

**ADMISSION AND ORIENTATION  
HANDBOOK**



**FEDERAL CORRECTIONAL INSTITUTION**

**SHERIDAN, OREGON**

**September 2012**

A handwritten signature in black ink, appearing to read "Marion Feather".

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Marion Feather, Warden

## **INTRODUCTION**

Welcome to the Federal Correctional Institution, Sheridan, Oregon. The purpose of this handbook is to provide you with general information about FCI Sheridan, as well as programs and activities available here. You are presently in Admission and Orientation "A & O" status. You will remain in this status until you have completed the A & O program and the Unit Teams have compiled sufficient information and documentation for your initial institutional classification to be completed. During your A & O, much of the general information contained in this booklet will be explained to you in detail by staff. Space has been provided at the end of this booklet for any notes you may wish to take. This booklet is yours to keep. Work with us to make your stay here at Sheridan a rewarding experience, one which will lead you to a fulfilling life following release.

## **ADMISSION**

When you first arrive at FCI Sheridan, you will be processed by the Receiving and Discharge (R & D) Technician on duty, a medical staff member, and the Admission and Orientation (A & O) Counselor or Case Manager. In general, this interviewing process involves obtaining a summary of your social and medical history, filling out identification forms, completing personal property inventories and the issuance of Institution bedding and supplies.

## **ORIENTATION**

You will be placed on call-out to participate in the Admission and Orientation lectures. Generally, A & O lectures will be held in the large multi-purpose room located in Religious Services. The purpose of this orientation process is to familiarize you with the programs and operations of the Institution. You are expected to attend all lectures, call-outs and appointments, during your orientation week and beyond.

## **THE INSTITUTION**

The Federal Correctional Institution, Sheridan, Oregon is a medium security institution opened in 1989. FCI Sheridan operates under the Unit Management system. This system has the Unit Team located within the Housing Unit, making them available for problem solving, information, case management, and other areas of concern to you.

## **ADMINISTRATIVE STAFF**

**Warden:** The Warden is Chief Executive Officer of the Institution and is responsible for its total operation. In order to perform this function most effectively, the Warden delegates some of his/her authority to senior staff members. He or she evaluates the advice of staff and committees appointed by him/her and is the final authority for approval for all major activities, including transfers, furloughs, and other community activities. If you have a problem which cannot be solved and you have exhausted all other resources, you may either submit an Inmate Request to a Staff Member Form to the Warden or talk with him/her at the noon meal, from 10:45 a.m. to Noon, Monday through Friday.

**Associate Warden of Industries and Education:** The Associate Warden of Industries and Education reports directly to the Warden. He or she has delegated responsibility to oversee and supervise the day-to-day operations of Industries (UNICOR) and the Education/Recreation Department. Should you have a problem which concerns one of his areas of responsibility, and you have exhausted all other sources, you may contact him/her by submitting an Inmate Request to Staff Member Form through the institutional mail, or speak with him/her at the noon meal, from 10:45 a.m. to Noon, Monday through Friday.

**Associate Warden (Operations):** The Associate Warden of Operations reports directly to the Warden. He or she has delegated responsibility to oversee and supervise the day-to-day operations of the following departments: Food Service, Health Care Services, Safety and Sanitation, Mechanical Services, Business Office, Commissary, and Laundry. Should you have a problem which concerns one of his/her areas of responsibility and you have exhausted all other resources, you may contact him/her through the institutional mail by submitting an Inmate Request to a Staff Member Form, or speak with him/her at the noon meal, from 10:45 a.m. to Noon, Monday through Friday.

**Associate Warden (Programs):** The Associate Warden of Programs reports directly to the Warden. He or she has delegated responsibility to oversee and supervise the day-to-day operations of the following departments: Correctional Systems Department (Record Office and Mail Room), Case Management, Correctional Services, Unit Management, Psychology Services, and Religious Services. Should you have a problem and you have exhausted all other resources, you may contact him/her through the institutional mail by submitting an Inmate Request to a Staff Member Form, or speak with him/her at the noon meal, from 10:45 a.m. to Noon, Monday through Friday.

**Discipline Hearing Officer (DHO):** The DHO conducts administrative fact-finding hearings covering alleged acts of misconduct and violations of prohibited acts. This term refers to a one-person, independent, discipline hearing officer who is responsible for conducting Institution Discipline Hearings. The DHO imposes appropriate sanctions on incidents of inmate misconduct referred for disposition following the UDC hearing as required by FR 541.15.

**Captain:** The Captain reports directly to the Associate Warden of Programs. He or she has been delegated the responsibility for the overall security of the institution, and the safety of those who live and work here. He or she supervises the Lieutenants and Correctional Officers. Any questions concerning his/her areas of responsibility should be addressed to him/her directly, or one of the Lieutenants.

**Case Management Coordinator:** The Case Management Coordinator reports directly to the Associate Warden of Programs. He or she is considered an expert regarding case management and is delegated the responsibility of coordinating this area. You may request to see him/her by submitting an Inmate Request to Staff Member Form, after attempting to resolve related issues with your Unit Team members.

### **QUARTERS ASSIGNMENT**

Upon your arrival, you will be assigned to Unit 1, 2, 3, or 4. All living quarters will have a locker for you to store your property. Combination locks are available from the commissary for your locker. When inmates share a living area, there will be mutual responsibility to insure that the area is kept clean and free of any contraband items. You will be held responsible for any contraband found in your assigned area and/or found amongst your personal property.

### **INMATE ATTIRE**

Inmates wearing institutional clothing will have an inmate name/register number affixed to the garment. This label is attached to all issued clothing through the laundry department. Clothing without the label will be confiscated and returned to laundry, and you will be subject to disciplinary action.

Additionally, inmates with approved visits will wear institutional clothing with the labels affixed. If an article of clothing is missing the label, the item will be confiscated and the inmate will return to his housing unit to obtain properly labeled clothing, prior to being admitted into the Visiting Room.

### **CLOTHING EXCHANGE**

#### **INMATE LAUNDRY SCHEDULE**

Mondays 6:30 a.m. to 7:15 a.m.

1. Turn in dirty laundry bags
2. Clean laundry bag pick-up
3. Exchange of worn-out clothing - 2nd & 4th Monday of the month
4. Size changes - 2nd & 4th Monday of the month

Note: When federal holidays fall on a Monday, scheduled Monday laundry exchange will be deferred until the next Monday.

Wednesdays 6:30 a.m. to 7:15 a.m.

1. Turn in dirty laundry bags
2. Clean laundry bag pick-up
3. Linen exchange
4. Blanket exchange - 1st Wednesday of the month
5. Shoe and boot exchange

Note: Due to safety requirements of the workplace, verification will be needed from staff to exchange on days other than Wednesdays.

Fridays 6:30 a.m. to 7:15 a.m.

1. Turn in dirty laundry bags
2. Clean laundry bag pick up
3. Jacket and parka exchange

Note: On Monday, Wednesday and Friday there will be exceptions to this exchange during winter months only. No services on Tuesday or Thursday.

### **UNIT MANAGEMENT**

The Institution is organized by four individual housing units broken down by A and B sides with a multi-discipline group of staff who will make decisions concerning work programs and inmate supervision. You will be assigned to a Unit Team and have a formal meeting with them within 1-month for new commitments, and within 2 weeks for parole violators.

### **UNIT STAFF**

Each Unit has a Unit Team which is made up of the following Staff Members:

**Unit Manager:** Is responsible for the development, operation and supervision of the total unit program.

**Case Manager:** Is responsible for matters pertaining to inmate management such as parole issues, classification, releases, transfers, referrals, and correspondence.

**Counselor:** Is primarily concerned with your day-to-day problems pertaining to visitation, phone lists, FRP, work assignments, and bed moves. When you need assistance on personal matters, you should initially contact your assigned Correctional Counselor.

**Secretary:** Is responsible for all clerical work concerning the assigned Housing Unit.

**Unit Correctional Officer:** Is responsible for all inmate supervision within the Unit. Many times, he or she will be the only staff member on duty and available to answer questions relative to your adjustment in the Housing Unit.

**Education Department:** Acts as an advisor to the Unit Team for all matters pertaining to your educational and/or vocational training needs.

**Psychologist:** Is qualified to determine if emotional/psychological problems may be affecting an individual. The psychologist further suggests and/or participates in treatment.

### House Rules

After receiving a Unit assignment, you should study the house rules. The following are standard rules for all Housing Units:

1. Lights in the Units will be turned on at 6:00 a.m. and lights will be turned out at 10 p.m.
2. There will be no inter-cell visiting, except in the DAP unit.
3. There will be no visiting between living units. Inmates assigned to a work crew will be allowed in the living units if in possession of a work pass. Any unauthorized entrance to a Housing Unit will result in disciplinary action.
4. Floors will be swept and mopped daily, paying close attention to the areas beneath the beds and under the lockers. No rugs of any type, i.e., blankets, towels, etc., are allowed to be maintained on the cell floors.
5. Walls will be cleaned daily, assuring that any spills are cleaned off the walls. Pay close attention to the corners in order to prevent formation of cobwebs.
6. The only covering permitted for outside windows will be that which is provided by the institution. Beds will be tightly made, military style, with the blanket being the top cover. Extra blankets will be neatly folded at the foot of the bed and nothing will be left lying on the bed or hanging from the bedposts or frame.
7. Generally, those inmates assigned to work details during the 12 a.m. to 8 a.m. shift, will be permitted to be in bed during the day. Their beds will be made when they are up for the day. Otherwise, all beds will be made by 7:30 a.m. during weekdays. On weekends and holidays, the bed will be made when the inmate is up for the day (see unit bulletin board for picture of acceptable room standards). Only one mattress is allowed per bed. Pillows will not be removed from the cells. When linen is being exchanged, the mattress may be left lying flat on the bed. Other than for linen exchange, sheets, pillows, blankets and towels will not be taken out of the housing unit.
8. Shoes will be neatly arranged underneath the bed with the toes pointed outward, no exceptions.
9. Boxes and paper bags will be considered contraband in the quarter's area. Personal property is limited to that which can be stored neatly in your locker or on the desk.
10. Windows will be cleaned daily. Orderlies are responsible for cleaning all outside first floor windows.
11. Room furniture will be cleaned daily, assuring stains, spills, and dust is wiped off.
12. Baseboard areas will be cleaned daily, assuring dust does not accumulate. All vents found in the cell quarters area will be kept clean. All light fixtures in your quarters will also be kept clean, and free of any stored items.

13. Dirty clothing will be properly stored in a clothing bag between laundry exchanges, and will be stored in your locker or hanging from the side of your locker, out of sight.
14. Trash cans will be cleaned daily. They will be emptied prior to departing the room. No trash can liners allowed.
15. Pictures, posters and other materials will not be attached to the walls in any manner. Non-personal pictures may only be displayed inside the locker doors.
16. Cardboard materials will not be kept inside the cell.
17. Lockers and desks will be maintained in a neat and orderly fashion at all times. One picture and one religious item may be stored on top of each locker.
18. In addition to your personal living area, you are expected to do your part in helping to maintain the highest possible sanitation level for the overall institution. You are to refrain from littering and may be required to work on a crew to pick up litter on the compound.
19. Inmates must be properly dressed (shoes, shirts, pants, etc.) before entering any housing unit offices or the triangle area.
20. The Commissary Card is also your Identification card. If you leave your Housing Unit, you must have your Commissary/I.D. Card in your possession. This card will also be used for checking out books, games, and athletic equipment, and various items.
21. Inmate phones may only be used during non-work hours.
22. Hats are not authorized in **ANY** indoor area with the exception of religious headgear (as approved by Religious Services) or food service workers in the performance of their duties. When worn, the hat must be worn bill forward.
23. FCI Sheridan is an inmate smoke and tobacco free institution.
24. Inmate access to upper bunks is provided by a step welded into the frame of the bed. This is the only approved mechanism for inmates to use when accessing the upper bunk. Any other method could result in injury.
25. There will be no modifications to inmate cells, fixtures, furniture, lighting, etc. You are subject to disciplinary action if you are found responsible for any modifications.

### **MARRIAGES**

If an inmate wishes to be married while incarcerated, the Warden may authorize him or her to do so, under certain conditions. All expenses of the marriage will be paid by the inmate. Government funds may not be used for marriage expenses. If an inmate requests permission to marry he must:

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

Weddings will take place in the visiting room on the first Wednesday of each quarter (October, January, April, or July). Unit Teams coordinate all weddings, while the Chaplains are available for premarital counseling. Wedding bands, valued less than \$100 without any stones, may be brought into the institution with preapproval from the Unit Manager for the ceremony and will become inmate property.

### **DISTRESS BUTTON**

Located in each cell is an inmate "Distress Button." When this button is pushed, it will summon the officer. **THIS BUTTON WILL BE USED FOR EMERGENCIES ONLY. ANY MISUSE OF THIS SYSTEM WILL RESULT IN DISCIPLINARY ACTION.**

### **PERMANENT ASSIGNMENTS**

You may apply for jobs within the institution by delivering an application and resume to the work detail supervisor. Application and

resumes can be developed in the Career Resource Center in the Education Department. If you do not voluntarily obtain a job your Unit Team will assign you a job. If you are unassigned, you may be given a daily work detail in the Housing Unit until a permanent work assignment is indicated. You must work a job assignment for a minimum of 90 days before requesting a change.

### **SMOKING**

FCI Sheridan is an inmate tobacco-free institution. Inmates caught with tobacco will receive disciplinary action.

### **PERSONAL CLOTHING**

Each Housing Unit has six washers and six dryers (three of each on each side) available for inmate use. It is the responsibility for each individual to keep all his personal clothing clean. Personal clothing is to be washed at a minimum of once per week. An accumulation of dirty clothing could result in disciplinary action.

### **BULLETIN BOARDS**

Inmate bulletin boards are located in each Housing Unit. You are responsible for reviewing the inmate bulletin boards daily for pertinent information. Each housing area has an informational pillar. General information, call outs, movie, recreation, meal, and Religious Services Activities Schedules will be posted in this area.

### **TELEVISION HOURS**

Unit televisions may be viewed from 6:00 a.m. until work call. Disruptive conduct, poor sanitation, tampering with security lights, discovery of contraband, and excessive noise in the Unit TV areas may result in termination of viewing privileges. TV volume should not be heard outside the TV room. The Unit Staff have the authority to close down any TV room for violations of institution rules.

### **CORRECTIONAL SYSTEMS DEPARTMENT**

The Correctional Systems Department (CSD) is located in the Administration Building. The CSD consists of Mail Room, Receiving and Discharge, and the Records Office. Open House hours are from 10:45 a.m. to 11:45 a.m., Tuesday through Thursday, or you may submit an Inmate Request to Staff Member through the institutional mail stating your specific request to CSD staff.

Outgoing general mail at this Institution may not be sealed. You must use the printed TRULINCS labels for your outgoing mail. In addition, you must place your full committed name, register number, and the Institution's return address on all outgoing mail as follows, or it will be returned to you:

Committed Name  
Register Number  
Federal Correctional Institution Sheridan  
P.O. Box 5000  
Sheridan, Oregon 97378-5000

Legal mail/special correspondence must be clearly marked as such to avoid possible opening and screening as "general mail." Mail is treated in accordance with the United States Postal Service Regulations, the Bureau of Prisons Program Statement on Correspondence and the Mail Management Manual which are on file in the law library.

Incoming "Legal Mail/Special Mail" is not opened in the mail room if it is clearly marked, and is being sent by a specific legal counsel/attorney. This mail will be forwarded to the Unit Staff and then opened in your presence. You will be required to sign a log book indicating you have received your legal mail.

Mail is delivered to inmates Monday through Friday after the 4 p.m. count at the Unit Officer's station. On Saturdays, Sundays and Holidays there is no mail delivery. All outgoing mail will be handed to the unit officer unsealed and will be picked up daily. Outgoing legal mail will be given to the Unit Officer after general correspondence has been handed out.

Your mail is not routinely censored, but it is screened for contraband according to the policy of the Bureau of Prisons. Incoming mail is opened, inspected and stapled/taped.

You may receive hard cover publications direct from the publisher, a bookstore, or a book club. Soft cover materials (magazines and paperback books) publications must be sent from the publisher. Newspapers are allowed by subscription only.

Inmates are authorized to receive certain types of packages in the mail (Package Authorization forms are available from your Unit Team). A package is defined as a bundle, usually small or medium sized, that is packed, padded, wrapped, or boxed. Additionally, an

article weighing 16 ounces or more containing other than paper material or excessive paper materials will be considered a package and will require approval. Some packages are authorized under other BOP policies (i.e.: magazines, special mail, paperback books, educational or legal materials) and you are not required to have these packages pre-approved. These packages **must** be marked with words "**Authorized by Bureau Policy.**" They are intended to alert mail room staff that enclosed materials contain matter which does not require prior approval. These markings assist mail room staff in identifying and processing the material to avoid erroneous returns.

All postage requirements will be your responsibility. Postage stamps are to be purchased through the Commissary and cannot be received through the mail.

If you transferred from another Federal Institution, the R&D officer will either place you on call out or contact your supervisor for you to receive all authorized property after its arrival.

### **Correspondence Between Confined Inmates**

An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family or a party in a current legal action (or a witness) in which both parties are involved. For more information submit an Inmate Request to Staff seeking approval to correspond.

### **Rejection of Correspondence**

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

- Matter which is non-mailable under law or postal regulations.
- Information of escape plots, of plans to commit illegal activities, or to violate institution rules.
- Direction of an inmate's business (prohibited act 334). An inmate may not direct a business while confined.

This does not, however, prohibit correspondence necessary to enable an inmate to protect property or funds that were legitimately his at the time of his commitment. Thus, for example, an inmate may correspond about refinancing a mortgage for his home or sign insurance papers, however, the inmate may not operate (for example) a mortgage or insurance business while confined in the institution.

### **Notification of Rejection**

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

### **Sentence Computation**

The Designation and Sentence Computation Center (DSCC), located in Grand Prairie, Texas, is responsible for the computation of inmate sentences. An inmate will be given a copy of his sentence computation as soon as it is prepared. Any questions about good time, jail time credit, parole eligibility, full term dates, release dates, or periods of supervision, are resolved by staff upon inmate request for clarification.

### **Fines and Costs**

In addition to jail time, the court may impose a committed or non-committed fine and/or costs. Committed fine means that the inmate will stay in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 USC, Section 3569 (paupers oath). Payment of a non-committed fine or cost is not required for release from prison or transfer to a Residential Reentry Center. Unpaid non-committed fines may require an agreement of payment while on supervised release. After an installment schedule is signed, the inmate may be released on his scheduled release date.

### **Detainers**

Judgments/Warrants based on pending charges, overlapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions, will be accepted as detainers. Case management staff may give assistance to offenders in their efforts to have detainers against them disposed of, either by having the charges dropped, by restoration to probation or parole status, or by arrangement for concurrent service of the state sentence. The degree to which the staff can assist in such matters as these will depend on individual circumstances. Federal and state detainers may be quickly processed under the procedures of the "Interstate Agreement on Detainers." This agreement applies to all detainers based on pending charges which have been lodged against an inmate by a "member" state, including the U. S. Government, regardless of when the detainer was lodged. For an inmate to use this procedure, the felony warrant must be lodged with the institution. If no detainer is actually lodged at the

institution, but the inmate knows of pending charges, it is important for the inmate to contact the court and district attorney because, in some states, the detainer notice may start the time running for a Speedy Trial Act agreement.

### **Good Conduct Good Time**

The following is applicable to inmates sentenced for an offense committed after November 1, 1987, but before September 13, 1994:

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

The following is applicable to inmates sentenced for an offense committed on or after September 13, 1994, but before April 26, 1996:

Amendments to 18 U.S.C. § 3624(b) under the provisions of the Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA) create distinctions between violent and nonviolent offenders and inmates who have, or do not have, a high school diploma or equivalency. These distinctions can affect the awarding, disallowance, and forfeiture of good conduct time (GCT) and the aggregation of VCCLEA sentences with other federal sentences. Inmates may receive fifty-four (54) days of GCT credit for sentences of more than one year, other than a term of life when he displays compliance with institutional disciplinary regulations. Credit for the last partial year is prorated. Inmates with an Education Development Information (EDI) assignment of GED UNSAT cannot vest GCT, both the GCT is available for forfeiture. Inmates will resume vesting when returned to a non-GED UNSAT status. You may earn and vest up to 54 days of GCT at the end of each anniversary year provided disciplinary sanctions by the DHO are not imposed and you earn or are making satisfactory progress toward earning a high school diploma or equivalent degree. The following is applicable to inmates sentenced for an offense committed on or after April 26, 1996:

The Prison Litigation Reform Act of 1995 (P.L. 104-134) (PLRA) amended 18 U.S.C. § 3624(b) to hold all inmates to an "exemplary compliance" standard for violations of institutional rules and regulations. In addition, the amendment requires educational progress toward earning a high school diploma or an equivalent degree in GCT credits. The PLRA also specifies that GCT will vest on the date the inmate is released from custody. This means that all earned GCT for the year, or years, preceding the current or final partial year, is available for forfeiture throughout service of the sentence. A PLRA inmate in a non-GED UNSAT status earns 54 days of GCT per year and 42 days per year while in a GED-UNSAT status.

## **LEGAL ISSUES**

### **Attorney Visits**

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

### **Legal Material**

During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Legal material may be transferred during attorney visits, but is subject to inspection for contraband. This material will be treated in a similar manner as the special mail procedures described above. Inmates are expected to handle the transfer of legal materials through the mail as often as possible.

### **Attorney Phone Calls**

In order to make an unmonitored phone call between an attorney and an inmate, the inmate must contact a member of his Unit Team. You must show an impending court deadline or a reason why you can't discuss this through legal mail or attorney visit. All calls placed through the regular inmate phones are recorded and subject to monitoring.

### **Law Library**

The law library is located in the Education Department, and contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prisons Program Statements, Institution Supplements, Indexes, and other legal materials. The Law Library is open Monday through Thursday, from 7:30 a.m. to 8:15 p.m., excluding lunch and the 4 p.m. count, Fridays from 7:30 a.m. to 3:30 p.m., Sundays from 11 a.m. to 8:15 p.m., excluding the 4 p.m. count and is closed on Saturdays and holidays. An inmate Law Library Clerk is available for assistance in legal research. Legal materials are also available to inmates in the Special Housing Unit via delivery system and satellite collection.

### **Notary Public**

Under the provisions of 18 USC 4004, Case Managers are authorized to notarize documents. A recent change in the law allows that a statement to the effect that papers which an inmate signs are "true and correct under penalty of perjury" will suffice in federal courts and other federal agencies, unless specifically directed to do otherwise. Some states will not accept a government notarization for real estate transactions, automobile sales, etc. In these cases, it will be necessary for you to contact your legal team and arrange for notary service at your expense.

### **Copies of Legal Materials**

In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. A copy machine is available in the Law Library for inmate use at a cost of \$.10 per page. You will be required to purchase a copy card from the commissary. Individuals who have no funds and who can demonstrate a clear need for particular copies, may submit a written request to the education staff for a reasonable amount of free duplication. While inmates are allowed to assist other inmates in legal issues, you are not allowed to possess another inmate's legal materials outside the law library.

### **Federal Tort Claims**

If the negligence of institution staff results in personal injury or property loss or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a standard Form 95. They can obtain this form from the Safety Manager.

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

The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the prior written consent of, the individual to whom the record pertained, except for specific instances. All formal requests for access to records about another person and/or agency record other than those pertaining to themselves (including Program Statements and Operations Memoranda) will be processed through the Freedom of Information Act, 5 USC 552. To obtain a copy of a document in his central file, or review the central file, an inmate should contact the Unit Team. To obtain a copy of his medical file he should submit a request to the medical department.

## **HEALTH SERVICES**

It is the policy of the Bureau of Prisons to provide all care and medical treatment during incarceration which is necessary and needed to maintain the health status of the individual. The decision as to appointment time and treatment lies solely with the Medical Staff.

### **Sick Call Procedures**

Routine sick call is held Monday, Tuesday, Thursday and Friday between 6:30 a.m. and 7:00 a.m. Cop-outs will not be accepted in order to be seen for sick call. You must sign up for sick call in person. Sick call is not held on Wednesday. Medical providers use this day to complete scheduled appointments, surgical procedures and specialty clinics. If an urgent or emergent need should arise, medical staff will remain on call and available.

In order to receive any type of medical or dental care you must bring your ID card to with you to Health Services. You will not be seen for sick call or treated without your ID card. Be advised, the provider signing up sick call, depending on the number of inmates requesting to be seen that day, may need to prioritize the requests and limit the number of sick call seen on a given day. Inmates will be triaged and those individuals with non-urgent conditions will be scheduled to be seen at a later date.

All inmates going to sick call whether it's dental or for medical, must notify his work supervisor prior to sick call. Inmate accountability will be followed at all times. Inmates who fail to keep their sick call appointment or a call-out are subject to an incident report. All other visits to the medical department will be by appointment only (except for emergencies). Should an inmate become ill or injured, a staff member must call Health Services and give details concerning the illness or injury prior to the inmate going to Health Services. Health Services staff will determine whether or not the inmate will be seen at that time or instructed to sign up for sick call on the next scheduled sick call day. If it is an emergency, Health Services will be notified and appropriate care will be provided, including transport to the hospital, if necessary.

### **Dental Sick Call**

Dental sick call is held on Tuesday and Friday at 7:00 a.m. DO NOT send cop-outs requesting a sick call appointment for a toothache, swelling or infection. You must sign up for dental sick call in person. All information outlined in the sick call procedures for Health Services is applicable to seeking dental care. Co-pays will be charged for all dental sick call services.

If you are interested in receiving routine dental care (which includes hygiene services, permanent fillings, and evaluation for partial or full dentures) you must first fill out a cop-out and send it to the Dental Department. Your name will be placed on the routine dental care list and you will be seen in the order in which it was received. All other complaints or concerns are addressed through sick call.

### **Fogline Procedures – Medical and Dental**

If fogline should occur on a scheduled sick call day and the census count clears BEFORE 8:30 a.m. Sick Call will be announced immediately thereafter. If the count does NOT clear by 8:30 a.m. sick call will NOT be held for that day and you will need to make the next scheduled sick call.

### **Inmate Copayment Program**

**Application:** The Inmate Copayment Program applies to anyone in an institution under the Bureau's jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center (MRC).

#### **Health Care Visits with a Fee:**

You must pay a fee of \$2 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 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 below, you will be charged a \$2 co-pay fee for that visit. You must also pay a fee of \$2 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.

#### **Health Care Visits with no Fee**

We will not charge a fee for:

- Health care services based on health care staff referrals,
- Health care staff-approved follow-up treatment for a chronic condition
- Preventive health care services
- Emergency services
- Prenatal care
- Diagnosis or treatment of chronic infectious diseases
- Mental health care or
- Substance abuse treatment

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

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

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

**Indigency:** An **indigent inmate** is an inmate who has not had a trust fund account balance of \$6 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.

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

**Examination by a Physician**

The most efficient way to obtain an examination by a physician or an outside specialist, if necessary, is to sign up for sick call, explain your problem to the P.A. or nurse, and they will refer you to a physician, if your condition warrants it. The Utilization Review Committee must approve all evaluations and procedures by outside specialists. Pre-existing conditions are treated, if they are determined to be medically necessary.

**Chronic Care Clinics**

Chronic Care Clinics are regular call-outs with a Physician or Physicians Assistant (P.A.) to assess and/or monitor conditions such as high blood pressure, heart disease or diabetes. If you take medications on a daily basis for a chronic disease or condition, you may be placed in a chronic care clinic. If you are not on a clinic list, but feel you should be, please submit a “Cop-Out” to the Clinical Director or the Health Services Administrator.

**Medication Line**

Medications will be dispensed at the Pharmacy window two times per day. Inmates who are receiving pill line medications, insulin injections or picking up prescriptions must do so at this time. Medication Line (pill line) will be announced as follows:

Monday-Friday:	6:30 a.m. (when mainline opens) 4:45 p.m. (when mainline opens)	Weekends/Holidays:	8:30 a.m. 4:45 p.m. (when mainline opens)
Insulin Line:	6:30 a.m. 4:30 p.m. (after count clears)	Weekends/Holidays:	8:20 a.m. 4:30 p.m. (after count clears)

As soon as medication (pill lines) are announced you are expected to go directly to Health Services/Pharmacy. If you arrive late and pill lines have been completed – you will NOT be seen.

**Pharmacy**

Prescription refills will be requested utilizing the Prescription Refill Request form (Prescription bottles will not be accepted). The request should be submitted 2-3 days before your prescription runs out to permit processing of the request by Pharmacy Staff. Incomplete or inappropriately completed forms will not be processed. Your Request for Refill forms need to be placed in the mailbox outside of Health Services. **If you have a medication that has no refills or has expired, you must sign up for sick call and be seen by a provider in order to have your prescription renewed. NO EXCEPTIONS.**

**Pharmacy Medication Counseling Services**

If you have questions concerning your medications, the Pharmacist is available for counseling services during morning pill lines only, Monday – Friday, excluding holidays. Health services staff conducting evening and weekend pill lines are not pharmacists. It is important, if you have questions, to direct them to the Pharmacist for expert advice on your prescription medications.

**Routine Physical Examinations**

A history and physical exam is performed on all new commitments to the Bureau of Prisons, whether the inmate is a self-surrender or transferee from a county jail or state facility. Routine screening procedures for tuberculosis on a yearly basis using the PPD skin test. Other procedures are done based upon clinical findings during your physical examination.

Inmates over 50 years old may request a yearly health screening. Labs performed include a chemistry panel, complete blood count, thyroid stimulating hormone, free T 4, and a lipid panel. An electrocardiogram (EKG), a screening test for glaucoma, a rectal examination with Hemocult (a test for blood in the stools), and a Prostrate Specific Antigen (PSA) tests will also be performed. Requests for PSA testing without a rectal exam will not be honored.

Many people request a “complete physical” when they have only one specific concern, or have no concerns or symptoms at all. An examination is only as good as the history you give to the practitioner. If you are under age 50 and have no health problems or concerns, the likelihood of a general physical exam revealing a significant problem is very low. Any inmate scheduled for release may request a physical exam, regardless of age, if they have not had one within the past 12 months of incarceration.

Infectious diseases, such as colds, flu, and skin infections, are easily spread within a crowded environment. Good hygiene is very important, keep your body, clothes, and areas clean. Wash your hands frequently. Cough into your elbow or upper arm. If you cough or sneeze into your hands, wash your hands. Keep scratches and open areas clean and covered. Dispose of soiled bandages appropriately and wash your hands. Flu vaccinations will be offered each fall.

### **Infectious Diseases**

The Bureau will manage infectious disease in the confined environment of a correctional setting through a comprehensive approach which includes testing, appropriate treatment, prevention, education, and infection control measures.

**Inmates may voluntarily request testing** for infectious diseases (Hepatitis B, Hepatitis C, and HIV) and sexually transmitted diseases (syphilis, gonorrhea, Chlamydia, herpes, genital warts, etc.). Inmates may request testing via an Inmate Request to Staff Member (BP-S148) form addressed to Health Services. If it is an emergency, inmates are encouraged to present to medical sick call for evaluation.

**Mandatory testing is performed** when there are risk factors and the test is clinically indicated and/or surveillance testing is required. Inmates must participate in mandatory HIV testing programs.

**All inmates will be assessed** by a health care professional for clinical signs and symptoms of active pulmonary tuberculosis during intake screening, (i.e., weight loss, chronic cough, spitting up blood, night sweats). Inmates are advised to report to Health Services should they experience any of these signs and symptoms while at FCI Sheridan. These may indicate active tuberculosis, which is a contagious infection and needs to be identified and treated promptly.

**Tuberculin skin screening is mandatory for all inmates** and is performed at least annually, more often, if clinically indicated. The only exception to mandatory testing is individuals who have tested positive and have verifiable Bureau of Prisons documentation or documented completion of treatment.

**Disease Prevention:** Influenza, Pneumococcal, Tetanus/Diphtheria, and Measles/Mumps/Rubella immunizations will be provided routinely to inmates in accordance with CDC guidelines and guidance from the Federal Bureau of Prisons Medical Director.

**Programming, Duty and Housing Restrictions:** Any inmate with an infectious disease will be evaluated for programming, duty and housing. Inmates with infectious diseases that are transmitted through casual contact will be prohibited from work assignments in any area, until fully evaluated and cleared by a health care provider.

Inmates with infectious diseases that are not food borne or transmitted by casual contact; i.e., HBV, HCV, HIV, will not be prohibited from assignment to Food Service based solely upon the diagnosis of the infectious disease. The primary care provider will determine the inmate's suitability for Food Service.

### **Over-The-Counter-Medications**

Commissary has a wide range of over-the-counter medications. Stock up on those items you routinely need.

### **DNA Blood Samples**

On December 19, 2000, the DNA Analysis Backlog Elimination Act of 2000 (Pub. L. No. 106-546) was enacted. That law required the Bureau to obtain a DNA sample from each inmate convicted of a qualifying offense. Program Statement 5311.01, **Inmate DNA Sample Collection Procedures**, was effective February 1, 2011. Collection of DNA via buccal swab has been incorporated into the collection method. The policy states "...Pursuant to these authorities, the Bureau will collect DNA samples from persons in Bureau custody who are:

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

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

While in 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 your institution. Health Care Services include medical sick call, dental sick call and all support services. Sick call at this institution is conducted as posted.
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 name and 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 Unit Team and the Warden.
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.

**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 spreading or contracting of an infectious disease.
4. You have the responsibility to respect these providers as professional 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.
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.

## **Rights**

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.
12. You have a right to request a routine physical examination, as defined by B.O.P. policy. If you are under the age of 50, once every two years; over the age of 50, once a year.
13. You have the right to dental care as defined in B.O.P. policy to include preventative services, emergency care and routine care.
14. You have the right to a safe, clean, and healthy environment, include smoke free living areas.
15. You have the right to refuse medical treatment in accordance with B.O.P. policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.
16. You have the right to complain of pain, have your pain assessed by medical staff, and have pain treated accordingly.
17. You have the right as an offender to health care and will not be denied due to lack of funds.

## **Responsibilities**

11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the responsibility to notify medical staff you wish to have an examination.
13. You have the responsibility to maintain your oral hygiene and health.
14. You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.
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 refusal form.
16. You have the responsibility to be truthful and not overstate your complaint of pain and to adhere to the prescribed treatment plan.
17. You have the responsibility for co-pay if you are not indigent when seeking medical/dental care.

## **The Joint Commission**

Do you have a complaint about the quality of care at FCI Sheridan? We are an accredited health care organization.

The Joint Commission encourages anyone who has concerns or complaints about the safety and quality of care to bring those concerns or complaints first to the attention of FCI Sheridan's health care organization's leaders, which will often lead to more immediate resolution of the matter. Matters concerning billing, insurance, payment disputes, individual personnel or labor issues are not within The Joint Commission scope.

When submitting a complaint to The Joint Commission about an accredited organization, you may either provide your name and contact information or submit your complaint anonymously. Providing your name and contact information enables The Joint Commission to inform you about the actions taken in response to your complaint, and also to contact you should additional information be needed.

It is The Joint Commission's policy to treat your name as confidential information and not disclose it to any other party. However, it may be necessary to share the complaint with the subject organization in the course of complaint investigation.

E-Mail:

[complaint@jointcommission.org](mailto:complaint@jointcommission.org)

Mail:

Office of Quality Monitoring  
The Joint Commission  
One Renaissance Boulevard  
Oakbrook Terrace, IL 60181

## **PSYCHOLOGIST**

This person is responsible for the performance of diagnostic, therapeutic, research, educational and evaluations pertinent to psychological services. The Psychologist plans, organizes, participates and provides professional expertise for unit counseling programs. This function includes the assessment of inmate psychological needs and the design of corresponding programs to meet specific needs. You may request an appointment with a psychologist by submitting a Request to Staff Member form. A Psychologist is also available to inmates at open house Monday through Friday from 11 a.m. to 12 p.m., or on emergency basis, by request from staff.

### **Suicide Prevention Program**

The suicide prevention program is coordinated by Psychology Services. Inmates may volunteer as “Inmate Companions” and receive training in this area. Inmates are encouraged to contact our service if they are experiencing depression and/or hopelessness and desire counseling. Additionally, if you see a peer (another inmate) exhibiting signs of depression, hopelessness, etc., you are encouraged to tell a staff member immediately (see below).

**It is not uncommon for people to experience depression and hopelessness while in jail or prison, particularly if they are newly incarcerated, are serving long sentences, are experiencing family problems or problems getting along with other inmates, or have just received bad news. Sometimes inmates consider committing suicide due to all the losses they have suffered and the pressure they are under. Staff members are trained to monitor inmates for signs of suicide risk and to refer all concerns to the Psychology Department.**

**However, staff members do not always see what inmates see. If you are personally experiencing any of the problems noted above, or you or another inmate are showing signs of depression, PLEASE tell a staff member today. Depression is seen as sadness, tearfulness, irritability, lack of enjoyment in usual activities, staying away from others, refusing phone calls and / or visits, feeling worthless, being hard on oneself, hopelessness, giving away possessions, and statements like “there is nothing to live for.**

***Your input can save a life!***

### **Sexually Abusive Behavior Prevention and Intervention**

**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.

**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.**

### **Your Right to be Safe from Sexually Abusive Behavior**

While you are incarcerated, **no one has the right to pressure you to engage in sexual acts.** You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior regardless of your age, size, race, ethnicity, or sexual orientation.

### **Your Role in Preventing 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.
- 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 to 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 threatened, immediately approach any staff member and ask for assistance. It is part of his/her job to ensure your safety.

### **What to 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 and refer you for a medical examination and clinical assessment. You do not have to name the inmate(s) or staff assailant 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.)

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, 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.

### **How to 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 agency 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 Assailants**

Those who sexually abuse/assault 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.

#### **BOP Policy Definitions**

**Prohibited Acts:** Inmates who engage in inappropriate sexual behavior with or direct it at others, can be charged with following Prohibited Acts under the Inmate Disciplinary Policy.

**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 are also prohibited.

#### **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

**Western Regional Office**  
7338 Shoreline Drive  
Stockton, California 95219

### MEALS

Meals are served cafeteria style in the inmate dining hall during the following approximate hours:

<u>Breakfast:</u>	Monday through Friday Saturday, Sunday and Holiday's (coffee hour)	6:30 a.m. to 7:30 a.m. 7 a.m. to 8 a.m.
<u>Brunch:</u>	Saturday, Sunday and Holidays	10:45 a.m. to 11:45 a.m.
<u>Lunch:</u>	Monday through Friday	10:45 a.m. to 12:00 p.m. (Noon)
<u>Dinner:</u>	Will be served for 1-hour immediately after the 4 p.m. count clears.	

A 5 minute one-way recreation move during the evening meal has been implemented. This is intended for those inmates, who did not wish to eat the evening meal, to gain quicker access to the recreation yard. Once you are in the recreation area, No one will be permitted to leave until "Mainline is Closed" is announced. At this time, a "controlled move" will be announced by the Control Center. All remaining aspects of the program will remain the same. After eating, inmates will still be permitted to enter the recreation yard, but no one will be permitted to exit until the dining hall is closed.

Meal will be served on a weekly rotating basis as determined by the housing unit inspections.

Inmates will not be permitted to wear sleeveless shirts, jogging shorts, sweat bands, shower shoes, slippers, or extremely soiled clothes in the Dining Hall, at any time. All shirts must be buttoned and tucked inside their trousers. Shoes and socks will be worn at all meals. The only head coverings allowed will be those approved by the Chaplain for religious purposes. Inmates wishing to wear religious head wear must have a label placed on their commissary plastic holders indicating the type of approved religious head wear.

### TRUST FUND OPERATIONS

The institution Trust Fund staff are located in the Administrative Building of the Federal Correctional Institution.

#### **Operation of the Sales Unit (Commissary)**

- A. Sales are limited to one sale per week per inmate. The monthly spending limit is \$325.
- B. Sales will be made during regular sales hours as posted on Monday through Thursday.
- C. Special purchase items will be sold during regular sale hours.
- D. The sales unit will be closed Holidays and the last week of March and September for inventory purposes.
- E. Each inmate must submit a written list for items off the approved commissary list for staff. No substitutions.
- F. Items are sold on an as-is basis with no warranty implied.
- G. Any complaints an inmate has about his purchase must be settled before he leaves the sales window.
- H. Validation limits can be found within the Commissary Management Manual or posted in the Trust Fund Sales Unit.

#### **Sales Hours**

All sales will be held at the Commissary window starting at 5:30pm. The designated shopping days will rotate on a quarterly basis as posted by the fourth and fifth digit of the inmate register number. The Commissary is open Monday through Thursday:

THE SALES UNIT IS CLOSED ON WEEKENDS, HOLIDAYS AND FOR INVENTORY.

#### **TRULINCS/TRUFONE Accounts**

You are provided with individual TRULINCS account, similar to the TRUFONE accounts. Each housing unit has dedicated

TRULINCS workstations to perform the following functions:

Contact list management  
Messaging  
Account transaction viewing  
Electronic Law Library

In order to use TRULINCS (email), an Inmate Consent Form to participate in the TRULINCS Programs must be signed and returned to your Counselor.

You are allowed a maximum TRULINCS session length of 60 minutes before being automatically logged out for 15 minutes to allow other inmates access to the system. There is not a monthly time limit for public messaging (emailing). Once you have access to your account, you may purchase TRULINCS session time at the rate of 5 cents per unit (Tru-Unit). Electronic messaging is billed as one Tru-Unit per minute of session time, printing is billed as three (.45) Tru-Units per page. You may purchase from 40 to 600 Tru-Units at one time and your Commissary account which is immediately deducted.

### **Contact list**

You must have a pre-approved email address in order to perform electronic messaging and you must use your contact list. The contact list will also be used to manage your approved telephone numbers within TRUFONE, sending funds out from your Commissary account (BP-199) and printing postal mailing labels. You are allowed up to 30 contacts for the TRULINCS and TRUFONE system, plus up to 100 contacts to print postal mailing labels. The telephone number and email addresses are counted based on the first 30 entered, if you are adding a contact only to communicate via postal mail, then you should not enter a telephone number or email address on the contact.

### **Electronic Messaging**

If an email address is entered for a contact, TRULINCS sends a system generated message to the contact giving them the opportunity to accept or reject the email prior to receiving any messages from you. If a positive response is received, then you may begin exchanging electronic messages with this contact. If a contact rejects TRULINCS participation, then you are blocked from sending any messages to that email address. Messages are limited to 13,000 characters. You will not have access to the Internet nor are you able to receive pictures or other attachments. The delivery of all incoming and outgoing messages is delayed by a minimum of one hour to prevent the engagement of chat sessions. All messages are stored for monitoring at the institution's convenience.

### **Account Transaction Viewer**

You are provided the opportunity to view your last 45 days of Commissary transactions, telephone account statement, and Tru-Unit transactions via TRULINCS.

### **Trust Funds Accounts**

Inmate payroll will be posted by the 10<sup>th</sup> of each month. Questions regarding inmate accounts are to be submitted on an Inmate Request to a Staff Member to the Correctional Counselor, or to the office of Financial Management.

### **TRUFONE (PAC & VPIN)**

There is a telephone room, for inmate use, located in each housing unit. In the secure housing unit, staff provide a portable telephone for inmates use while confined to their cells. Inmates who require a high degree of security may be required to submit their request for phone use to the Unit Counselor. Calls will be limited to 15 minutes. When an inmate enters the facility, a phone access code must be used in accessing both direct charge and collect call features. In addition, each inmate wanting to use the phone will be required to activate his VPIN thru their Counselor. This basically entails recording your voice to access the phone system. Inmates needing an unmonitored attorney call will request in writing to the Unit Counselor at least 24 hours in advance.

Inmates are limited to 300 minutes per calendar month for TRUFONE monitored telephone calls. This limitation applies to all inmates with a TRUFONE account, and may be used for any combination of collect or direct dial calls at the inmates' discretion.

Inmates who exhaust their 300 minutes limitation may, at the Warden's discretion, be provided a telephone call for good cause shown. Inmates should request calls through the Unit Team. It is intended this exception be used sparingly and only for bonafide emergencies. The inmate is responsible for the cost of such calls.

This limitation does not affect an inmate's ability to place unmonitored, legal telephone calls according to the Program Statement on Telephone Regulations for Inmates.

This limitation is needed to maintain the security and good order of Bureau institutions and to protect the public by increasing the Bureau's ability to minimize inmate abuses of the telephone for illegal or disruptive purposes. The Bureau believes a 300 minute limitation provides adequate opportunity for inmates to maintain community ties in conjunction with visiting and written correspondence.

The telephones are for the purpose of allowing the inmates to place local or long distance calls to their family members and friends. This enables them to keep in contact and establish good communications with their family members and friends.

Inmates must transfer funds to their TRUFONE account before any direct charge call can be placed. Transfers to your TRUFONE account must be made from your Commissary account. Once funds are transferred to your TRUFONE account they cannot be returned to your commissary account. Phone calls will be placed as long as sufficient funds are available to make at least a one (1) minute phone call. Calls cannot be completed to area codes 700, 800, 900, 976 or 888.

The Bureau of Prisons reserves the authority to monitor (this includes recording) conversations on any telephone located within its institutions. The daily monitoring is to preserve the security and orderly management of this institution and to protect the public. An inmate's use of the institution telephones constitutes consent to this monitoring.

### **Inmate Telephone Usage**

Additional guidelines have been received at BOP facilities nationwide regarding telephone use.

1. Only one telephone in each housing unit will be available for use from 6:00 a.m. to 3:30 p.m. These telephones are for those on day off, or who work early morning, or late shift hours.
2. Upon the completion of a telephone call, inmates will not be permitted to make another call for 60 minutes.
3. Telephone use may be suspended pending investigation of suspicious telephone conversations (talking in code, making an illusion to criminal activity, etc.)
4. The following sanctions will be considered for telephone abuse:
  - 1st offense: loss of telephone privileges for 6 to 18 months
  - 2nd offense: loss of telephone privileges for 18 to 36 months
  - Repetitive violations will be met with increased sanctions.
5. If you receive an incident report and loss of telephone privileges for abuse of telephones, your Unit Team may recommend to the Warden additional telephone restriction pursuant to 28 CFR §540.100 after the UDC/DHO sanction has expired. This classification could result in you being limited to one telephone call per month. If so classified, you will receive written notice from the Warden and instructions on appeal rights.
6. Inmates transferring to Sheridan, may be subject to the limitation of one telephone call per month, pursuant to 28 CFR §540.100. Specifically, a criminal conviction involving use of a prison telephone will be scrutinized. Factors such as: recency of the conviction and behavior in prison will also be taken into consideration. If so classified, you will receive written notice from the Warden with instructions on appeal rights.

### **Summary of Current Prohibited Telephone Activity**

When using the Inmate Telephone System, you must not engage in the following activities or you will be subject to disciplinary action:

- Use the telephone during your work hours without prior authorization of your Unit Team.
- Make a 3-way telephone call.
- Make a call that is forwarded to another telephone number, regardless of whether that telephone number is on your approved telephone list.
- Discuss or engage in any business related activities over the telephone. Use the telephone to gamble, call gambling hotlines, or discuss gambling odds. Actively trade stocks, commodities, or anything of value or instruct others to do so.
- Use the telephone to work for or assist with any on-going law enforcement activity without the Warden's prior approval.

- Use the telephone to convey or pass messages from another inmate to a third party.
- Make or imply any threat or speak in code to another person over the telephone.
- Use another inmate's PAC number.
- Pass the telephone to another inmate or accept the telephone from another inmate after a telephone call has been connected.
- Participate in conference calling.
- Attempt to use the telephone while on telephone restriction.
- Use the telephone to contact a volunteer, contract worker, staff member, or any former inmate who is in a halfway house or on supervised release.
- Arrange to have anything of value sent to another inmate or inmate family without staff authorization.
- Finally, you must not engage in any other activity or conduct over the telephone which staff interpret as an effort to circumvent our policies and regulations.

### **RELIGIOUS ACTIVITIES**

Religion can be a significant influence in a person's life, especially during imprisonment when more time for thought and reflection is available. To assist the inmate in this regard, the Pastoral Care Department consists of two Chaplains, who are also available for counseling services. Assisting the Chaplains are approved volunteers and contract religious leaders. The religious activities schedule is posted on bulletin boards in the Chapel and in the Units.

### **RESIDENTIAL DRUG ABUSE PROGRAM**

The Residential Drug Abuse Program is a unit-based program that takes approximately 9 months to complete. Residential programs are located in various federal institutions. Each program delivers a standardized treatment package in which participants program 10 to 15 hours a week in a wide variety of therapeutic modalities targeting skills acquisition. For those being released after completion of the program, a period of 3 to 6 months of transitional services will be arranged. The transitional services program is coordinated out of the Central Office and is planned to consist of four hours of treatment weekly. As incentive to participate in residential treatment, inmates admitted to the program who have neither current nor prior violent offenses are eligible to receive up to a 1-year sentence reduction for successful completion of the program. This includes completion of the Residential Re-entry Center (halfway house) as well. Another incentive for participating in RDAP is the conferring of financial awards, based upon the inmate's achievement/completion of program phases. These financial rewards may be provided as participants successfully move through the program. The awards should be based on achievement rather than mere attendance.

#### **RESIDENTIAL PROGRAM TREATMENT FOCUS:**

1. Orientation to Treatment
2. Rational Thinking Skills
3. Criminal Lifestyles
4. Living with Others
5. Lifestyle Balance
6. Recovery Maintenance
7. Transitioning into the Community

#### **Non-Residential Drug Abuse Program**

Non-residential drug abuse treatment is provided at all institutions and ordinarily consists of individual and/or group counseling and self-help programming. It is a voluntary program, available to inmates with drug/alcohol problems who are not eligible or interested in participating in the residential drug abuse treatment program. Nonresidential drug abuse services will include a minimum of 1-hour of individual or group contacts each month as indicated by a treatment plan. Topics typically addressed in nonresidential treatment include: Interpersonal skills building, errors in thinking, post release survival and anger management. The focus must be on the topics' relationship to alcohol and drug abuse and methods used to overcome drug-using patterns.

### **Drug Education/Outpatient Services**

The Drug Education Program is a 40-hour program providing general information about drug abuse and treatment options. The program is standardized and presented in most federal institutions. A certificate of achievement will be awarded to all who successfully complete the program. A copy of this certificate will be forwarded to the unit team for placement in the inmate's central file.

Outpatient services, such as Alcoholics Anonymous and Narcotics Anonymous, are also provided at FCI Sheridan, and in most other federal institutions. They are designed to meet the treatment needs of inmates who are not in comprehensive treatment programs.

### **ACADEMIC AND VOCATIONAL TRAINING**

We stress education at Sheridan, both in the academic and in vocational training programs, as preparation for your release. We believe the more education you have, the easier it will be for you to return successfully to society.

You are, therefore urged to look into educational opportunities available and to take full advantage of them. Through the classification process, your Unit Team may, include educational self-improvement as one of your institution goals, should the need be evident.

To serve as a guide for your future planning, the following are general descriptions of the available programs. Educational Handbooks that give further information on programs are available through your Educational Advisor if you wish to have one.

### **General Literacy/Mandatory Requirements**

Generally, inmates who have been incarcerated in any Federal Bureau of Prisons facility on or after May 1, 1991, will have the following educational requirements or options. Under VCCLEA/PLRA, inmates with GED requirements must be enrolled and satisfactorily participating in the GED program in order to vest good time. VVCLEA/PLRA inmates will participate for a minimum of 240 instructional hours. Unsatisfactory inmates accrue 42 days good time instead of 54 days, unless you are identified as an inmate alien who have confirmed order of deportation, exclusion, or removal, who do not have a high school diploma or GED, you will not have to demonstrate satisfactory progress toward earning a GED credential to be considered for the full benefits of GCT. An unsatisfactory status could also affect furloughs, transfers, sentence computations and halfway house.

### **General Education Development Program (GED)**

The GED Program is mandatory for all inmates who do not have written documentation of a high school diploma or GED Certificate, who were sentenced on or after May 1, 1991. This documentation must be verified in your Pre-Sentence Investigation Report, be an original certificate, or an official transcript verifying graduation. A.A., B.A., M.S., M.A., and Ph.D. degrees will be accepted in lieu of a high school diploma. The program will include levels ranging from grade K-12. All classes are open entry/open exit and are offered throughout the year. GED instruction and testing are generally available in both English and Spanish. A GED Certificate will be required, and/or one must demonstrate 480 hours of satisfactory progress towards earning a GED to secure work assignments above the fourth (4th) pay grade level.

Inmates participating in GED and Literacy programs can receive incentive awards for Student of the Month, satisfactory completions of various achievements and for completing the GED. Students having passed the GED exam will receive a \$25 incentive award.

### **English As A Second Language For Non-English Speaking Inmates**

English as a Second Language is mandatory for all inmates who were sentenced on or after May 1, 1991, who do not have INS detainers and who do not speak English at an eighth grade level. It is also offered to inmates who voluntarily wish to improve their English-speaking skills and vocabulary.

### **Optional Education Classes**

Adult Continuing Education courses  
Parenting Program  
Advance Occupation Education ACollege $\cong$  Program  
Social Programs/Career Counseling  
Correspondence Program  
Vocational Training Programs  
Scholarship Program  
Apprenticeship Programs

### **Library Services**

There are both leisure reading and law books available for inmate use. Both the law and leisure library is located in the Education Department. The Library is open Monday through Thursday, from 7:30 a.m. to 8:15 p.m., excluding lunch and the 4:00 p.m. count, Fridays from 7:30 a.m. to 3:30 p.m., Sundays from 11 a.m. to 8:15 p.m., excluding the 4 p.m. count and is closed on Saturdays and Holidays. Inmate Library Clerks are available for assistance in research law, leisure, and career resources. Legal materials are also available to inmates in the Special Housing Unit via a delivery system and satellite collection.

### **Career Counseling Services**

Career Resource material is available to find appropriate employment upon preparing to leave the institution. You will find a variety of materials in the Career Resource Center in the library, and a Career Resource Center Clerk is available to assist you.

## **WORK ASSIGNMENTS**

All inmates will have a work assignment and are required to work. Pay ranges from \$.12 to \$.40 per hour. Work assignments to one of the following departments are made through your Unit Team and are based upon quotas established by the Inmate Performance Pay Committee. A few of the larger departments are:

Mechanical Services is responsible for maintenance, utilities, and new construction. Valuable training and experience can be gained from assignment to the Powerhouse, Plumbing, Paint, Welding, Machine Shops, Electrical, Air Conditioning, Steam fitting or Landscape Details.

Food Service has the responsibility of preparing and serving meals to inmates, staff and visitors. A wide range of job experiences is available to assigned inmates.

Trust Fund includes the Commissary sales unit operation, and laundry facilities.

UNICOR (Federal Prison Industries): The UNICOR Factory is the largest single employer of inmates at FCI Sheridan. There are many incentives to holding a position in one of the UNICOR operations. The pay starts at \$.23 an hour for 5th grade and goes up to \$1.15 per hour at 1st grade. There is also a possible \$.20 an hour increase for Premium Pay and a \$.30 an hour increase for longevity pay for a maximum hourly wage of \$1.65 per hour. Other benefits include: Industrial Good Time, vacation pay, holiday pay and Incentive Awards for outstanding performance.

To apply for a UNICOR assignment, see your Unit Team or send an Inmate Request to Staff Member to your Unit Counselor. Your name will be placed on the waiting list and you will be hired when your name comes up on the list. Priority placement is given to those with prior UNICOR experience or court ordered financial obligations.

**APPROPRIATE WORK CLOTHING** All inside building work assignments will require full khaki shirts and pants. Those work details that are on outside assignments must wear a minimum of a pair of khaki pants (long) and T-shirt. All work assignments require safety shoes be worn.

## **RECREATION AND LEISURE ACTIVITIES**

An inmate's leisure time includes all free time at his disposal after meeting the requirements of his daily work and program assignments.

The main office of the Recreation Department is located between the Education Department and the Special Housing Unit. It is used as the contact point for most recreation and sports scheduling.

### **Sports and Games**

There are a variety of organized sports including: softball, flag football, soccer, volleyball, handball, racquetball and basketball. Incentives are distributed for participants in all sport leagues. Varsity sports teams are chosen from the inmate population to compete in contests against outside teams.

Sports equipment and games are available for check out from the Recreation Department. All equipment must be returned each day at the completion of play. Board games may be checked out in recreation and must be returned to the Recreation Department the same day.

### Fitness

Fitness equipment is located in the West end of the Gymnasium. This equipment is available to all general population inmates.

### Unit Recreation

Leisure time activities are posted on the Unit bulletin boards and in the recreation area. All noise producing games (slamming of dominoes, loud card games, etc.) will cease at the evening count (10 p.m.). The activities will not begin until 10 a.m. on weekends and holidays. Engaging in personal calisthenics in the common areas of the housing units is prohibited.

### Hobbies

The Hobby Shop is open afternoons and evenings Monday through Friday, and all day Saturday, Sunday and Holidays. A variety of art and craft tools are available for inmate use.

### Central Recreation Area

The Central Recreation Area is located near the Gymnasium and contains ping pong tables, card tables, and TV's that require a walkman radio in order to pick up the sound from the TV. The TV's will be used for sporting and specially televised events.

### Inmate Photo Program

The Recreation Department oversees the Inmate Photo Program. The following are the guidelines for the program. Visiting Room photos are taken during normal visiting hours at the FCI. Additionally, photos are taken on the recreation yard Thursday and Friday evenings from 6 p.m. to 8 p.m. and Saturday and Sunday from 1 p.m. to 3 p.m. and **group photos are taken on Sunday's only** between the hours of 5:00 p.m. and 8:00 p.m. upon completion of Group Photo Form. Inmates may have a photograph taken upon presentation of a signed Commissary Photo Voucher containing his register number.

#### **There will be no photos taken:**

- Which depict inflammatory material such as signs, symbols, emblems, flags, logos or colors of gangs, or carry a negative racial connotation.
- All photos must be taken in the designated photo areas only.
- Which depict inmates making obscene gestures or any unauthorized hand signals.
- That may, in the judgment of administration, constitute a threat to the secure and orderly running of the institution.
- Which include the display of any type of contraband.
- That use props. Props of any kind are prohibited
- Which violate Visiting Room personal contact rules.

**Retakes.** Retakes can only be authorized by the Supervisor of Recreation. Retakes will be given for missing photos, major flaws, or those with technical problems with the camera or photography supplies. Retakes will not be authorized for closed eyes, dislike of pose, or general dislike of a picture.

### Recreation Hours

#### Indoor/Outdoor Facilities

Monday through Friday: 6:30 a.m. to 7:30 a.m.  
9 a.m. to 10:30 a.m.  
1 p.m. to 3 p.m.  
4:30 p.m. to 9 p.m. (Facilities will open upon clearing of the 4:00 p.m. count.)  
Saturday, Sunday/ Holidays: 7 a.m. to 9:30 a.m.  
10:30 a.m. to 3:30 p.m. (Facilities will open upon clearing of the 10:00 a.m. count.)  
4:30 p.m. to 9 p.m. (Facilities will open upon clearing of the 4:00 p.m. count.)

### CALL OUTS

Master "call-out" rosters of appointments are prepared and distributed to all living units and work stations for posting on a daily basis. Call-outs are appointments you must keep in addition to your regular duties. It is your responsibility to check these sheets daily. After determining you have an appointment at a specific place and time, **BE PROMPT**. Notify your immediate supervisor prior to your departure for an appointment. Failure to keep appointments may result in disciplinary action.

## **ACCOUNTABILITY AND INMATE PASS SYSTEM**

In any correctional setting, accountability of inmates confined in the facility is essential. The key to keeping this system in a relaxed balance is for you to assume your responsibility of being in the right place at the right time. At this institution CMS is the only work detail with passes. During the work day (from 7:30 a.m. until 3:45 p.m.) in order to leave your CMS work detail you will need a pass. Passes may be obtained from the CMS foreman responsible for your crew detail. All passes must be returned to the employee of issue prior to the 4 p.m. count. If you are in an area without authorization, you are considered out of bounds, and subject to disciplinary action.

## **COUNTS**

12:20 a.m.	Counted in your Assigned Cell
3 a.m.	Counted in your Assigned Cell
5 a.m.	Counted in your Assigned Cell
10 a.m.(weekends and holidays)	Standing Count in your Assigned Cell
4 p.m.	Standing Count in your Assigned Cell
10 p.m.	Standing Count in your Assigned Cell

Do not distract those counting by talking. All radios and TV sets will be turned off. During ALL counts the inmates will show "flesh." If flesh cannot be seen, the inmate will be called upon to show flesh in order to be counted. When you are on out-count (for example, on kitchen duty, etc.) respond quickly and accurately if asked your name and unit number so that the out-count can be reported promptly.

## **DAILY CENSUS COUNTS**

A Census Count will be conducted Monday through Friday (except holidays) at 8:30 a.m. and 12:30 p.m. All unit orderlies, as well as inmates unassigned, on vacation, medical lay-in, convalescence and medically unassigned must be in their assigned housing unit during the census counts, and must check with the Unit Officer or Unit Staff prior to leaving the unit for any reason, except a call-out.

## **RESTRICTED AREAS**

Out of bounds areas will be posted on the Housing Unit bulletin boards. It is your responsibility to know the out of bounds areas and to adhere to these restrictions. Such areas include all lawn areas, and sidewalks marked "OUT OF BOUNDS". In addition, a 20 foot-restricted zone has been established on all perimeter fence lines. All inmates will remain free of this restricted zone unless under direct supervision.

## **INSTITUTION EMERGENCIES**

When staff are responding to an emergency situation inmates will clear all walkways and doorways and follow any additional instruction given by staff. Inmates in affected area will lay face down on the ground/floor. Inmates who interfere with staff are subject to disciplinary actions.

## **CONTROLLED MOVEMENT**

1. During the evening hours, Monday through Friday, on weekends, and on Holidays, FCI Sheridan will utilize an "Open compound" concept in conjunction with "controlled movement" concept for specifically identified areas.
2. The Housing Units will be called to the evening meal on a weekly rotating basis. Commencing when the dining room is officially cleared, at the FCI, and secured of all inmates at the conclusion of the evening meal (Monday Through Friday), the Evening Watch Activities Lieutenant will contact the Control Room Officer and notify him/her the FCI Compound is "closed." The Control Room Officer will make an announcement over the institution's P.A. system informing the inmate population that the compound is closed. This will indicate that all areas will operate on a controlled movement announced by the Control Center.
3. The walkway extending from the Food Service entrance to the gymnasium will be the only walkway allowed for inmate movement. This inmate movement will only be during the "controlled movement access" time frame. Any inmate found in this aforementioned area during any other time will be "out of bounds" and subject to disciplinary action.
4. "Open Compound" will be allowed in the Commissary and Barber Shop. Inmates will be allowed to move from their respective living unit and travel toward any of the aforesaid locations. Inmates will not be allowed to congregate on any of the sidewalks. Any inmate found to be on a sidewalk leading to a living unit in which he does not reside will be subject to disciplinary action.

The Barber Shop is open to all inmates. Those who opt to remain in one of this area after movement is over will remain

there until the next movement. The Commissary will be accessible to all inmates authorized to shop on that day. Inmates who have finished shopping will be allowed to go back to their respective unit's patio and remain there until the next movement. Restroom facilities are not available in the Commissary and Barber Shop areas. Inmates should utilize the restroom prior to movement.

5. All inmates will be required to be in possession of their Inmate Account Card at all times, when out of the assigned living quarters. Failure to comply with this order will be subject to disciplinary action.
6. The sidewalk leading to the administration area and immediately adjoining the Associate Warden's Office, R&D, the Medical area, and the Special Housing Unit are off limits. An inmate must be called to these areas by staff personnel. Any inmate not having business in these areas will be subject to disciplinary action if found in these areas.
7. All lawn areas throughout the FCI are off limits to all inmates. Any inmate found on any lawn area will be subject to an incident report and subsequent disciplinary action.
8. Patio areas in front of each unit are accessible only during movement periods. Inmates utilizing the patio area are responsible for maintaining a high level of sanitation prior to leaving the area. Trash and garbage of any kind will not be tolerated. Please be considerate of those inmates whose windows face the patio area and keep the noise level down. All inmates who utilize the patio areas must be fully clothed. There will be no sunbathing or inmates without shirts in this area.

**During controlled movement on evenings, weekends and holidays:**

1. The unit doors will remain locked during non-movement periods.
2. The Operations Lieutenant will have a special one way movement from Food Service to the respective units of all Food Service inmates who are going off duty. No other inmates will be allowed to move during this movement.

Recall Schedule:            2:50 p.m. Recreation Recall (weekdays)  
                                     3 p.m. UNICOR Recall (weekdays)  
                                     3:10 p.m. CMS Recall (weekdays)  
                                     3:30 p.m. Recreation Recall (weekends)

**AREA SEARCHES**

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

**DRUG AND ALCOHOL SURVEILLANCE**

The Bureau operates a drug and alcohol surveillance program that includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample or Breathalyzer for either program, and the inmate does not do so, the inmate will be subject to an incident report.

**VISITS**

It is the policy of the Bureau of Prisons to encourage visiting by family and community members to maintain the morale of the inmates and to develop closer relationships between the staff, family members and the community. Some of your basic questions concerning visiting will be answered in this handbook. However, we recommend that you consult with your Correctional Counselor or other Unit Team members and become fully aware of the visiting regulations. ALL visitors are required to clear the metal detector. If a legitimate medical condition prohibits the visitor from clearing the metal detector, the proposed visitor must provide adequate medical documentation in advance to their Unit Correctional Counselor. Visitors will not be permitted to enter the facility until documentation is received and approved.

Upon your arrival at this institution, you will be provided a form to request the persons you desire to be placed on your visiting list. All proposed visitors will be screened. Talk to your Correctional Counselor if you wish to add or delete an individual from the list. The Visiting Room is located in the Administration Building. Inmates will not be allowed to enter the Visiting Room without wearing black institution polished shoes, (no sneakers, soft shoe pass required) clean Khaki shirt and pants, name tags MUST be on the shirt and pants. Each inmate will receive 12 visiting points per month. Each inmate will be allowed to have up to six visitors at any one time. The six visitors may include adults and children, although the total number of children is limited to four. If the number of children exceeds this amount, they may switch out and split the visit or, under special circumstances you may receive authorization from your team to exceed this number. If the visit is split, at least one adult must remain in the

visiting room, and children are not to be left unattended on the grounds. Coloring books and Crayons are available upon request.

Visiting points will be charged as follows:

Two (2) points per day Saturday, Sunday and Federal Holidays

One (1) point per day Thursday and Friday

No points are charged on Thanksgiving, Christmas, New Years and the Fourth of July.

### **VISITING TIMES**

Friday, Saturday, Sunday & Federal Holidays

8:30 a.m. to 3 p.m.

Inmates may receive visits during the scheduled periods. A limit of 6 visitors per visit will be enforced. An infant child who can be held by an adult will not be counted against the total of 6 allotted visitors. Due to space limitations, the Operations Lieutenant and/or Staff Duty Officer are authorized to terminate visits early to avoid overcrowding.

Inmates in the Special Housing Unit (SHU) will visit via video system on the same schedule as the general population inmates. Video visits are limited to one hour and are first come first serve.

The following regulations must be strictly adhered to:

### **VISITING REGULATIONS**

1. No visitors will be allowed entrance after 2 p.m.
2. Children less than 16 years of age must be accompanied by an approved inmate visitor. If the Visiting Room becomes too crowded, visits for persons from the local area will be terminated according to the time of arrival, with the first to arrive being the first terminated.
3. Anyone visiting the institution must be on an inmate's approved visiting list or be approved in advance for a special visit.
4. For identification purposes, visitors will be required to present a picture identification (valid driver's license, passport, etc.).
5. Appropriate attire will be worn by visitors. Due to the general and diverse types of visitors, and the fact that the Visiting Room is not a public facility, certain restrictions must be placed on visitors clothing. Please see your counselor for a copy of the visitors regulations on this matter.
6. Visitors are not allowed to bring food, gifts, games, needlework, pocket books, baby strollers, or packages into the visiting room. Any item that cannot be thoroughly searched will not be allowed into the institution. Business transactions and written messages may not be exchanged during a visit. Items purchased in the visiting room vending machines will be consumed inside the visiting room. Baby diapers, food and bottles, etc., will be allowed, but only the amount that will be consumed or used during the visit.
7. A kiss and embrace are permitted at the beginning and at the end of the visiting period. **PETTING IS PROHIBITED.** Filing nails, braiding of hair, etc., are not appropriate activities in the Visiting Room. The Visiting Room Officer will enforce the standards set forth in policy. Life support medication may also be allowed into the Visiting Room under the direct handling and supervision of the Visiting Room Officer.
8. Once seated, movement by inmates and their visitors should be limited to that which is necessary. Inmates are not allowed to accompany their visitors to the vending machine area. Inmates will not use the visitors' restrooms. If the need arises, the inmate must contact the visiting room officer for access to an inmate's restroom. Unnecessary lingering, walking the aisles, etc., is not only distracting to other visitors, but prevents proper staff supervision.
9. It is the responsibility of the inmate to control the behavior of their young visitors. Children will not be allowed to move up and down the aisles or come and go from the inside area to the outside area. Children should be under the direct supervision of the adult visitor and inmate at all times. Failure to properly supervise children may result in early termination of the visit.

- **Security of the Visiting Room:** All doors to the inside Visiting Room area are to be locked and controlled by the Visiting Room Officers. This is necessary to account for all movement in and out of the area.
- Clear plastic coin purses and wallets are allowed. No cash will be allowed to enter the Visiting Room (coins only up to \$30).
- **Smoking:** Smoking is prohibited.
- **Statutory Authority:** Title 18 USC, Section 1701, 1791, and 3571, provides a penalty of not more than twenty (20) year's imprisonment or a fine of not more than \$250,000.00 for any person who introduces or attempts to introduce into or upon the ground of a Federal Penal Institution, or takes or attempts to take or send there from ANYTHING whatsoever without the knowledge and consent of the Warden. Additionally, pursuant to Title 18 USC, Section 1001, visitors will be required to sign an agreement that false statements are not being given and that they will abide by the visiting guidelines of the institution. All persons entering into a Federal Correctional Institution are subject to search. All articles are likewise, subject to search.

**ANY VIOLATION COULD RESULT IN DISCIPLINARY ACTION AND/OR LOSS OF VISITING PRIVILEGES AND POSSIBLE CRIMINAL PROSECUTION OF THE VISITOR.**

**TRANSPORTATION AND LODGING**

The Federal Correctional Institution, Sheridan, Oregon, is located off State Highway 18, on the outskirts of the town of Sheridan. The institution is situated approximately 50 miles southwest of Portland and 25 miles northwest of Salem.

**From Portland:** Interstate Highway 5 south to Highway 99W. Proceed west on Highway 99W toward McMinnville. Take the Highway 18 bypass (Ocean Beaches) around the town of McMinnville. Continue on State Highway 18 toward the Beach. Approximately 13 miles west on State Highway 18, take the second Sheridan exit, and turn right off of the ramp. The institution is located on the south side of the highway and is noticeable from the exit.

**From Salem:** State Highway 22 west toward Dallas/Beach Cities. Continue on State Highway 22 to the Valley Junction turn-off to Highway 18 East. Continue on Highway 18 East to Sheridan off ramp. Turn left, and the institution is approximately 1/4 of a mile on Ballston Road.

**Parking:** Visitor parking is designated by white painted curbs in east parking lot of the institution.

**Lodging:** FCI Sheridan is located in a rural area, and lodging is limited. However, listed below are the facilities nearest the institution:

<p>SHERIDAN COUNTRY INN 1330 W. Main Street Sheridan, Oregon (503) 843-3151 or (503) 843-3226</p>	<p>AMERICAS BEST VALUE INN &amp; SUITES 345 N. Highway 99W McMinnville, Oregon (503) 472-5187 <a href="http://www.americasbestvalueinn.com">www.americasbestvalueinn.com</a></p>
<p>Motel 6 2056 S. Highway 99W McMinnville, Oregon (503) 472-9493 <a href="http://www.motel6.com">www.motel6.com</a></p>	<p>BEST WESTERN VINEYARD INN 2035 S. Highway 99W McMinnville, Oregon (503) 472-4900 or 800-285-6242 <a href="http://www.bestwestern.com">www.bestwestern.com</a></p>

**Transportation:** This area has no public transportation (city bus service) between the Institution and the surrounding areas. There are private transportation services that are available. However, privately owned vehicles or rentals would be optimum.

**Contraband**

Contraband is anything that is not:

- Issued to you by an institution staff member.
- Purchased by you in the Commissary.
- Purchased through approved channels.
- Approved for issue by an appropriate staff member.

Authorized items may be considered contraband when found in excessive quantities or altered in any manner. Possession of contraband is subject to disciplinary action.

**FINANCIAL RESPONSIBILITY PROGRAM (FRP)**

The Financial Responsibility Program was adopted in the Bureau of Prisons in April 1987. Through this program, inmates are required to demonstrate a responsible effort and attitude toward identified financial obligations. During initial classification and subsequent program reviews, the Unit Team will evaluate each inmate's financial obligations and will work with the inmate to establish a mutually agreeable financial responsibility plan regarding payment.

Obligations will generally include, but are not limited to:

Court Ordered Fines	Assessments	Court Costs
Restitution	State Fines	Other Restitutions
Child Support	Other Government Obligations	

The Financial Responsibility Plan must reflect a "responsible effort" toward addressing the financial obligation. Generally, inmates will be encouraged to use community resources to satisfy their obligations in addition to performance pay. Both are used to establish the FRP plan. Monthly allotments can be established from either UNICOR pay or performance pay toward financial obligations.

Refusal to establish a Financial Responsibility Plan (FRP) will be interpreted as a poor demonstration of program participation and living skills, those inmates will not be permitted to work in UNICOR. Those inmates in UNICOR will be removed if they refuse to participate in FRP. Additionally, inmates refusing to participate in the FRP will be limited to maintenance pay (\$5.25 per month) and may be precluded from other programs and activities.

The inmate must understand what is required of him in relation to the FRP program. The inmate is responsible for maintaining enough funds in his account to make a payment or establish outside payments. The inmate is also responsible for obtaining receipts of prior payments or outside payments on any court ordered obligation and having these receipts mailed into the Unit Team. The "RESPONSIBLE EFFORT" TOWARDS AN INMATE'S FINANCIAL RESPONSIBILITY PROGRAM WILL BE DETERMINED BY THE UNIT TEAM. Any concerns or problems that may develop should be addressed with the Unit Counselor as soon as possible. The FRP is discussed in detail in Program Statement 5380.05 in the Law Library.

**PROBLEM RESOLUTION****INMATE REQUESTS TO STAFF MEMBER**

The Bureau form BP-148, commonly called a "Cop-Out, is used to make a written request to a staff member. Any type of request can be made with this form. "Cop-Outs" may be obtained in the living units from the Correctional Officer on duty. Staff members who receive a "Cop-Out" will answer the request in a "reasonable" period of time. The answer will be written on the bottom of the request form.

**ADMINISTRATIVE REMEDY PROCESS**

The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by contact with staff members or "Cop-Outs." When informal resolution is not successful, however, a formal complaint can be filed as an Administrative Remedy. Complaints regarding Tort Claims, Inmate Accident Compensation, Freedom of Information or Privacy Act Requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy Procedure.

The first step of the Administrative Remedy procedure is the documentation of the informal resolution attempts on a form received from the Correctional Counselor or other designated unit staff member. On the form, the inmate will briefly state the nature of the problem and list the efforts made to resolve the problem informally.

Following that process, and if the issue cannot be informally resolved, the Counselor will issue a BP-229 (BP-9) form (usually within 48 hours of the time the inmate approached the employee with the problem). The inmate will return the completed BP-9 along with the Informal Resolution Attempt form through institution mail to the Administrative Remedy Coordinator. The BP-9 complaint must be filed within twenty (20) calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time. Institution staff has twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional twenty (20) calendar days, but the inmate must be notified of the extension.

When a complaint is determined to be of an emergency nature and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible, and within forty-eight (48) hours from receipt of the complaint.

If the inmate is not satisfied with the response to the BP-9, he may file an appeal to the Regional Director. This appeal must be received in the Regional Office within twenty (20) calendar days from the date of the BP-9 response. The Regional Appeal is written on a BP-230 (BP-10) form, and must have a copy of the BP-9 form and response attached. The Regional Appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. The inmate must be notified of the extension.

If the inmate is not satisfied with the response by the Regional Director, he or she may appeal to the Central Office of the Bureau of Prisons. The National Appeal must be made on a BP-231 (BP-11) form and must have copies of the BP-9 and BP-10 forms with responses.

The BP-11 form may be obtained from the Correctional Counselor. The National Appeal must be answered within forty (40) calendar days, but the time limit may be extended an additional (20) days if the inmate is notified.

In writing a BP-229, BP-230, or BP-231, it should be written in three sections and should only address one issue:

Statement of Facts  
Grounds for Relief  
Relief Requested

#### **Sensitive Complaints**

If an inmate believes a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known to the institution, he or she may file the complaint directly to the Regional Director. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees that the complaint is sensitive, it will be accepted and a response to the complaint will be processed. If the Regional Director does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination. If the complaint is not determined to be sensitive, it will be returned. The inmate may then pursue that matter by filing a BP-9 at the institution.

#### **DISCIPLINE**

The disciplinary system at Sheridan is designed to be efficient and to protect the inmate's rights by providing a fair hearing.

Informal Resolutions of incidents involving violations of institutional rules at the moderate or low moderate severity scale are encouraged. When any employee has reason to believe an institutional rule has been violated and an informal resolution of the incident is not warranted, an Incident Report will be written and the following steps taken:

1. The inmate will receive a copy of the charges against him ordinarily within 24 hours after staff becomes aware of the incident, unless circumstances prevent this, such as an extended investigation, escape, FBI referral, etc.
2. A Lieutenant will investigate the facts surrounding the report ordinarily within 24 hours after appointment. He/She will make a decision if an informal resolution is warranted, or refer the incident to the Unit Disciplinary Committee (UDC).
3. If the report is referred to the UDC, the inmate will meet with his Unit Disciplinary Committee within five working days (excluding holidays and weekends) after receiving notice of the report of the incident unless the investigation is not completed at that time. All circumstances must be documented.
4. The inmate will be given a written copy of the decision and disposition of the UDC.

5. If the charge is serious enough to warrant a major sanction, it is referred to the Discipline Hearing Officer (DHO). The inmate may have a Staff Representative and/or testimony from witnesses who have relevant evidence to present at the DHO hearing.

You should review the Bureau of Prison's Program Statement concerning "Inmate Discipline," (5270.09). A copy may be obtained in the Law Library. This publication lists all prohibited acts according to the severity of the offense, and the sanctions available to be taken against the inmate.

**Appeals of Disciplinary Actions**

Appeals of all disciplinary actions may be made through Administrative Remedy procedures. Appeals of a DHO sanction are made to the Regional Director (BP-10), and the General Counsel (BP-11). Appeals of a UDC sanction are made to the Warden (BP-9). Informal resolution is not required. On appeals, the following items will be considered:

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

The following pages you will find a listing of your rights, your responsibilities, prohibited acts, and sanctions.

**INMATE RIGHTS AND RESPONSIBILITIES 541.12**

**RIGHTS**

**RESPONSIBILITIES**

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. You have the right to expect that you will be treated in a respectful, impartial, and fair manner by all staff.</li> <li>2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.</li> <li>3. You have the right to freedom of religious affiliation and voluntary worship.</li> <li>4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.</li> <li>5. You have the opportunity to visit and correspond with family members, and friends, and to correspond with members of the news media in accordance with Bureau rules and institution guidelines.</li> <li>6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).</li> <li>7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.</li> <li>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</li> </ol> | <ol style="list-style-type: none"> <li>1. You are responsible for treating inmates and staff in the same manner.</li> <li>2. You have the responsibility to know and abide by them.</li> <li>3. You have the responsibility to recognize and respect the rights of others in this regard.</li> <li>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.</li> <li>5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband, and not to violate the law or Bureau guidelines through your correspondence.</li> <li>6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.</li> <li>7. It is your responsibility to use the services of an attorney honestly and fairly.</li> <li>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 this</li> </ol> |
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**INMATE RIGHTS AND RESPONSIBILITIES 541.12**

**RIGHTS**

**RESPONSIBILITIES**

- |   |   |
|---|---|
| <p>through a legal assistance program.</p> <p>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.</p> <p>10. You have the right to participate in education, vocational training, counseling, and employment programs as resources permit, and in keeping with your interests, needs, and abilities.</p> <p>11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family in accordance with Bureau rules.</p> | <p>material and assistance.</p> <p>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.</p> <p>10. You have the responsibility to take advantage of activities which will aid you to live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the participation in such activities.</p> <p>11. You have the responsibility to meet your financial and legal obligations, including but not limited to, DHO and court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, family needs, and for other obligations that you may have.</p> |
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**PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE**

**GREATEST SEVERITY LEVEL PROHIBITED ACTS**

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

<b>CODE</b>	<b>PROHIBITED ACTS</b>	<b>SANCTIONS (Could Be 1 or More A-M)</b>
<b>100</b>	Killing.	<b>A.</b> Recommend parole date rescission or retardation.
<b>101</b>	Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).	<b>B.</b> Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
<b>102</b>	Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.	<b>B1.</b> 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).
<b>103</b>	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, <i>e.g.</i> , in furtherance of a riot or escape; otherwise the charge is	<b>C.</b> Disciplinary segregation (up to 12 months).

properly classified Code 218, or 329).

- |            |  |           |  |
|------------|--|-----------|--|
| <b>104</b> | Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.  | <b>D.</b> | Make monetary restitution.   |
| <b>105</b> | Rioting.   | <b>E.</b> | Monetary fine.   |
| <b>106</b> | Encouraging others to riot.  | <b>F.</b> | Loss of privileges ( <i>e.g.</i> , visiting, telephone, commissary, movies, recreation). |
| <b>107</b> | Taking hostage(s).   | <b>G.</b> | Change housing (quarters).   |
| <b>108</b> | Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; <i>e.g.</i> , hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device). | <b>H.</b> | Remove from Program and/or group activity.   |
| <b>109</b> | (Not to be used).  | <b>I.</b> | Loss of job.   |
| <b>110</b> | Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.  | <b>J.</b> | Impound inmate's personal property.  |
| <b>111</b> | Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.   | <b>K.</b> | Confiscate contraband  |
| <b>112</b> | Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.  | <b>L.</b> | Restrict to quarters.  |
| <b>113</b> | Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.   | <b>M.</b> | Extra duty.  |
| <b>114</b> | Sexual assault of any person, involving non consensual touching by force or threat of force.   |           |  |
| <b>115</b> | Destroying and/or disposing of any item during a search or attempt to search.  |           |  |
| <b>196</b> | Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.   |           |  |

- 197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.

### **HIGH SEVERITY LEVEL PROHIBITED ACTS**

<b>CODE</b>	<b>PROHIBITED ACTS</b>	<b>SANCTIONS (Could Be 1 or More A-M)</b>
200	Escape from work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prison custody within four hours.	A. Recommend parole date rescission or retardation.
201	Fighting with another person.	B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time sanction may not be suspended).
202	(Not to be used).	B1. Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
203	Threatening another with bodily harm or any other offense.	C. Disciplinary segregation (up to 6 months).
204	Extortion, blackmail, protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.	D. Make monetary restitution.
205	Engaging in sexual acts.	E. Monetary fine.

<b>206</b>	Making sexual proposals or threats to another.	<b>F.</b>	Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
<b>207</b>	Wearing a disguise or a mask.	<b>G.</b>	Change housing (quarters).
<b>208</b>	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.	<b>H.</b>	Remove from program and/or group activity.
<b>209</b>	Adulteration of any food or drink.	<b>I.</b>	Loss of job.
<b>210</b>	(Not to be used).	<b>J.</b>	Impound inmate's personal property.
<b>211</b>	Possessing any officer's or staff clothing.	<b>K.</b>	Confiscate contraband.
<b>212</b>	Engaging in or encouraging a group demonstration.	<b>L.</b>	Restrict to quarters.
<b>213</b>	Encouraging others to refuse to work, or to participate in a work stoppage.	<b>M.</b>	Extra Duty.
<b>214</b>	(Not to be used).		
<b>215</b>	(Not to be used).		
<b>216</b>	Giving or offering an official or staff member a bribe, or anything of value.		
<b>217</b>	Giving money to, or receiving money from, any person for purposes of introducing contraband or any other illegal or prohibited purpose.		
<b>218</b>	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, or damaging life-safety devices (e.g., fire alarm) regardless of financial value.		
<b>219</b>	Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).		
<b>220</b>	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 staff).		
<b>221</b>	Being in an unauthorized area with a person		

of the opposite sex without staff permission.

- 222** (Not to be used).
- 223** (Not to be used).
- 224** Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225** Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226** Possession of stolen property.
- 227** Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228** Tattooing or self-mutilation
- 229** Sexual Assault of any persons, involving non-consensual touching without force or threat of force.
- 296** Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions to intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297** Use of the telephone to abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act
- 298** Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of

High Severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.

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

**MODERATE SEVERITY LEVEL PROHIBITED ACTS**

<b>CODE</b>	<b>PROHIBITED ACTS</b>	<b>SANCTIONS (Could Be 1 or More A-N)</b>
<b>300</b>	Indecent exposure.	<b>A.</b> Recommend parole date rescission or retardation.
<b>301</b>	(Not to be used).	<b>B.</b> Forfeit and/or withhold earned statutory good time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time sanction may not be suspended).
<b>302</b>	Misuse of authorized medication.	<b>B1.</b> Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
<b>303</b>	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.	<b>C.</b> Disciplinary segregation (up to 3 months).
<b>304</b>	Loaning of property or anything of value for profit or increased return.	<b>D.</b> Make monetary restitution.
<b>305</b>	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.	<b>E.</b> Monetary fine.
<b>306</b>	Refusing to work, or to accept a program assignment.	<b>F.</b> Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
<b>307</b>	Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobey, e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing	<b>G.</b> Change housing (quarters).

to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).

<b>308</b>	Violating a condition of a furlough.	<b>H.</b>	Remove from program and/or group activity.
<b>309</b>	Violating a condition of a community program.	<b>I.</b>	Loss of job.
<b>310</b>	Unexcused absence from work or any assignment.	<b>J.</b>	Impound inmates personal property.
<b>311</b>	Failing to perform work as instructed by the supervisor.	<b>K.</b>	Confiscate contraband.
<b>312</b>	Insolence towards a staff member.	<b>L.</b>	Restrict to quarters.
<b>313</b>	Lying or providing a false statement to a staff member.	<b>M.</b>	Extra Duty.
<b>314</b>	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).		
<b>315</b>	Participating in an unauthorized meeting or gathering.		
<b>316</b>	Being in an unauthorized area without staff authorization.		
<b>317</b>	Failure to follow safety or sanitation regulations including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).		
<b>318</b>	Using any equipment or machinery without staff authorization.		
<b>319</b>	Using any equipment or machinery contrary to instructions or posted safety standards.		
<b>320</b>	Failing to stand count.		
<b>321</b>	Interfering with the taking of count.		
<b>322</b>	(Not to be used).		
<b>323</b>	(Not to be used).		
<b>324</b>	Gambling.		

- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person or one's quarters in accordance with posted standards.
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).
- 332 Smoking where prohibited.
- 333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).
- 334 Conducting a business; conducting or directing and investment transaction without staff authorization.
- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336 Circulating a petition.
- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.

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

**LOW SEVERITY LEVEL PROHIBITED ACTS**

<b>CODE</b>	<b>PROHIBITED ACTS</b>	<b>SANCTIONS</b> <b>(Could Be 1 or More Listed Below)</b>
<b>400</b>	(Not to be used).	<b>B1.</b> Disallow ordinarily up to 12.5% (1-7 Days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate is found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended)
<b>401</b>	(Not to be used).	<b>D.</b> Make monetary restitution.
<b>402</b>	Malingering, feigning illness.	<b>E.</b> Monetary fine.
<b>403</b>	(Not to be used).	<b>F.</b> Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
<b>404</b>	Using abusive or obscene language.	<b>G.</b> Change housing (quarters).
<b>405</b>	(Not to be used).	<b>H.</b> Remove from program and/or group activity.
<b>406</b>	(Not to be used).	<b>I.</b> Loss of job.

407	Conduct with a visitor in violation of Bureau regulations	<b>J.</b>	Impound inmate's personal property.
408	(Not to be used).	<b>K.</b>	Confiscate contraband.
409	Unauthorized physical contact (e.g., kissing, embracing).	<b>L.</b>	Restrict to quarters.
498	Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.	<b>M.</b>	Extra duty.
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.		

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 commission of the offense itself.

When the prohibited act is interfering with a staff member in the performance of duties (Code 198, 298, 398, or 498), or Conduct Which Disrupts comparison to an offense (or offenses) in that severity level which the DHO or UDC finds is most comparable. For example, We find the act of to be of High severity, most comparable to prohibited act 212 Engaging in a Group Demonstration.

## Quick Reference

### Executive Staff

Warden: Marion Feather  
A/W Programs: I. Jacquez  
A/W Operations: A. Booth  
A/W I&E: B. Johnson (Acting)  
Executive Assistant: P. Thompson  
Captain: D. Womeldorf

### Department Heads

DHO: D. Cortez  
CSD/CMC: M. Kallunki  
Education: S. Cain  
Facilities: D. Childress  
Business Office: B. Herron  
Food Service: T. Uhrinak  
Health Services: I. de las Heras  
Psychology: C. Lenning  
DAP Coordinator: D. Dougherty  
Recreation: S. Rogers  
Religious Services: R. Kowalczyk  
Safety: G. Crummel  
Trust Fund: M. Delafoisse  
UNICOR: B. Johnson  
Unit 1/2 Manager: C. Jackson  
Unit 3/4 Manager: S. Price

### Addresses

FCI Sheridan Staff Only Mail  
"Staff Member"  
P.O. Box 8000  
Sheridan, OR 97378

Inmate Mailing Address  
"Committed Name"  
"Register Number"  
P.O. Box 5000  
Sheridan, OR 97378

Federal Bureau of Prisons  
Western Regional Office  
7338 Shoreline Dr.  
Stockton, CA 95219

Federal Bureau of Prisons  
Central Office  
320 First St. NW  
Washington DC 20534

U.S. Parole Commission  
90 K Street, NE, Third Floor  
Washington DC 20530

U.S. Department of Justice  
Office of the Inspector General  
950 Pennsylvania Ave. NW, Suite 4322  
Washington DC 20530

Consulate of Mexico  
1305 SW 12<sup>th</sup> Avenue  
Portland, OR 97201  
(503)274-1540

Canadian Consulate  
805 SW Broadway Ave., Suite 1900  
Portland, OR 97205  
(503)224-5560

Western Union  
To send money by phone with credit/debit card  
(800)634-3422  
Online with credit/debit card  
[www.westernunion.com](http://www.westernunion.com)  
Select: "Bill Payment"  
Select : "Quick Collect"  
Enter: Inmate Register Number  
          Inmate Committed Name  
City Code: "FBOP"  
State Code: "D.C."

To mail money in:  
Federal Bureau of Prisons  
"Inmate Committed Name and Register Number"  
P.O. Box 474701  
Des Moines, IA 50947-0001