

Federal Detention Center Tallahassee, Florida Admission & Orientation Booklet



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T. A. Jones, Warden

J. Pritt, Unit Manager

This handbook has been developed to acquaint you with this facility's standard operating procedures; however it is not an all-inclusive guide to the detailed policies of the Bureau of Prisons.

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Housing Unit Rules

Wake-up times: Lights on Monday-Friday: 6:30 a.m. Cell cleaned and beds made no later than 7:30 a.m. Weekends and holidays; wake-up time is prior to the 10:00 a.m. count and the bed made at that time.

Assigned Cell: Upon being assigned a cell, it is the responsibility of each inmate to immediately check their living area for damage and report such damage to the Unit Officer. Inmates may be held financially liable and subject to disciplinary action for any damage to their personal living area. Inmates are only allowed to enter their own assigned cell. Inter-cell visiting is prohibited. Windows to cell doors are to remain unobstructed at all times.

Official Counts: Inmates are counted on a regular basis. During a count, inmates are expected to stay quietly in their cells until the count is announced as clear. Radio playing is prohibited during counts. The 4:00 p.m. and 9:00 p.m. counts and the 10:00 a.m. (Weekends and Holidays) count are standing counts. Inmates are to stand beside their bed until the unit officer announces the count is clear. During all other counts, inmates may sit or lie on their beds. During sleeping hours, inmates must leave their head exposed. Inmates must be seen during all counts, even if an inmate must be awakened. Counts are as follows:

Weekdays

12:00 Midnight

3:00 a.m.

5:00 a.m.

4:00 p.m. (standing)

9:00 p.m. (standing)

Weekends & Holidays

12:00 Midnight

3:00 a.m.

5:00 a.m.

10:00 a.m. (standing)

4:00 p.m. (standing)

9:00 p.m. (standing)

Unscheduled counts are called periodically. When count is called, inmates will immediately return to their cell.

Fire Evacuation Procedures: Information regarding fire evacuation routes; are posted in several locations on the walls of each unit. Routine fire drills will be conducted. Become familiar with all fire exits and evacuation routes. In case of a serious fire, staff will supervise the orderly evacuation of the unit. Remember to remain calm and follow the fire evacuation plan.

Door Call Buttons: Only staff are authorized to press door call buttons adjacent to sally port doors.

Daily Cell Sanitation: Sweep & mop floors, clean ledges & walls, maintain clear air vents, empty trash. Do not write or place anything on walls. All property must be stored in your locker. Tops of lockers will be clear of all items with the exception of a Bible. The writing table will be clear when not in use. No items are permitted on the cell floor except shoes. Shoes will be stored under the bed. Laundry bags are to be hung from the end of the bed. While drying, towels may be hung on the bunk bed as long as it does not block staff from observing you in the cell. Dry towels must be placed in the locker. Chairs from common areas may not be brought into cells.

Personal Property: All inmate personal property must be stored in the assigned locker. Personal property is not to be stored under the mattress or placed under the bed. Paper bags, plastic bags, and cardboard boxes are not allowed in an inmate's cell. Personal property may not be exchanged or given to another inmate.

Searches & Contraband: Contraband is defined as any item not authorized or issued by the institution and received through approved channels or purchased in the Commissary. All staff are responsible to make an effort to locate, confiscate and report contraband. Your property and person may be searched at any time by a staff member. Each inmate is responsible for all items found in his assigned living area.

Cell Inspections: Inspections will be conducted daily by the unit officer. Television privileges may be restricted for poor unit sanitation.

Dress Code: You must be in your jumpsuit and completely buttoned from 7:30 a.m. to 4:00 p.m. Monday through Friday, while in all areas of the institution, including your cell, entering and leaving the shower, television rooms, etc. The only exception will be during recreation in which clothing may consist of orange shorts and T shirt. You must always be dressed in your jumpsuit and completely buttoned whenever you are leaving the housing unit and entering the corridor. Weekends, holidays and after 4:00 p.m. inmates are to be dressed at all times in no less than a t-shirt and shorts in all areas of the housing unit, including your cell, entering and leaving the shower, television rooms, etc..

Smoking: FDC is a Non-Smoking facility.

Showers: Open weekdays from 6:30 to 7:30 a.m. and again after 4:00 p.m. count until 8:30 p.m. One shower will remain open for one hour after recreation each day. On weekends and holidays, showers are open 6:30 a.m. until 8:30 p.m. You are required to clean up your shower area after usage.

Soap/Toilet Paper: Soap and toilet paper is issued by the unit officer, ordinarily during the evening shift.

Common Areas: Common areas are closed between 8:00 a.m. and 10:00 a.m.; with the exception of Unit Counselor consultations or legal work in the computer room. Although inmates are assigned to clean common areas, everyone is expected to help keep common areas clean and neat in appearance and to clean following each use.

TV Rooms/Chapel/Computer Rooms: These rooms are open from 6:30 a.m. - 7:30 a.m. and will open again at 10:00 a.m. This closure does not include the Law Library Terminal. If the unit passes inspection these rooms will remain open until lock-down. On weekends and holidays, these areas are open from 6:30 a.m. until lock-down. Food and drinks are prohibited in these areas. Loud talking and excessive noise is prohibited in these areas. The doors to the television, chapel and computer rooms are to be kept closed and lights will remain on at all times. Inmates may not reserve chairs for future use. You are required to clean following each use.

Microwaves: Microwave use will not be permitted during the hours of 7:30 a.m. until 10:00 a.m. with the exception of weekends and holidays.

Table Games: Playing of table games in the unit is a privilege which is conditional upon orderly conduct and reasonably quiet behavior. Loud outbursts and banging of game pieces will result in a restriction of the privilege for the entire unit.

Drug Surveillance/Alcohol Testing: The Bureau of Prisons operates a Drug Surveillance/Alcohol Testing Program that includes mandatory random testing. If you are told to provide a urine sample for this program and you do not, you will be subject to disciplinary action.

Departmental Functions

Food Service

Meals are served by segmenting the Unit in accordance with the number of available seats. When your section is released to receive meal trays, inmates will line up at the designated area in a quiet and orderly manner. Inmates who require or request special meals (Common Fare or Diabetic) need to submit an "Inmate Request to Staff Member" (cop-out) to the appropriate department, Health Services for Diabetic or Religious Services for Common Fare, indicating your reasons for your request. All meals served by food service will be consumed while seated in the common area only. No food items, including fruit, are authorized to be taken into any cell (or other locations) at any time. All food served during the meal will be eaten at the time allotted for that particular meal. If food, other than commissary items, is found in the cell of an inmate, the occupants will be subject to disciplinary action. The meals are ordinarily served in accordance with the following schedule:

Weekdays

Breakfast 6:30 a.m.

Lunch 10:30 a.m.

*Dinner 4:30 p.m.

**upon completion of the 4:00 p.m. count*

Weekends & Holidays

Coffee Hour 7:00 a.m.

Brunch 10:30 a.m.

*Dinner 4:30 p.m.

Unit Team

Almost all Bureau of Prisons institutions have a Unit Management Department, in which inmates are assigned to a Unit Team comprised of a Unit Manager, Case Manager, Correctional Counselor and Unit Secretary. Units are self-contained inmate living areas that include both inmate housing and unit staff offices. The Unit Team is responsible for various issues to include; work assignments, visiting requests, release preparation, and program participation. Since FDC, Tallahassee is a holdover facility; services are greatly limited due to the nature and length of an inmate's stay. Jail Unit Team consists of:

Unit Manager	J. Pritt
Case Manager	K. C. Homer
Counselor	D. Arnold
Secretary	C. Roberts

INMATE SERVICES

Trulinks

Trulinks is the computer system which allows an inmate access to their inmate account to delete or add telephone numbers, check account balances, make labels for correspondence, and send out money via (BP-199) form. This system also allows an inmate to contact family and friends via email. Inmates who arrive at FDC Tallahassee having been screened and approved for e-mail will retain those privileges while at Tallahassee. Inmates who have not been evaluated and approved will not have access to the email portion of the system until they reach their designated institution.

Inmate Telephone System

In order to access the telephone system and Trulinks, inmates must obtain their personal PAC and PIN numbers from Unit Staff. These numbers are to remain confidential. The first time you try to access the telephones, key 1 1 1 into the keypad and follow the voice prompts to establish your Voice Identification. You also must load approved telephone numbers into the system through the Trulinks system described above. Telephones are available between the hours of 6:30 a.m. and 8:45 p.m. seven days a week. All telephone calls are subject to recording and monitoring. Telephone calls have a fifteen (15) minute time limit. Each inmate is asked to be considerate of others and not abuse this privilege. Telephones are to be used for lawful purposes only and are not to be used to conduct a business. Threats, extortion, etc., may result in federal prosecution.

Misconduct using the telephones is serious and will result in disciplinary action. Three way calls and sharing pin numbers are prohibited. A first offense will incur 6 to 18 months loss of phone privileges.

Direct Call Rates:

Direct Dial - Local Calls	\$.06
Direct Dial - Long Distance	\$.23
Direct Dial - Canada	\$.35
Direct Dial – Mexico	\$.55
Direct – International	\$.99

Inmates are allowed telephone use for 300 minutes per month. A re-validation date will be issued to each inmate. The inmate telephone account will be accessible with 300 minutes on the business day following the re-validation date. This re-validation date is available on the front page of the inmates Trulinks account.

Inmate Accounts

Inmate funds in the form of money orders, government checks, foreign negotiable instruments, and U.S. currency (not recommended) are the acceptable forms of funds. They are to be mailed to the centralized inmate collection program (Lock Box) at the following address:

**Federal Bureau of Prisons
Inmate Register Number
Inmate Committed Name
Post office Box 474701
Des Moines, Iowa 50947-0001**

Inmate families and friends may also have money deposited to an inmate's account through Western Union's Quick Collect Program. There are (3) ways to access Western Union Quick Collect:

1. At an agent location with cash with use of Blue quick collect send form.
2. By Phone using a credit card/debit card. Simply call 1-800-634-3422
3. *Online using credit/debit cards. www.westernunion.com
**Western Union charges a fee of \$9.95 for each U.S. cash transfers up to \$5000.00.*

The following information must be provided for all Western Union Transactions:

Inmate Register Number
Inmate Committed Name/No Alias
City Code FBOP
State Code: DC

All negotiable instruments must have the inmate's register number and committed name on the negotiable instruments. Personal checks are no longer accepted.

Electronic Law Library

There is an **Electronic Law Library (ELL)** in each housing unit for inmate use. Step by step guideline is provided at the work station.

Commissary

Inmates are permitted to spend up to \$320 per month on regular commissary purchases, on the business day following the re-validation date. A re-validation date will be issued to each inmate. Postage stamps and medication do not count against the spending limit. A listing of items for sale in the commissary is posted on the bulletin board. You may obtain the commissary list from the unit officer the day prior to your unit's posted shopping day. The list must be turned into the officer no later than 7:00 a.m. on the unit's designated shopping day. If you fail to turn the completed commissary form, you will have to wait until the following week to place an order. Your cell number must be marked on the order form. All items purchased must fit in the locker provided.

Ordinarily, the shopping schedule is as follows:

Tuesday	A unit
Wednesday	B unit
Thursday	D Unit/SHU

In the event a shopping day falls on a holiday, an amended schedule will be posted. The commissary will be closed on the last month of the quarter for inventory. The inmate population will be notified of the date and time the Commissary will reopen. Borrowing commissary items from other inmates is prohibited. The week of your departure from FDC Tallahassee you will not be able to purchase commissary.

The last number of the first five digits of your register number will be utilized to determine your validation date for the month.

#0	1st day of month
#1	4th **
#2	7th **
#3	10th **
#4	13th **
#5	16th **
#6	19th **
#7	22nd **
#8	25th **
#9	28th **

Laundry

Laundry staff will visit the units on Monday and Friday of each week, for laundry exchange (t-shirts, jumpsuits, boxers, and socks) on a one for one exchange basis. On Thursday, inmates may exchange sheets, blankets, towels, and wash cloths, on a one- for one exchange basis. Inmates with wool allergies need to seek a blanket permit from the physician's assistant during daily sick call.

Upon arrival inmates are issued the following:

Jump-suits (X3 ea.)	T shirts (X4 ea.)	Socks (X4 pr.)
Boxer shorts (X4 pr.)	Bath towels (X2 ea.)	Wash Cloth(X1 ea.)
Sheets (X2 ea.)	Blanket (X1 ea.)	

In the event that an exchange day falls on a holiday, an alternate schedule will be issued. Each inmate will be complemented with the following items:

Jump-suits (X3 ea.)	T shirts (X4 ea.)	Socks (X4 pr.)
Boxer shorts (X4 pr.)	Bath towels (X2 ea.)	Wash Cloth(X1 ea.)
Sheets (X2 ea.)	Blanket (X1 ea.)	
*Canvas tennis shoes (X1 pr.)	*Gym Shorts (X1 pr.)	

Laundry Bag (X1 ea.)

** These Items Must Be Requested From Laundry By Submitting An Inmate Request To Staff Member (Cop-Out) **

Notary

Unit staff are not available to notarize legal documents. If something needs to be notarized inmates must complete an Inmate Request to Staff Member and address it to the Unit Manager's office. An outside notary will be utilized to perform this function.

Notary services will ordinarily be conducted on the 1st and 3rd Thursday of each month. There is a fee for this service. A BP-199 should be entered in the computer and printed out but not signed. All BP-199 must be signed in the presence of the Unit Team.

HEALTH SERVICES

Medical/Dental

A Physician's Assistant (PA) makes rounds in the housing units daily. It is your responsibility to address your concerns with the PA at this time. Concerns may also be addressed to the "Hospital Administrator" via an Inmate Request to a Staff Member. Chronic Medical and Dental care at the Federal Detention Center is primarily offered on an emergency basis. Comprehensive medical care will be available once you reach your designated institution.

1. **Sick Call Procedures:** Sick call is conducted in the housing units by medical staff on Monday, Tuesday, Wednesday, and Friday. Rounds are made in the unit on a daily basis for medications and emergent needs.
2. **Co-Pay:** \$2.00 co-pay is assessed for medical services that you request; medical and dental sick call, non-emergency after hours visits, for example. Any medical visit that is initiated by staff will not be assessed a co-pay (chronic care, TB testing, etc.). Injuries that are evaluated at the time it happens will not be assessed a co-pay. If you report 2-3 days after an injury, there will be co-pay assessed. You will not be denied medical care if you do not have funds to cover the co-pay. If you are considered indigent (less than \$6.00 in your commissary account in the last 30 days), co-pay will not be assessed.
3. **Over-the-Counter Medications:** The commissary carries many different over the counter items (Tylenol, ibuprofen, anti-fungal cream, cough syrup, etc.) that you are expected to purchase for self-care for minor ailments. If you are indigent, the pharmacy can issue a limited selection of over the counter items. The medical staff making rounds can assist you in making a request for OTC's from the pharmacy.
4. **Medication Refills:** Advise medical staff of the need for a medication refill the day before you will be out of medication to allow time for the pharmacy to fill your medication.
5. **Emergency medical services:** Emergency services are available at all times. A physician is on call each night for any emergencies that occur during times that medical staff are not physically present.
6. **Injuries:** All injuries, no matter how minor, must be reported to your detail supervisor, unit officer, recreation staff, etc. (depending on where you are at the time of the injury) and must be evaluated and documented by medical staff at the time of the injury.
7. **Clinics and Specialists:** If you have a chronic medical condition, you will be seen by a physician within two weeks of arrival, and every 90 days while you are here. Evaluations by specialists are scheduled after

referral from the physician and a review by the Utilization Review Committee. Only medically necessary procedures will be performed while you are here.

8. **Physical Exams:** All inmates will have an initial physical examination within your first two weeks at the institution. If you transferred from another federal facility and already had a physical, it will not be repeated. If you are here for over a year, periodic health screenings will be offered by medical staff for preventive health (cancer screening, cardiac risk, etc.). If you are going to be released from this facility, you can request a release physical. Please make the request 10 - 12 weeks prior to your release date.
9. **Infectious Diseases:** Tuberculosis screening (TB skin test, PPD) is mandatory for all inmates upon arrival and each year thereafter. If you have previously tested positive, you will receive an initial chest x-ray and then repeated as clinically indicated. As these exams are mandatory, any refusal on your part will result in an incident report being written.
 - a. HIV and hepatitis testing is required for any inmate with risk factors or clinical indication. Risk factors include multiple sex partners, IV drug use, homosexual activity, history of other sexually transmitted diseases. Your primary care provider will order an HIV test if it is necessary.
10. **Medical Records:** If you desire to have a copy of any information from your medical record, you must submit a written request via cop-out to the medical records office.
 - a. We ask that when you request your records that you ask for specific information so that your request may be processed in a timely manner.
 - b. If your attorney or other outside parties request a copy of your medical record, they must submit a request through the Central Office. Medical records staff can advise you of the address for this request.
11. **Dental Services:** All new inmates will receive a dental screening exam within 14 days of their arrival. Only emergency dental treatment is provided while you are here.
12. **Living Wills:** You may request, in advance, to withhold or withdraw certain medical treatments when recovery or cure is not possible. You may appoint, in advance, proxy decision makers (Health Care Surrogate) who will make critical health care decisions for you if you cannot do it for yourself. This is governed by the state of Florida. Another inmate or a staff member cannot be appointed as a proxy decision maker.
 - a. If you wish to have a Living Will or to assign a proxy decision maker, please request assistance from the Health Services Administrator. You may also seek private legal counsel, at

your expense, for assistance with a living will. The state of Florida statutes must be followed. A living will cannot be implemented at the institution - only if you are in a community hospital or a federal medical center.

Psychology Services

Psychology services are available to assist you in adjusting to this temporary environment. The assistance is provided by short-term supportive counseling for those who are identified by themselves, or staff as having difficulty handling their current circumstances. The occasion may arise where you believe that you need to speak to a Psychologist. Under such circumstances you may make a written request using an Inmate Request to Staff Member form. If you think your problem deserves more immediate action, you need only speak with a staff member who will relay the request to a Psychologist.

Religious Services

Religious programs are voluntary and open to all inmates. The chaplains visit each unit once per week. If you wish to speak to a chaplain you may do so via an Inmate Request to Staff Member or contact the Unit Officer or Counselor.

Recreation

The Recreation staff encourages each inmate to participate in the leisure activities offered through this department. The recreation schedule for the general population runs five days per week between the hours of 12:30 p.m. - 3:30 p.m. weather permitting. Recreation lasts one hour for each unit once it has begun.

Education

Due to the short term nature of the Federal Detention Center, educational opportunities are limited at this facility. You will be able to enroll in more comprehensive programs once you reach your designated facility. Leisure reading materials are available in each unit. A staff member from the Education Department restocks books and magazines once per week. Inmates may request specific materials by submitting an Inmate Request to Staff Member form to the Education Department.

Mail Room

Incoming mail should be addressed as follows:

Your committed name & Inmate number
Federal Detention Center Tallahassee
501 Capitol Circle N.E.
Tallahassee, FL 32301

Incoming mail is distributed Monday thru Friday following the 4:00 p.m. count. Incoming legal mail must be marked "Special/Legal mail (To be opened in the presence of the Inmate) and the return address must clearly identify the sender as an Attorney. Legal mail is distributed by the Counselor and will be opened and inspected in your presence. You must sign for the receipt of legal mail. You may receive Overnight or Express mail but there is no access to outgoing overnight or express mail. All incoming mail, except legal mail, is opened and inspected by the mail room. Postage stamps are available through the Commissary.

Outgoing mail is given to the Unit Officer and will be picked up by 6:00 A.M. daily, except weekends and holidays, for delivery to the U.S. Post Office. Outgoing mail must have the return address section completed EXACTLY as follows:

Your committed name & Inmate number
Federal Detention Center Tallahassee
501 Capitol Circle N.E.
Tallahassee, FL 32301

You may obtain certified and return receipts from the mail room staff at this time. You may also obtain assistance through the use of an Inmate Request to Staff Member.

Visiting

The Federal Detention Center is an administrative facility with limited availability for visiting. Social visiting has been established to help you maintain ties with your immediate family. Immediate family members are: mother, father, brother, sister, grandmother/ grandfather, wife, son, daughter, and the mother of your child with the child *(after it has been established by the Counselor that valid copy of the child's birth certificate contains your name and the mother's name on it. Original birth certificate must be presented at the front lobby.) Your attorney may visit you for legal purposes only.

To receive a visit, from immediate family members who were not previously approved, you must follow this procedure:

1. Obtain a visiting request form from the Unit Officer, or have family members download a form at www.bop.gov
2. Send the form through the mail to each adult immediate family member who wishes to visit. Allow 3 days for your family member to receive the document, processing time and three days for the document to return.
3. Each immediate family member that is 16 years of age or older must complete the form in its entirety and return the form through the mail to your unit Counselor.
4. Communicate with your family to ensure that they have sent the documentation. Once you are confident that the documentation has been sent and time has been allowed for the mail, you should verify receipt with your Counselor.
5. Once a Counselor receives the documentation, he/she will review the documentation, do the appropriate NCIC clearance for each applicant, and if appropriate, place the visitor on your approved visiting list in the Front Lobby.
6. Once you have verified with your Counselor that the process has been completed, your visitor will be able to enter the front lobby and be processed in for visiting as often as the visiting schedule allows.

If you have questions concerning visiting, address them to your unit Counselor.

- Brief displays of affection (embrace/kiss) are only permitted at the beginning and end of a visit. All other contact is strictly prohibited.
- No personal property items may be taken into the Visiting Room by the inmate except for a plain wedding band, religious medallion, and eye glasses.

- Smoking is not permitted in the Visiting Room.
- A visual search will be conducted for all inmates entering and leaving the Visiting Room.
- Institution issued shoes must be worn by all inmates in the visiting room.
- Visitors are not permitted to wear flip- flops, slippers, or house shoes or open toe shoes.
- Footwear must be worn by all visitors; no bare-feet will be permitted excluding babies and smaller children.
- Visitors must be properly dressed.
- Shorts, halter tops, see through clothing of a suggestive or revealing nature will not be permitted in the Visiting Room.
- Skirts and dresses must be no shorter than three inches above the knee.
- Adult visitors are responsible for the conduct of their children during visiting.
- Poor behavior by children will result in termination of a visit.
- Due to the limited seating of the visiting room, a maximum of 3 visitors (including children) will be allowed to visit each inmate at a time.
- Picture identification is required of all visitors 16 years of age and older, including Attorneys.
- Proper identification is limited to one of the following: state driver's license, state I.D., military I.D. or valid passport.
- Visitors will submit to a metal detector search, a search of their personal articles, and an ion spectrometer drug detector.
- Occasionally, termination of visits will occur due to overcrowding in the Visiting Room.
- Local visits will be terminated first in accordance with the number of visits the individual has had for the month.
- Persons utilizing public transportation will be allowed to utilize the lockers in the front lobby to store personal items for the duration of their visit.

Information about public transportation can be obtained from the following website www.tal.gov

Legal visits are authorized seven days a week from 8:30 a.m.-3:00 p.m.

Social Visiting Schedule: FDC, Tallahassee social visiting is conducted weekly, on Friday, Saturday, Sunday and all Federal Holidays from 8:30 am until 3:00 pm. Social visiting days will be rotated weekly among each unit, with SHU inmates visiting on Friday. All inmates will be afforded visits on Federal Holidays (space permitting) with the exception of SHU inmates. Inmates will be permitted two hours of social visiting on each visiting day

and may only have one social visit on a single day (no more than 3 visitors per visit). Special visits (i.e., extended hours or different days) may be approved only under extenuating circumstances by the Unit Manager. If approved, additional requests will not be considered for a minimum of 90 days. (See Visiting Schedule)

Special Housing Status (SHU) Visits: Inmates in Administrative Detention and Disciplinary Segregation visitation is Friday only; all other visits for inmates in SHU must be approved by the Captain. Additional visiting hours for SHU inmates must have prior approval. All SHU inmates who enter the visiting room will be pat-searched, restraints removed, and scanned with a metal detector prior to entering the Visiting Room. When inmates housed in SHU have a visit, they will be escorted to the visiting room. The visiting room officers must be able to have direct visual supervision of these inmates at all times. While in the visiting room, inmates housed in SHU will not be allowed to leave their seats, except to be escorted to the restroom. At the conclusion of the visit, SHU inmates will be visually searched, scanned with a metal detector, restrained and escorted back to SHU. During the escort to and from the visiting room, restraints (handcuffs and Martin chain) will be utilized. Restraints will not be worn by the inmate during the visit. The Warden has the authority to deny visiting privileges in the visiting room to an inmate housed in SHU.

Inmate Personal Property

FDC Tallahassee is a holdover institution, therefore all personal property will be maintained at an inmates' primary designated facility. Consumable property shall not be removed from original packaging until consumed. Other items (purchased or issued) may not be altered in any way. For more detailed info P.S 5580.08 is located on the Electronic Law Library. Personal property purchased in the institution commissary can be sent on to an inmate's designated institution according to the following schedule. **No consumable commissary items will be shipped to another institution.** Only personal items such as shoes, radios w/ headphones, are authorized for transfer to another federal institution.

Authorized for Retention & Transfer Between Institutions:

National Limit (Males) W=White G=Grey C=Commissary Only B=Black
BW=Combination
Cap, Baseball, WG (no large) (C) (1)
Shoes, Athletic, W (\$100 max/no pockets) (C) (1 pr.)
Shoes, Shower, WG (C), (1 pr.)
Shoes, Slippers (colors) (C) (1 pr.)
Shoes, Work (C)
Shorts, Gym, WG (C) (2)
Socks, Tube, W (C) (5)
Sweatshirt, G (pullover/no hoods/cotton) (C) (2) (no logos)
Sweatpants, G (cotton) (C) (2) (no logos)
T-Shirts/Sleeveless Undershirts, WG (no pocket/no logo) (C) (5)
Underwear (boxer or brief) (C) (7)
Handkerchief, (white only), (5)

PERSONALLY OWNED ITEMS:

Address Book (C) (1)
Batteries (C) (4)
Bowls (plastic/24oz. or less) (C) (1)
Comb/Pick (plastic) (C) (2)
Combination Lock (C) (1)
Cup (plastic) (C) (1)
Dentures (1 set)
Envelopes (C) (1 box)
Eyeglasses (no stones) (2 pr.)
Eyeglass Case (2)
Letters (25)
Mirror (small/plastic) (C) (1)

Pencils (C) (2)
Photo Album/Scrapbook (C) (1)
Photos (single-faced) (25)
Playing Cards (C) (2 decks)
Radio W/Earplugs (walk-man) (C) (1)
Stamps(C) total value (40,1st Class)
Sunglasses (non-reflective) (C) (1)
Thermos (plastic liner) (to64oz) (C) (1)
Towel (white/large) (C) (1)
Watch (\$100 max value, no stones, electronically unsophisticated, i.e. inability to send signals) (C) (1)
Watchband (C) (1)
*Wedding Band (no stones/white/yellow metal) (1)
(* must be in your possession during initial admission to FDC Tallahassee and cannot be mailed in.)

HYGIENE ITEMS:

Dental Floss and/or Pick (un-waxed) (C) (1 container)
Denture Adhesive (C) (1)
Denture Brush (C) (1)
Denture Cleaner/Powder (C) (1)
Denture Cup (C) (1)
Deodorant (C) (2)
Lens Cloth (C) (1)
Nail Clippers (no file) (C) (1)
Razor (C) (1)
Scissor, Mustache (blunt tip) (C) (1)
Soap, Bar (C) (3)
Soap Dish (C) (1)
Toothbrush (C) (1)
Toothbrush Holder (C) (1)
Toothpaste (C) (2 tubes)
Tweezers (blunt tip) (C) (1)

OTHER ITEMS:

APPROVED RELIGIOUS ITEMS:

APPROVED MEDICAL DEVICES:

Problem Resolution

Inmate Request to Staff: The form BP-70, commonly known as a “Cop Out” is used to make a written request to a staff member. Any type of request can be made with this form. The forms may be obtained from the unit officer or unit team member. It is reasonable to expect a written response from the department directly affected within five working days of receipt. Copouts submitted to the Warden will require additional time for review.

Please address copouts as needed to the following departments:

Commissary	Law Library
Dental	Mail Room
DHO	Medical
Education	Paralegal
Laundry	Psychology
Facilities	R & D
Food Service	Religious Services
Inmate Accounts	Unit Team
ITS	

Administrative Remedy Process: The Bureau of Prisons emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve problems informally by contacting staff members or submitting a “Cop Out.” When informal resolution is not successful, a formal complaint can be filed as an Administrative Remedy: BP 9 form. Complaints regarding Tort Claims, Inmate Accident Compensation, Freedom of Information or Privacy Requests and complaints on behalf of other inmates are not accepted BP-9, under the Administrative Remedy Process. The first step of the Administrative Remedy process is addressing your Counselor to obtain a BP-8 form for informal resolution. If the issue cannot be informally resolved, the Counselor will issue a BP-9.

The BP-9 must be filed within 20 calendar days from the date the incident occurred. Institution staff has 20 calendar days to provide a written response to the inmate. This time limit may be extended but the inmate must be notified.

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 20 calendar days of the date of the BP-9 response. The regional Appeal is written on a BP-10 form and must have a copy of

the BP-9 and Response attached. The Regional Appeal must be answered within 30 calendar days, but the time limit may be extended an additional 10 days. The inmate must be notified of the extension.

If the inmate is not satisfied with the response by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons. This Appeal is written on a BP-11 form and must have a copy of the other appeals and responses attached. The National Appeal must be answered within 40 calendar days.

Inmate Discipline

Appendix B. SUMMARY OF INMATE DISCIPLINE SYSTEM PROGRAM STATEMENT: 5270.09 effective 8/1/2011 can be accessed on the Law Library Computer.

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

Ordinarily maximum of 24 hours

2. Staff gives inmate notice of charges

By delivering Incident Report.

Maximum ordinarily of 5 work days from the time staff became aware of the inmate's involvement in the incident. (Excludes the day staff become aware of the inmate's involvement, and holidays.)

3. Initial review (UDC)

Minimum of 24 hours
(Unless waived)

4. Discipline Hearing Officer (DHO) Hearing

Inmate Rights and Responsibilities

Rights

1. You have the right to expect that you will be treated in respectful impartial and fair manner by all staff.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious and respect the rights.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, medical and dental treatment.
5. You have the opportunity to visit and correspond with family members and friends and correspond with members of the news media in accordance with Bureau rules and institution guidelines.
6. You have the right to unrestricted and confidential access to the courts by correspondence on conditions of your imprisonment, pending criminal cases, your conviction and civil matters.
7. You have the right to legal counsel from an attorney of your choice and correspondence.
8. You have the right to participate in the use of the law library reference materials to assist with procedures in resolving legal problems. You have the right to receive assistance from other inmates in the legal assistance program.
9. You have the right to a wide range of reading materials for educational purposes with certain restrictions. These may include newspapers, magazines for your own enjoyment sent from the community.
10. You have the right to participate in educational, vocational training Take advantage of activities, counseling, and employment programs in the community.
11. You have the right to use your to funds for commissary and other accordance with Bureau rules, security and good order, for opening bank and/or savings accounts and for assisting your family, in purchases, consistent with institution rules.

Responsibilities

1. You are responsible for treating inmates and staff in the same manner.
2. You have the responsibility to know and abide by the rules.
3. You have the responsibility to recognize and respect the rights of others.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility during visits; to conduct yourself properly.
6. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband.
7. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
8. It is your responsibility to use the services of an attorney honestly.
9. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
10. It is your responsibility to seek and use such materials for your personal benefit, without depriving others of their equal rights.
11. You have the responsibility to take advantage of activities which will aid you to live a successful and law-abiding life within the institution.
12. You will be expected to abide by the regulations governing the participation in such activities.
13. You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and court- imposed assessments, fines, and restitution.
14. You are also responsible for using your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

Prohibited Acts

GREATEST SEVERITY LEVEL PROHIBITED ACTS

- 100 Killing.
- 101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
- 102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).
- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
- 105 Rioting.
- 106 Encouraging others to riot.
- 107 Taking hostage(s).
- 108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
- 109 (Not to be used).
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.**
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.**
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.**
- 115 Destroying and/or disposing of any item during a search or attempt to search.**
- 196 Use of the mail for an illegal purpose or to commit or further a greatest category prohibited act.**
- 197 Use of the telephone for an illegal purpose or to commit or further a greatest category prohibited act.**
- 198 Interfering with a staff member in the performance of duties most like another greatest severity prohibited act. This charge is to be used only when another charge of greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.**
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.**

HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person.
- 202 (Not to be used).
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 210 (Not to be used).
- 211 Possessing any officers or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 (Not to be used).
- 215 (Not to be used).
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of

- \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.**
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).**
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized**
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.**
- 222 (Not to be used).**
- 223 (Not to be used).**
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).**
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.**
- 226 Possession of stolen property**
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).**
- 228 Tattooing or self-mutilation.**
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.**
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).**

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

MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.
- 301 (Not to be used).
- 302 Misuse of authorized medication.
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member
- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.

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

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

LOW SEVERITY LEVEL PROHIBITED ACTS

- 400 (Not to be used).
- 401 (Not to be used).
- 402 Malingering, feigning illness.
- 403 (Not to be used).
- 404 Using abusive or obscene language.
- 405 (Not to be used).
- 406 (Not to be used).
- 407 Conduct with a visitor in violation of Bureau regulations.
- 408 (Not to be used).
- 409 Unauthorized physical contact (e.g., kissing, embracing).
- 498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited act.
- 499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.

**AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL
PROHIBITED ACTS**

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

You have a 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.

Preventing Sexually Abusive Behaviour

Your Role in Preventing Sexually Abusive Behavior:

1. Here are some things you can do to protect yourself and others against sexually abusive behavior:
2. Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
3. Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
4. Do not accept an offer from another inmate to be your protector.
5. Find a staff member with whom you feel comfortable discussing your fears and concerns.
6. Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
7. Be direct and firm if others ask you to do something you don't want to do.
8. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
9. Stay in well-lit areas of the institution.
10. Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services, and become 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 immediately threatened: 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 that 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, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported.

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:

1. 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.
2. 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.
3. 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**

4. Prison Rape Elimination Act Outside Liaison address is:

Refuge House, Inc.
Attention: Ms. Margo Jackson, LCSW
P.O. Box 20910
Tallahassee, Florida 32316

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

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

Management Program for 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.

Policy Definitions:

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

- Code 101/(A): Sexual Assault
- Code 205/(A): Engaging in a Sex Act
- Code 206/(A): Making a Sexual Proposal
- Code 221/(A): Being in an Unauthorized Area with
a Member of the Opposite Sex
- Code 300/(A): Indecent Exposure
- Code 404/(A): Using Abusive or Obscene Language

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

NOTICE TO INMATES: Male and female staff routinely work and visit inmate housing areas.

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.

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

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

Sexual Harassment - repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate/detainee/resident to another; or repeated verbal comments or gestures of a sexual nature to an inmate/detainee/resident by a staff member/contractor/volunteer, including

demeaning references to gender, sexually suggestive, or derogatory comments about body or clothing, or obscene language or gestures.

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.

