirts must be worn with green pants. You cannot mix and match institutional and personal clothing, i.e., T-shirts with green pants, green 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 you may be subject to disciplinary action.

CLOTHING ROOM PROCEDURES

Upon arrival, R&D will issue each inmate an Inmate Account Card. Inmates will be charged the current value in order to obtain a replacement for lost or damaged IDs. Replacement IDs can be obtained from the Correctional Systems Department.

Each newly arrived inmate will be issued institutional clothing. All clothing must be returned prior to your release or transfer to a Residential Reentry Center. Altering issued clothing or shoes is prohibited and will result in disciplinary action. Such items become contraband when altered in any way.

Inmates assigned to Food Service are required to wear kitchen whites which are issued by Food Service.

CLOTHING EXCHANGE PROCEDURES

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.

The FPC Laundry will wash sheets and pillowcases only. Hours of Operation are 6:30 AM to 1:30 PM Monday through Friday.

Clothing issue and exchange hours: 6:30 AM to 7:30AM Wednesday and Friday

The Camp Unit Staff maintain a supply of personal hygiene items for issue upon your arrival. These items may be utilized until you are able to purchase them in the Commissary Sales Unit.

CORRECTIONAL SYSTEMS DEPARTMENT PROCEDURES

Ordinally, Open House will be conducted during the noon meal on Tuesdays and Thursdays. This time will be used to answer records office questions and also to conduct R & D business. Located in the law library will be facilities for inmates to weigh their own packages and to initiate certified mailings.

You were given the opportunity to indicate whether you wish to receive mail while at FPC Schuylkill. This should have occurred during the initial processing. If you indicate that you do not wish to receive mail, all general correspondence will be returned to sender (if identified) or to the U.S. Postal Service for proper disposition. However, all "Special Mail" will be delivered to you, and will be opened and inspected in your presence.

Outgoing Mail

Mail depositories for outgoing general correspondence are located in each dorm. Mail will be collected from these boxes daily, except weekends and holidays.

All outgoing mail must contain your name, register number, quarters, and the institution address in the upper left corner of the envelope. Absent a proper return address, the outgoing correspondence will not be mailed. Outgoing mail will be sealed by you prior to placing it in the mail depositories. Proper postage must be affixed to the envelope. Inmates are required to place a TRULINCS-generated mailing label on all outgoing mail. Any outgoing mail without 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.

Special Mail may be delivered to the Mail Room staff at the FPC Monday through Friday, from 3:30-3:45 pm. Special Mail is correspondence sent to: the President or Vice-President of the United States; U.S. Department of Justice (including the Bureau of Prisons); U.S. Attorney's Offices; Surgeon General; U.S. Public Health Service; Secretary of the Army, Navy, or Air Force; U.S. Courts; U.S. Probation Officers; Members of the U.S. Congress; Embassies or Consulates; Governors; State Attorney Generals; Prosecuting Attorneys; Directors of State Departments of Corrections; State Parole Commissioners; State Legislators; State Courts; State Probation Officers; other Federal and State Law Enforcement Offices, and Attorneys.

Incoming Mail

The correct mailing address to receive mail at FPC Schuylkill is:

INMATE NAME, REGISTER NO.
DORM NUMBER
FEDERAL PRISON CAMP, SCHUYLKILL
P.O. BOX 670
MINERSVILLE, PA 17954-0670

It is your responsibility to advise your correspondents of the correct mailing address. All general correspondence is opened and inspected by the Mail Room Technician prior to delivery to you. The institution will not accept delivery on mail that has "postage due" required. Incoming mail must have a complete return address, or it will be returned to the U. S. Postal Service for further processing.

Process to receive funds from Family, Friends, Etc. - National Lockbox

All funds being sent to FCI Schuylkill must be sent to the National Lockbox location:

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

Instruct your family/friends, etc.; not to enclose personal checks, letters, pictures or ANY other items in the envelope. Enclose ONLY the allowable negotiable instrument. The National Lockbox cannot forward ANY of items enclosed with the negotiable instrument to the inmate. Items personal in nature, MUST be mailed directly to the institution where the inmate is housed.

The inmate's committed Name and Register Number must be printed on the Money Orders. Also ensure the sender's name and return address must appear in the upper left hand corner of the envelope, to ensure their funds can be returned to them in the event they cannot be posted in the inmate's account.

All deposits to Trust Fund accounts must be made through the centralized National Lockbox and/or Western Union's Quick Collect Program.

Special Mail

"Special Mail" will be opened and inspected in your presence by Mail Room staff. Incoming "Special Mail" includes mail from the President or Vice-President of the United States, Attorneys, Members of the U.S. Congress, Embassies or Consulates, The U.S. Department of Justice (excluding the Bureau of Prisons, but including U.S. Attorneys), other Federal Law Enforcement Officers, State Attorneys General, Prosecuting Attorneys, Governors, U.S. Courts (including U.S. Probation Officers), and State Courts. With the exception of mail from Members of

Congress and the Chambers of a Judge, all the above listed correspondence must include the statement "Special Mail - Open Only in the Presence of the Inmate" on the face of the envelope to be processed under the "Special Mail" provisions.

You may be permitted to correspond with another inmate confined in another penal or correctional institution given the following:

- 1) The Wardens/Superintendents at both institutions must approve the correspondence if the other inmate is not in a federal facility. Otherwise, Unit Managers have the approval authority.
- 2) Permission to correspond will ordinarily only be considered for immediate family members or co-defendants with an active case.
- 3) Such correspondence may be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate).

Negotiable items received through the mail (e.g. money orders, checks) will be returned to the sender. Polaroid pictures with double-faced backing are contraband and will be returned to the sender with a notice of rejection if received in the mail.

Incoming Packages

Subscriptions to publications on a "Bill Me Later" basis are prohibited. If you desire to purchase a subscription to a newspaper or magazine, you will pay for it in advance by completing a TRULINCS Withdrawal of Funds for the amount of the subscription. These forms can be obtained from your counselor. Remember, there are established property limits for books, magazines, and newspapers.

Inmates may not receive packages at the institution, unless prior staff authorization has been given. All unauthorized packages will be returned to sender unopened with a notification indicating "No Prior Approval to Receive Package". Inmates may receive soft-cover books and magazines from any source and the mailing procedure may constitute a package. In such a case, inmates should advise the sender to mark the package in a manner that will alert staff that the package contains authorized items, e.g., "Contents - Authorized Publications". An inmate requesting a package mailed to the Institution must submit an Inmate Request to the appropriate Department Head as indicated below:

1. **UNIT MANAGER:** Release Clothing
2. **HOSPITAL ADMINISTRATIVE OFFICER:** Orthopedic shoes, arch supports, prescription eyeglasses, prosthetic devices, and hearing aids.
3. **CHAPLAIN:** Wedding bands, plain, containing no stones, for married inmates.

The respective Department Head will review the request and advise the inmate of the decision. If the request is approved, a BP-381, Authorization to Receive Package, will be completed by staff. Unless the approved form is filed at the Mail Room, the Mail Room Officer will not accept any package for delivery to the inmate.

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
- Mail sent through a third party
- Unauthorized inmate to inmate correspondence

Incoming Publications

Inmates are not authorized to possess copies of their Pre-Sentence Investigation reports.

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. An inmate may receive soft-cover publications (paperback books, magazines) from any source. Hardcover books must be received from the publisher, a bookstore, or a book club. Inmates are limited to 6 magazines and 5 reading books.

The Warden will reject a publication if it is 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;

It encourages or instructs in the commission of criminal activity;

Is sexually explicit material that by nature or content poses a threat to the security, good order, or discipline of the institution.

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 address. A Bureau of Prisons Change of Address Card will be completed by inmates and will be retained in the Mail Room for thirty (30) days, at which time the card will be discarded. After the 30 days forwarding period has expired, general mail received will be returned to the sender with the notation “Not at this address”. “Special Mail” received for an inmate who has left the institution will be forwarded regardless of the thirty day forwarding period for general mail.

OFF LIMITS

You are permitted only in your designated housing area, the dining room, education complex, and in designated inside and outside recreation areas. All other areas are off-limits, unless performing work on a work detail, or on call out.

You are restricted to the sidewalks in front of the dorms. You will not be permitted to walk on any non-paved area, with the exception of the recreation yard, unless authorized by a staff member.

You are not allowed in front of the Camp Administration building, the rear stairwells of the Housing Units, or behind the dorms. You are also not allowed behind the Food Services area or the warehouse side of the Administration building.

The front area of the woods (nature trail) facing the Administration Building and all the area facing the road leading to the FCI are off limits during visiting hours.

VISITING PRIVILEGES

Visiting hours are from 8:30 a.m. to 3:00 p.m., Saturday, Sunday, and all Federal holidays. Each visit will be charged 2 points, with a total of 8 points per month. Some Federal holidays will not be charged the regular 2 points and may be considered a free visiting day. These procedures do not apply for legal visits, as they are approved in advance by the Unit Manager.

Staff will identify adult visitors (anyone 16 years of age or older) through a driver's license or state/government issued photo ID, per PS 5267.08. A visiting list of immediate family members and ten friends will be prepared during your initial interview with your Unit Counselor. Unapproved visitors will not be permitted to visit. There will be a limit of six (6) total visitors, including children, for each visit. No more than four (4) visitors may be adults. Children under the age of 18 must be accompanied by an approved adult visitor. Additional information regarding visiting may be obtained from your Counselor.

Kissing and embracing upon arrival and departure is permitted within the bounds of good taste. 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. At all times, proper decorum must be maintained. An excessive display of affection will not be tolerated and will result in termination of the visit and possible removal from the visiting list.

All inmate medication brought into the visiting room will be kept by the officer in charge. Visitors who need medication will be permitted to go to their car to take it upon request. No food, with the exception of baby food/formula, will be brought into the visiting room. However, snacks and drinks may be purchased from the visiting room vending machines. The only items an inmate may take into the visiting room are a comb, authorized religious medal, and a wedding band. Smoking is not permitted in the visiting area. Inmate visitors will be randomly pat searched. Inmate pat searches and random strip searches will be conducted prior to and after each visit.

You cannot receive money, negotiable items, or any other items from a visitor / attorney. It is your responsibility to ensure your visitors understand the visiting and dress code regulations before they arrive at FPC Schuylkill for a visit. 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. Failure to comply with the visiting regulations will result in a delay, denial, or termination of the visit. Visitors are expected to demonstrate courtesy and respect, or visits may be terminated. Visitors are not permitted to loiter on prison property prior to, during, or following visits at FPC Schuylkill.

Visitors arriving who are not on the "**AUTHORIZED VISITING LIST**", or do not have proper identification, will not be approved to visit.

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.

Legal Visits

All legal visits must be approved by the unit team and authorized by the Unit Manager. Legal visits should be scheduled during regular visiting hours whenever possible. If it is necessary to schedule an attorney visit outside regular visiting hours, the visit will be limited to one hour. The attorney-client visiting room will be provided for legal visits when possible. All attorneys will be expected to provide proper identification.

Special Visits

"Special Visits" must be recommended by the unit team with final approval by the Warden, unless delegated to the Unit Manager or Camp Administrator. These include visits with clergy, potential employers, investigators, parole representatives, and other individuals not on the approved visiting list. Special visits must be approved at least five working days in advance of the visit and will ordinarily occur during regular visiting hours. 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.

TELEPHONE CALLS

Telephones are located in the housing units and outside Food Service for local and long distance calls. You pay for your calls by putting money on your ITS account. Follow the instructions included with your phone access number which will be provided to new commitments by Unit Staff. Transferred inmates will maintain their prior phone access codes and phone lists. New commitments must use TRULINCS to establish an approved list of phone numbers. Inmates may review their telephone lists at the TRULINCS computer stations and any inmate wishing a printout of his account information or telephone list can obtain one through the TRULINCS computer stations at a charge of 3 TRULINCS credits per page. Collect calls may be made if the other party will accept the call. Calls are limited to 15 minutes.

Telephones may be used from 6:00 a.m. to 11:30 p.m. No phones will be in use during count times. The telephones are not operable from 11:30 p.m. to 6:00 a.m. for maintenance purposes. All phone calls are subject to being monitored and recorded, except where approval for unmonitored legal calls has been obtained. Telephones are not to be used to conduct a business. Conducting a business, in any way, is a prohibited act.

Legal Calls

Unmonitored, unrecorded phone calls to attorneys can be arranged through your unit counselor with approval of the Unit Manager.

TELEVISION

Television may be viewed 24 hours a day on weekends only and with the exception of count times. T.V. rooms will be open during work hours for day off or evening workers. During the work week, T.V.'s will be turned off at 11:00 p.m.

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.

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

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

FPC FOOD SERVICE A&O INFORMATION

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.

If there is a problem with your meal, bring it to the attention of the Food Service Staff Member on the serving line. If you are unable to have the problem corrected, send the Assistant Food Service Administrator or the Food Service Administrator an inmate request to staff (cop-out).

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 from menu items served after you consult

the posted nutritional information fact sheets in the dining hall. The following meals are served at this institution, regular meals, no meat option, heart healthy meals, Certified Food Program meals. If you have a medical condition which you cannot eat food from the regular, no meat or heart healthy menu, 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 between the dessert item, or the fresh fruit offering. 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. The exception is for the 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 cups, magazines, newspapers, books, playing cards, personal legal work, writing material, or drawing materials. There will no combing of hair at any time while in Food Service as this is a sanitation issue.

The meal schedule for Food Service is as follows:

Monday – Friday

Continental Breakfast	6:00 AM - until closing
Lunch	10:45 AM - until closing
Dinner	After 4:00 PM Count until 10 minute after the last unit is called.

Saturday & 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, regular menu, heart healthy menu and no flesh menus are available at lunch and dinner daily. Eat what you take and take only what you will eat, while in the Dining Hall.

FOOD ITEMS ARE NOT PERMITTED TO BE TAKEN FROM THE DINING HALL. Clothing apparel for the Dining Hall will be:

Monday - Friday (Lunch meals): Clean institution trousers, shirt, socks, belt and shoes. (Shirts must be tucked in and buttoned).

Saturday, Sunday, Holidays, Breakfast and Evening Meals: Leisure attire is permitted. However, tank-tops, sleeveless shirts, cutoffs and any dirty attire is 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.

The following items are not authorized in the Dining Hall: weight belts, plastic containers of any kind, coffee cups, laundry bags, books, radios, newspapers or plastic bags. Any personal condiment must be in its original container. 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. If you are a scheduled Food Service worker for the day and the entrance door is locked, you will not be authorized to enter the dining hall until work call is sounded. Inmates will consume their meal and depart the Dining Hall.

Inmates assigned to work in Food Service are not authorized to bring into the Dining Hall extra clothing, shoes, books, cards, laundry bags, etc. If you are found in possession of any of these items you will be subject to disciplinary action.

COMMISSARY

IT IS A PRIVILEGE, NOT A RIGHT, FOR INMATES TO PARTICIPATE IN THE COMMISSARY PROGRAM. THE WARDEN, OR HIS REPRESENTATIVE, MAY DENY OR LIMIT THAT PRIVILEGE AT ANY TIME. PLEASE PROTECT YOUR PRIVILEGES BY MAINTAINING PROPER CONDUCT IN THE SALES UNIT AT ALL TIMES.

Commissary Funds When you arrive at FPC Schuylkill, your 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 and on the Commissary sales list. 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 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.

Payrolls

You may be paid for work performance either through UNICOR or IPP payrolls. Payrolls generally arrive in the Commissary the first week of every month. (Example: you sign for your pay the third week of April; your pay will reach the Commissary the first week of May). If you receive an incentive award from Education, they are posted the same time as regular payrolls. UNICOR and Inmate Performance Pay is generally posted by the 10th of each month.

Commissary Orders

Commissary order blanks are available at the Commissary and can be picked up during open house. Prices are subject to change without notice. Orders must be completely filled out before being handed to the Commissary Clerk. NO verbal orders or additions will be accepted. An "out-of-stock" list will be posted outside the Commissary so that you may make substitutions on your list before submitting your order. Substitutions may be allowed when an item not listed on the "out-of-stock" list is depleted after your order blank is turned in.

Spending Limits

You are permitted to spend a maximum of \$160.00 every two weeks. Every purchase comes off your limit with the exception of postage stamps, copier cards, and Over the Counter medications. Your shopping day will be determined by the last two digits of the first five numbers of your register number. The specific day you shop will rotate on a quarterly basis.

Sales

You are allowed to go to the Commissary one time a week for the regular sales. A maximum of 3 books in stamps may be purchased weekly. (These sales do not count against the bi-weekly spending limit of \$160.00). Sales will be conducted during the lunch meal. All sales are final upon leaving the window. Therefore, check your receipt for accuracy and let the Commissary know immediately if there is a problem. Any change to this schedule brought about by holiday, inventory, etc., will be made known to the inmate population by memos posted on Unit and Commissary bulletin boards. Your sales receipt will show both the balance in your account and the balance of your spending limit.

Each receipt gives you an itemized account of what was purchased. It gives the available balance and spending balance. The available balance is the account balances less any holds or freezes placed against the account.

Inmates who are placed in “FRP Refuse” status will be limited to a commissary spending limitation of \$25.00, excluding purchases of stamps, hygiene items, and telephone credits.

Order Form/Price List

The price list/order form is updated and published quarterly at a minimum. No order change will be accepted once the list has been submitted, with the exception of an item which has gone out of stock while you are waiting for your turn in the Commissary line. Prices are subject to change without notice. See the bulletin board outside the sales unit for current prices and items temporarily out of stock.

Deposits to Accounts:

Deposits to Trust Fund accounts **must** be made through the centralized National LockBox and/or Western Union’s Quick Collect Program.

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 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:

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**

The City Code will always be **FBOP**, and the State Code will always be **DC**.

EDUCATION

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 improve chances for employment upon release. A brief description of the education and training programs available to you are:

Vocational Training : Inmates who have a verified High School Diploma or GED certificate have the opportunity to develop a marketable skill in the Horticulture VT program.

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."

English As a Second Language (ESL): ESL is a mandatory program for those inmates who have limited proficiency in the English language. The ESL program is designed to meet the many demands of the student whose native language is not English. Instruction is offered from the non-reader level in the individual's native language through the eighth grade level in English. The eighth grade is considered to be the English proficiency level. It is necessary to achieve this level if the individual is to survive in our complex society.

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."

If an inmate is an excludable alien or an alien with a deportation detainer, he is not required to participate in the ESL program at FPC Schuylkill.

Vocational Training - Horticulture

The Horticulture Program is offered at both the main institution and the satellite facility. It consists of approximately 250 hours instruction in the area of Olericulture, a marketable skill. The topics covered are: Basic Botany, Climate and the Garden, Soils and Fertilizers, Principles of Propagation, Tools and Equipment, Greenhouses and Frames, The Lawn, Plant Problems, The Vegetable Garden, and The Fruit Garden. There is a greenhouse and, during the spring through fall, there are outside vegetable and flower gardens, which facilitate hands-on experience. The student will take the NOCTI (National Occupational Competency Testing Institute) exam at the end of the program and, upon completion of the class, receive a NOCTI certificate and a Certificate of Completion.

Correspondence Courses

Inmates who wish to enroll in Education/Recreation related correspondence courses must first receive approval from the Supervisor of Education. To obtain approval for enrollment in a correspondence course, the requesting inmate must complete an Application for Correspondence Study Approval form and attach copies of any information related to the course being requested.

The Application for Correspondence Study Approval form can be obtained in the Education Office. A determination will then be made on the suitability of the correspondence course requested. If the correspondence course is determined to be suitable, an Authorization to Receive Package or Property form will be completed and the requesting inmate notified of the approval. Any correspondence course that is received prior to receiving approval will be returned to the sender. The costs of enrollment in the requested correspondence course will be the responsibility of the requesting inmate.

Adult Continuing Education (ACE)

Adult Continuing Education courses are available to the inmate population. These courses are taught by inmates. Classes have included the following: Anthropology, Botany, Civil War, Economics, Gardening, Introduction to Accounting and Bookkeeping, Ornithology, and Western Civilization. If one is interested in teaching an ACE class, notify the Education Department.

Topics and course outlines (curriculums) need to be approved by the Education Department before a course may begin.

SPECIAL PURPOSE ORDERS

Various recreational items and hobby craft materials may be ordered through the Recreation Department. There is a \$300.00 limit per quarter on hobby craft materials for all the established programs, including: leatherwork, art, beadwork, paper rolling, and limited ceramics. All special purpose orders will be ordered twice each month.

RECREATION

The FPC recreation area encompasses indoor and outdoor recreational opportunities. The indoor recreation area has a hobby craft area, weight room, a music room, and a game room, with various table games. Some equipment can be checked out through the Recreation Department's office located next to the game room. You are responsible for the equipment issued to you and are held liable for all damages/losses.

Weather permitting, the outdoor recreation yard offers a softball field, basketball courts, bocci court, a weight lifting area, handball/racquetball courts, a volleyball court, and several horseshoe pits.

Organized activities and programs are offered by the Recreation Department. Monthly activity schedules will be distributed to the inmate population indicating which activities are available during the appropriate season.

Recreational activities within the housing units will be extremely limited due to the available space and because it is necessary to provide a relatively quiet atmosphere for relaxation. The dayrooms are equipped with television sets and various small hobby craft items may be completed in the unit.

LAW LIBRARY

The Law Library is supervised by the Supervisor of Education and contains three electronic library terminals providing access to all required legal materials. Required supplemental materials, i.e. Black's Law Dictionary, Institutional Supplements, and Federal Register Documents are available upon request.

The Law Library is open during convenient non-working hours, including weekends and holidays. An inmate Law Library Clerk is available for assistance in legal research. Access to an Electronic Law Library terminal is available to inmates in Administrative Detention or Disciplinary Segregation status.

You are reminded that the Law Library is for everyone's use. The Law Library is open Sunday through Saturday, including holidays, 10:00 a.m. to 11:30 p.m. Inmates found abusing Law Library equipment or materials will be subject to disciplinary action.

PERFORMANCE PAY

It is the policy of FPC Schuylkill to provide incentives and rewards in the form of monetary compensation for inmates who make contributions to the accomplishment of institutional goals. Work performance, as well as productive participation in correctional programs, may be recognized by performance pay. There are four basic pay grades reflecting the level of responsibility of the assignment. The factors which are taken into account in granting Performance Pay are goal attainment, exceptional quality and quantity of work, and the ability to work with minimal supervision, plus meeting literacy standard policies as outlined in policy.

FINANCIAL RESPONSIBILITY PROGRAM (FRP)

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, judgements in favor of the U.S., other debts owed the Federal Government, and other court-ordered obligations (e.g., child support, alimony, other judgements).

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. When in this status, an inmate cannot work for UNICOR, will not receive performance pay

above the maintenance pay level (\$5.25), will be placed in the lowest housing status, will not receive a furlough, will not work on outside work details, will not receive a gratuity, will not receive incentives for participation in the

500-Hour Drug Program, and will be subject to a \$25.00 monthly spending limit, excluding purchases of stamps and telephone credits. Inmates in FRP Refuse Status will also be assigned poor program participation and poor living skills on their custody classification, which may affect their security/custody levels.

The status of any financial plan will be included in all progress reports and will be considered by staff when determining security/custody level, job assignments, eligibility for community activities, and 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. Grades 1, 2, 3, and 4 will pay a minimum of 50% of their earnings toward their financial obligations.

PASTORAL CARE DEPARTMENT

A well-established Religious Program is available within FPC Schuylkill. Full-time Chaplains coordinate a wide range of religious activities for a variety of faith groups. The Chaplains are also available for individual counseling and must approve the acquisition of all religious materials.

Included in the program is a chapel library, from which religious books and tapes may be checked out. The room is used by the chaplains, who call out inmates for prayers, spiritual assessments, and pastoral counseling.

Frequently, community volunteers and groups participate in religious services which are held in the Camp Chapel located in the main administration building.

All activities, with the exception of special feast meals, within the religious program are open to attendance by anyone. This program is voluntary and you are encouraged to participate. Please consult your unit bulletin board for the schedules of all programs.

MEDICAL SERVICES

The Medical Department at FPC Schuylkill is located in the Camp Administration Building. The health care mission of the institution is to provide necessary medical, dental, and mental health services to inmates by professional staff, consistent with acceptable community standards.

Sick Call Procedure

For non-medical emergencies you shall report to the Health Services Unit (HSU) during sick call. Sick call sign-up is Monday, Tuesday, Wednesday, and Thursday, between 6:30 and 7:00 am. Sick call times are posted on the bulletin boards located in each housing unit. During this time you will be assessed and given an appointment to see your assigned primary health care provider. You shall present the appointment slip to your work supervisor, who in turn will send you to your appointment. You may request to see the physician, via "Inmate Request to Staff Member" (cop-out), only after your primary health care provider has initially seen you.

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 a broken tooth, lost filling and long standing sores in the mouth. **If you are not sure if you have a dental emergency, go to regular sick call to be evaluated.** Medical staff will give you an appointment slip for the dental clinic. You will have to return to work and give the appointment slip to your work supervisor. Your supervisor will allow you to go to the medical department approximately ten minutes prior to your appointment.

Routine Dental Care: The following procedures are considered routine dental care: cleaning, permanent fillings, dentures, non-acute root canal treatment, and check-ups. To obtain this type of care, submit an "Inmate Request to Staff Member" (cop-out). Make certain that your name and register number are on the cop-out and that it is addressed to the dental clinic. Your name will be placed on a waiting 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

or the HSU after hours.

Emergency Medical Treatment

All Emergencies or injuries will be given priority for treatment. Appropriate medical care will be provided by HSU staff. Medical coverage on evenings, weekends, and holidays will be limited to the treatment of acute medical problems only. Medical staff are on duty seven days a week during normal hours of operations. An on-call system is in place for after hours medical emergencies.

On-the-Job Injuries

If you are injured while performing an assigned duty, you must immediately report this injury to your work supervisor. The work supervisor will then report the injury to the institution Safety Manager. The inmate may be disqualified from eligibility for lost-time wages or compensation if he or she fails to report a work injury promptly to the supervisor.

If injured while performing an assigned duty, and you expect to be impaired to some degree, you may submit a claim for compensation. A medical evaluation must be included in the claim before any compensation can be considered.

Medications - Pill Line

Controlled medications are dispensed in the HSU via the pill line. Inmates in segregation or detention are provided their medication by HSU staff in their cells.

The pill line schedule is as follows:

Monday through Friday - 6:30 a.m. to 7:00 a.m.
3:00 p.m. to 3:15 p.m.
7:00 p.m. to 7:20 p.m.

Weekends and Holidays - 8:15 a.m. to 8:30 a.m.
3:00 p.m. to 3:15 p.m.
7:00 p.m. to 7:20 p.m.

*If you are taking INH, the pill line will be at 9:30 AM every Tuesday and Friday. If you are placed on a controlled medication, you will be issued a special medication card upon request with the times you are to report to the HSU for your medication. Failure to report for your medication more than three consecutive days can result in the cancellation of your medication and, possibly, administrative action.

Physical Examinations (Admission)

All new commitments (non-transferee) and supervision violators will undergo a complete medical history review and medical examination to include laboratory, radiographic test, audio-gram and dental examinations within 14 days of their arrival.

Physical Examinations (2-Year Recheck)

All inmates under the age of 50, who have not had a physical examination within two years, are eligible to have one. You should complete an "Inmate Request to Staff Member" (Cop-Out) requesting biennial physical examination and send it to the Medical Records Department. Your name will be placed on a list and you will be seen as soon as scheduling permits.

Physical Examinations (Over 50)

All 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 this examination, you should complete an "Inmate Request to Staff Member" (Cop-Out) requesting yearly physical examination and send it to the Medical Records Department. Your name will be placed on the waiting list and you will be seen as soon as scheduling permits.

Physical Examinations (Release)

Each inmate being released from custody, whose discharge date is not within one year of the previous physical examination, may request a complete examination. To request this examination, you should complete an "Inmate Request to Staff Member", (Cop-Out) and send it to the Medical Records Department. Your name will be placed on a waiting list and you will be seen as soon as scheduling permits. Please be sure to make your request early to

ensure that your examination will occur prior to your discharge.

In addition, all inmates who do not have a current HIV test are required to submit to the test prior to release. As soon as you know you are to be released for any reason including furlough, you must complete a (Cop-Out) and forward it to the medical records technician.

Optometry

If you believe you need eyeglasses or new lens prescription, you should report to morning Sick Call to be evaluated. If it is determined that 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 believe you have an urgent eye problem, make a sick call appointment.

Outside Consultant

The Medical Staff at FPC Schuylkill will be assisted in providing inmate care by several physicians from the local area. We will have the following specialists visiting the Institution for consultation on a routine basis: Orthopedics, Psychiatry, Optometrist, Podiatry, and Dietician/Nutritionist.

If you believe you need to see one of these specialists, you must be seen on sick call and must be referred by a staff Physician. Consultants will provide our staff Physician with recommendations related to your medical condition. The final decision to act on these recommendations rests with the institution's clinical director and/or medical officer. Any questions related to these recommendations should be addressed to the FCI's Clinical Director.

In addition to the above specialists, we will have other Physicians on contract in various specialty areas who will be consulted on an as needed basis.

PSYCHOLOGY SERVICES

The Psychology Department consists of two Psychologists, one Drug Abuse Treatment Specialist, and a Psychology Technician.

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| * Dr. Lloyd, Chief Psychologist | *Mr. Beachel, Drug Treatment Specialist |
| * Dr. Robicheau, Drug Abuse Program Psychologist | *Mr. Getchey, Drug Treatment Specialist |
| * Ms. Frederick, Drug Treatment Specialist | *Ms. Gnall, Drug treatment Specialist |
| * Ms. Bolig, Psychology Technician | *Mr. Rubino, Drug Treatment Specialist |

The Psychologist is at the camp once a week to conduct intake screenings and provide services. A Drug Treatment Specialist is at the camp twice a week.

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.

Priority services include intake screening, the Drug Abuse Programs, treatment of major mental disorders, crisis intervention and suicide prevention. Other services may include adjustment counseling, short term individual counseling, and pre-release counseling.

Services Provided by Psychology Services

Intake Screening: All FPC inmates must complete a Psychology Services Screening. This will be accomplished shortly after arrival at the camp and will be conducted by one of the Psychologists. The purpose of the interview is to gather psychological information about an inmate and determine if the inmate has any mental health needs.

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, one of the above-mentioned psychologists 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.

Individual Counseling: Brief individual counseling is available through cop-out or personal request.

Group Counseling: The Psychology Department provides drug education and nonresidential substance abuse groups. A mental health group is also provided for inmates experiencing mental health problems.

Referrals

Self Referrals: If an inmate wants a consultation with a Psychologist, they must fill out an Inmate Request to Staff form (Cop-Out), addressed to the Psychology Department, and place it in the institution mail. Normally, the inmate will be seen by a Psychology staff member within two weeks of the date the Cop-Out was submitted. In emergency situations it is imperative that inmates notify staff that they require immediate attention so that staff may contact Psychology Services.

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.

Drug Abuse Programs

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.

Certain inmates will be required to participate in the Drug Abuse Education course. This includes inmates sentenced or returned to custody as a parole/probation violator after September 30, 1991, and determined by Unit and/or Drug Abuse Treatment Staff through screening that:

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; or
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 UNICOR.

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 12 to 15 hours in length. The purpose of the course is to inform inmates of 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 Treatment Specialist.

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 between 12 to 24 weeks in length. Inmates who have graduated from an institution Residential Services (RDAP) 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.

Residential Drug Abuse Program: This program is not offered at FCI Schuylkill, however, an interview will be given to any interested inmate. To qualify to participate, an inmate must have a documented substance abuse history and be within 48 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.

Self-help Programs: A 12-Step group is available for inmate participation. This program is monitored by the Psychology Department and usually meets three times per week. The meetings are chaired by other inmates and are available to any interested inmate. To volunteer for this program, inmates need to submit a Inmate Request to Staff

Member to the Psychology Department.

Psychiatry Services

For those inmates who require psychotropic medication for the treatment of a major mental illness, Health Services will monitor your medication needs in conjunction with the Chief Psychologist.

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 under. 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 know another inmate is 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!!

Sexual Abuse/Assault Prevention and Intervention Program

All inmates should have received a Sexual Abuse/Assault Prevention and Intervention pamphlet upon arrival at this facility. The following information will highlight many of the points in that pamphlet. An inmate has a right to be protected from sexual assault throughout his incarceration whether that be by an inmate or staff member.

◆ Definitions of sexually abusive behavior include:

Rape: Rape is the carnal knowledge, oral sodomy (contact between mouth and penis, mouth and vulva, or mouth and anus), sexual assault with an object or sexual fondling of a person forcibly or against that person's will; when the person is incapable of giving consent because of physical or mental incapacity; or through the exploitation of the fear or threat of physical violence.

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.

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

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

There is no consensual sexual contact in prison. Any sexual contact or sexually abusive behavior is prohibited even if one individual thinks he/she is participating willingly.

◆ Prevention strategies to minimize risk of sexual victimization. There are a number of things that an inmate can do to prevent sexual assault/victimization.

- *Carry yourself in a confident manner at all times.
- *Do not accept gifts or favors from others.
- *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.
- *Do not use drugs or alcohol which impair your ability to use good judgement.
- *Do not give mixed messages to other inmates regarding you wishes for sexual activity.
- *Stay in well lit and well populated areas of the institution.
- *Choose your associates wisely. Look for inmates involved in positive activities.
- *Trust your instincts. If you fear for your safety, report your concerns to staff.

◆ Methods of reporting sexually abusive behavior for oneself or other inmates.

It is important that you tell a staff member if you have been sexually assaulted or have witnessed sexually abusive

behavior. BOP staff are instructed to keep reported information confidential and share with others on a need-to-know basis. If you are not comfortable reporting this information to BOP staff there are other ways to report this behavior:

- *Write directly to the Warden, Regional Director, or Director.
- *File an Administrative Remedy (BP-9).
- *Write the Office of Inspector General (OIG).

Please see Appendix A at the end of this handbook for information regarding sexual abuse prevention.

◆ **Treatment options are available for an inmate who has been the victim of sexual assault.**

Most people need help to recover from the emotional effects of sexual assault/victimization. If you desire, you may seek counseling from the Psychology Department or Religious Services. Crisis counseling, supportive counseling, individual therapy and spiritual counseling are available upon request.

◆ **Monitoring, discipline and prosecution of sexual perpetrators.**

Anyone who sexually abuses/victimizes others while incarcerated will be disciplined and prosecuted. If you are an inmate assailant, you will be monitored by Correctional Services and face the possibility of criminal prosecution. Staff members will be disciplined as well and face the possibility of criminal prosecution.

RELEASES

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.

District Court 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 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.

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 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 date more than six months following the hearing), a Parole Progress Report will be sent to the Parole Board right before the parole date.

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

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

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. Pay phone service is available in the Front Lobby for visitor use.

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.

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.

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.

Diplomatic Contacts/Consulates: See your Unit Team if you are not a citizen of the United States and have any questions concerning this issue.

DISCIPLINARY PROCEDURES

You must have respect for the rights and property of others. Rules, regulations and policies are implemented to maintain a healthy and peaceful institutional climate and to ensure the orderly operation of the facility.

Certain privileges are granted to eligible inmates as long as the privileges are not abused. Violations of regulations may result in an incident report and imposition of those sanctions outlined in Attachment A.

Incident reports are first investigated by the Lieutenant on duty and the results are then forwarded to your Unit Team for a Unit Disciplinary Hearing. The Unit Disciplinary Committee (UDC), may impose minor sanctions for minor

disciplinary problems. For example, reduction in privileges, removal from preferred quarters, job changes, extra duty, etc. Where more serious charges are involved, the report may/will be referred to the Disciplinary Hearing Officer (DHO), who can impose more serious sanctions, including forfeiture of good time, transfer recommendation to a more secure institution, recommend a parole rescission, etc.

The disciplinary process is outlined in detail in the Bureau's Program Statement on Inmate Discipline and Special Housing Units, located in the inmate law library.

ADMINISTRATIVE REMEDY OF COMPLAINTS

Staff will first attempt verbal resolution of any issue you may present. Failing verbal resolution of the problem, you may request a BP-8 (Request for Informal Resolution) from the Camp Correctional Counselor. You will provide information to your Counselor regarding your problem. The counselor will fill out the BP-8, investigate the complaint and prepare a response as soon as possible (ordinarily within three working days). If you are not satisfied with the counselor's response, you may request a BP-229 Request for Administrative Remedy.

The inmate will return the completed forms 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.

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.

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.

For your convenience, the chart below is provided to clarify time limits for the complete Administrative Remedy process.

TIME LIMITS	<u>Time Limits for Administrative Remedy</u>		
	BP-229	BP-230	BP-231
FILING TIME FOR INMATES receipt	Within 20 days of incident	20 days from BP-229 response receipt	30 days from BP-230 response
RESPONSE OF ADMINISTRATION receipt of	20 days from BP-229 from inmate	30 days from receipt of BP-230 from inmate	40 days from receipt of BP-231 from inmate
EXTENSIONS ALLOWED (RESPONSE)	20 days	30 days	20 days

JOB ASSIGNMENTS

All inmates are assigned to different job assignments and are expected to report to their work detail daily and timely. Monthly work reports will be completed by the staff supervisor of your detail and will be forwarded to your Case Manager. Poor work reports could result in the loss of certain privileges and programs. The Camp Administrator will personally review all work reports, and inmates who continually receive poor work reports or who damage or tamper with work detail equipment will be referred to the Camp Administrator.

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).

If you have special job skills, such as landscaping background, auto mechanic, etc., submit a cop-out to your Unit Counselor.

FACILITIES

On a normal work day the Facilities inmate details placed on this schedule will report to work from 6:45 a.m., and remain at work until 3:30 p.m. Monday through Friday, with an allowance for a 30 minute lunch for all assigned inmates. The inmates will have the same scheduled days off and Holidays as their assigned detail Staff Supervisor. The following schedule for inmates placed on the modified schedule will be as follows:

6:30 a.m.	Facilities Work Call / Inmate Check In / Issue of Tools, and Work Assignment.
7:00 a.m.	One way work move from Facilities to perform daily job assignment
7:30 a.m.	General Institutional Work Call
8:30 a.m.	Controlled Move
10:30 a.m.	Facilities Recall / Tool Return (One way work move back to Facilities)
11:00 a.m.	Main Line / Noon Meal
11:30 a.m.	Facilities Afternoon Work Call / Return to work
11:45 a.m.	Inmates must be checked in by their respective Foreman
12:30 p.m.	One way work move to perform daily job assignment
3:00 p.m.	Facilities Recall / Tool Return(One way work move back to Facilities)
3:30 p.m.	Inmate Recall / Preparation for 4:00 p.m. Standup Count

The above schedule will also be followed by Inmate Details with a Shop Foreman not currently on a four day compressed schedule with the following exception. This detail will report to work by the close of the 7:30 a.m. general work call, and will remain at work until 3:30 p.m. Monday through Friday, with an allowance for a 30 minute lunch.

The inmate four day modified schedule procedures will remain in effect for an evaluation period of a minimum of 180 days. In the case where unforeseen problems are encountered, and cannot be resolved. the inmate compressed scheduled will be suspended. The inmates will revert back to the original five, seven and one half (7-1/2) hour work day schedule until a resolution can be determined.

The inmate detail's third day off, will rotate quarterly. An inmate schedule will be updated and posted within Facilities prior to the quarterly change.

UNICOR

UNICOR Camp inmates will be hired from the Camp Waiting List only. There are three waiting lists for UNICOR employment: those with prior UNICOR experience, those who owe financial obligations of \$1,000.00 or more, and those with no prior UNICOR experience. Inmates with prior UNICOR experience will have a hiring priority over those without prior UNICOR. Inmates must submit a cop-out to the UNICOR Distribution Center Manager to be added to the waiting list.

The present pay structure ranges from Grade 1 thru 5, with Grade 5 starting at a base hourly wage of \$.23 to a Grade 1 of \$1.15.

Inmates who are employed at UNICOR also receive Holiday, Vacation, and Longevity benefits.

ATTACHMENT A

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

GREATEST CATEGORY

The UDC shall refer all Greatest Severity Prohibited Acts to the DHO with recommendations as to an appropriate disposition.

CODE	PROHIBITED ACTS	SANCTIONS
100	Killing	A. Recommend parole date rescission or retardation.
101	Assaulting any person (includes sexual assault) 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 carried out by an inmate)	B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution <u>with</u> violence	B.1 Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a riot or escape; otherwise the charge is properly classified Code 218 or 329)	C. Disciplinary Transfer (recommend). D. Disciplinary segregation (up to 60 days). E. Make monetary restitution.
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, or any ammunition	F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed). G. Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed).
105	Rioting	
106	Encouraging others to riot	
107	Taking hostage(s)	
108	Possession, manufacture, or introduction 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., hack-saw blade)	
109	(Not to be used)	
110	Refusing to provide a urine sample or to take part in other drug-abuse testing	

- 111 Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff
- 112 Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff
- 113 Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff Sanctions A-G
- 197 Use of the telephone to further criminal activity.
- 198 Interfering with a staff member in the performance of duties. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable

HIGH CATEGORY

- 200 Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions -- without violence A. Recommend parole date rescission or retardation.
B. Forfeit 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).
- 201 Fighting with another person B.1 Disallow ordinarily between 25 and 50% (14 - 27 days) of good conduct time credit
- 202 (Not to be used)
- 203 Threatening another with bodily harm or any other offense available for year (a good conduct time sanction may not be suspended).
- 204 Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing C. Disciplinary Transfer (Recommend).
D. Disciplinary segregation (up to 30 days).
E. Make monetary restitution.
- 205 Engaging in sexual acts F. Withhold statutory good time.
- 206 Making sexual proposals or threats to another G. Loss of privileges: commissary, movies, recreation, etc.
- 207 Wearing a disguise or a mask
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, H. Change housing (quarters).
I. Remove from program and/or group activity.

- 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 Introduction of alcohol into BOP facility
- 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 purposes of introducing contraband or for any other illegal or prohibited purposes
- 218 Destroying, altering, or damaging government property or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value
- 219 Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff)
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission
- 222 Making, possessing, or using intoxicants
- 223 Refusing to breathe into a breathalyser or take part in other testing for use of alcohol
- 224 Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)
- 297 Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another
- J. Loss of job.
- K. Impound inmate's personal property.
- L. Confiscate contraband.
- M. Restrict to quarters.
- Sanctions A - M

N. Extra duty.

- 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 or Code 200)
- 315 Participating in an unauthorized meeting or gathering
- 316 Being in an unauthorized area
- 317 Failure to follow safety or sanitation regulations
- 318 Using any equipment or machinery which is not specifically authorized
- 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 and one's quarters in accordance with posted standards
- 331 Possession, manufacture, or introduction of a non-hazardous tool 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

Sanctions A - N

or cosmetics)

332 Smoking

397 Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list)

398 Interfering with a staff member in the performance of duties (Conduct must be of the Moderate Severity nature). This charge is to be used only when another charge of moderate severity is not applicable

399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons (Conduct must be of the Moderate Severity nature). This charge is to be used only when another charge of moderate severity is not applicable

LOW MODERATE CATEGORY

400 Possession of property belonging to another person B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be

401 Possessing unauthorized amount of otherwise used only where inmate found to have committed authorized clothing a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25%

402 Malingering, feigning illness (1 - 14 days) of good conduct time credit available for year (to be used only where inmate

403 Not to be used found to have committed a third violation of the same prohibited act within 6 months) (a good

404 Using abusive or obscene language conduct time sanction may not be suspended). (See Chapter 4, Page 16, for VCCLEA Violent

405 Tattooing or self-mutilation PLRA inmates.

406 Not to be used E. Make monetary restitution.

407 Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, or these privileges may often be an appropriate sanction G) F. Withhold statutory good time. G. Loss of privileges: commissary, movies, recreation, etc.

408 Conducting a business H. Change housing (quarters).

409 Unauthorized physical contact (e.g., kissing, embracing) I. Remove from program and/or group activity.

J. Loss of job.
410 Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G) (may be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault) K. Impound inmate's calls; using the personal property.

M. Restrict to quarters.

N. Extra Duty.

O. Reprimand.

497 Use of the telephone for abuses other than criminal

activity (e.g., exceeding the 15-minute time limit for telephone in an unauthorized area; placing of an unauthorized individual on the telephone list) P. Warning.

498 Interfering with a staff member in the performance of duties (Conduct must be of the Low Moderate-severity nature). This charge is to be used only when another charge of low moderate severity is not applicable

499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons (Conduct must be of the Low Moderate severity nature). This charge is to be used only when another charge of low moderate severity is not applicable

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

ATTACHMENT B

**FEDERAL BUREAU OF PRISONS
HEALTH CARE RIGHTS AND RESPONSIBILITIES**

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

RIGHTS

1. You have the right to health care services, based on the local procedures at the institution. Health services include medical sick call, dental sick call and all support services. Sick call at this institution is conducted:

–Monday, Tuesday, Thursday and Fridays -
–at 6:15 am
2. You have the right to be offered a “Living Will”, or to provide the Bureau of Prisons with “Advance Directives” that would provide the Bureau of Prisons with instructions if you are admitted, as an inpatient, to a hospital in the local community, or the Bureau of Prisons.
3. You have the right to participate in health promotion and disease prevention programs including education regarding infectious diseases.
4. You have the right to know the professional status of your health care providers.
5. You have the right to be treated with respect, consideration and dignity.
6. You have the right to be provided with information regarding your diagnosis, treatment and prognosis.
7. You have the right to be examined in privacy.
8. You have the right to obtain copies of certain releasable portions of your health record.
9. You have the right to address any concern regarding your health care to any member of the institution staff including your physician, the Health Services Administrator, members of your members of your Unit Team, and the Warden.

RESPONSIBILITIES

1. You have the responsibility to comply with the health care policies of your institution. You have the responsibility to follow recommended treatment plans that have been established for you by institution health care staff, to include proper use of medications, proper diet, and following all health related instructions with which you are provided.
2. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
3. You have the responsibility to maintain your health and not to endanger yourself, or others by participating in activity that could result in the spreading or contracting of an infectious disease.
4. You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.
5. You have the responsibility to treat staff in the same manner.
6. You have the responsibility to keep this information confidential.
7. You have the responsibility to comply with security procedures.
8. You have the responsibility of being familiar with the current policy to obtain these records.
9. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open houses or the accepted Inmate Grievance Procedures.

RIGHTS

RESPONSIBILITIES

- | | |
|---|---|
| 10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider. | 10. You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item. |
| 11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food. | 11. You have the responsibility to eat healthy and not abuse or waste food or drink. |
| 12. You have the right to request a routine physical examination, as defined by Bureau policy. If you are under the age of 50, one every two years, over the age of 50, once a year. | 12. You have the responsibility to notify medical staff that you wish to have an examination. |
| 13. You have the right to dental care as defined in Bureau policy to include preventive services and emergency care | 13. You have the responsibility to maintain your oral hygiene and health. |
| 14. You have the right to a safe, clean, and healthy environment, including smoke free living areas. others. | 14. You have the responsibility to maintain the cleanliness and safety in consideration of |
| 15. You have the right to refuse medical treatment in accordance with Bureau policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. form. | 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 treatment |

ATTACHMENT C

INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS

RESPONSIBILITIES

- | | | | |
|-----|--|-----|--|
| 1. | You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel. | 1. | You have the responsibility to treat others, both employees and inmates, in the same manner. |
| 2. | You have the right to be informed of the rules procedures, and schedules concerning the operation of the institution. | 2. | You have the responsibility to know and abide by them. |
| 3. | You have the right to freedom of religious affiliation, and religious worship. | 3. | You have the responsibility to recognize and respect the voluntary rights of others in this regard. |
| 4. | You have the right to health care, which includes nutritious meals, proper bedding and clothing and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation of warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment. | 4. | It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it. |
| 5. | You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines. | 5. | It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence. |
| 6. | You have the right to unrestricted and confidential access to 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 utilize 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 education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities. | 10. | You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of |

such activities.

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

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

ATTACHMENT D

INMATE CO-PAYMENT PROGRAM

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 co-pay 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).



U.S. Department of Justice

Federal Bureau of Prisons

Office of the Director
20534

Washington, DC

July 20, 2012

MEMORANDUM FOR ALL BUREAU INMATES

FROM: Charles E. 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.

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

U.S. Department of Justice
Federal Bureau of Prisons

**Sexually Abusive Behavior
Prevention and Intervention**



An Overview for Offenders

October 2012

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 confidentiality report sexually abusive behavior if you are not comfortable talking with staff.

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

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

§ **Write the Office of the Inspector General (OIG)** which investigates 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