

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF PRISONS

# ***FCC-Terre Haute, Indiana***

## **A&O HANDBOOK**



Updated: June 27, 2017  
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## INTRODUCTION

The purpose of this handbook is to provide incoming inmates and others interested in the Federal Bureau of Prisons (BOP) with general information regarding the Bureau, its programs, institutions and the rules and regulations they will encounter during confinement. It is not a specific guide to the detailed policies of the Bureau (which are subject to change) or all procedures in effect at each Bureau location. That information will be made available during the institution's Admission and Orientation program. Rather, the material in this handbook will help new inmates more quickly understand what they will be encountering when they enter prison and hopefully assist them in their initial adjustment to institution life.

## INTAKE, CLASSIFICATION AND THE UNIT TEAM

**Orientation:** Inmates are given a social screening by Unit Management staff and medical screening by Health Services and Mental Health staff at the time of arrival. Inmates are immediately provided with a copy of the institution rules and regulations, which include information on inmate rights and responsibilities. It also includes information on sexual assault and abuse.

Within 28 days of arrival, inmates will participate in the Admission and Orientation (A&O) Program. At FCC Terre Haute, inmates are scheduled to attend A&O lectures where they are advised of the programs, services, policies and procedures regarding the facility. The inmate will be placed on call-out for these lectures.

**Classification Teams:** Almost all BOP institutions are organized into a Unit Management System. Each inmate will be assigned to one of the general housing units at FCC Terre Haute. A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. Each unit is staffed by a Unit Team directly responsible for the inmates living in the unit. The unit offices are located in the units so staff and inmates can be accessible to each other. The unit staff typically includes a Unit Manager, Case Manager, Correctional Counselor and Unit Secretary. The Staff Psychologist, Education Advisor and Unit Officer are considered members of the Unit Team and provide input for classification purposes. Inmates are assigned to a specific Unit Team. Generally, the resolution of issues or matters of interest while at the institution are most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling, setting and attaining goals and reentry initiatives while in prison. Ordinarily, a member of the unit staff will be at the institution from 7:30 a.m. to 9 p.m. and during the day on weekends and holidays.

## GENERAL FUNCTIONS OF UNIT STAFF

**Unit Manager:** The Unit Manager is the administrative head of the general unit and oversees all unit programs and activities. The Unit Manager is the Chairperson of the team which comprises the Case Manager, Correctional Counselor, with input from Education, Correctional Services and Psychology staff. The Unit Manager reviews team decisions and may chair the Unit Discipline Committee (UDC), which is a body that hears disciplinary infractions. The Unit Manager is ordinarily present during initial classification and subsequent program review(s) in which Residential Reentry Center placement is discussed.

**Case Manager:** The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence and other materials relating to the inmate's commitment. The Case Manager serves as a liaison between the inmate, the administration and the community.

**Correctional Counselor:** The Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties and day-to-day concerns. He/She plays a leading role in segments of unit programs relating to inmate activities. The Unit Counselor may conduct counseling groups for inmates in his/her unit and/or groups open to the general population.

**Unit Secretary:** The Unit Secretary performs clerical and administrative duties, to include the preparation of release paperwork.

**Unit Officer:** The Unit Officers have direct responsibility for the daily supervision of inmates and the enforcement of rules and regulations. They have safety, security and sanitation responsibilities in the unit. Unit Officers are in regular contact with inmates in units and are encouraged to establish professional relationships with them, as long as such interaction does not interfere with their primary duties. Unit Officers control movement in and out of the unit and conduct regular searches for contraband.

**Communications:** Normally, a unit staff member is available each day of the week and most evenings until 9 p.m. The unit bulletin boards and the TRULINCS system contain written communication of interest to inmates. Unit Managers may utilize monthly Town Hall meetings to dispense information and foster improved communications. Unit Team members will utilize either open house hours or an open door policy to address inmate concerns. A member of the Unit Team will also ordinarily be available during the noon and evening meals on weekdays and during the noon meal on weekends and holidays. Inmates are also encouraged to use an Inmate Request to Staff Member (cop-out) form to make requests in writing or electronically.

**Initial Classification/Program Reviews:** Inmates initially designated to the institution will receive initial classification within 28 days of arrival. Unit Team, Education and Psychology staff will assess each inmate and work with them to develop an individual plan which will address skill deficits that may deter successful reentry into the community. Subsequent program reviews will be held every 90 to 180 days, depending upon the release date. These are held by the Unit Team to review progress on programming goals, work assignments, transfers, custody/security level, institutional adjustment, etc. The inmate may not waive appearance with the Unit Team.

**Reentry Pre-Release Programming:** Release preparation begins on the first day of incarceration. The BOP's reentry strategy provides inmates with the opportunity to gain the necessary skills and resources to succeed upon release. Through coordinated efforts among the departments in the institution and collaboration with other agencies, a wide array of programs and activities are offered to better each inmate's chances of a successful reentry upon release.

It is imperative at the Initial Classification (Program Review) that inmates are open and honest when answering questions to allow the Unit Team to accurately identify needs and make appropriate program recommendations to improve the inmate's chances of a successful reentry. Each time an inmate has a program review, he will receive a progress update and new recommendations as warranted. Contributors and programming recommendations include Education, Health Services, Psychology, Unit Team, Recreation, Religious Services, the inmate's Work Detail Supervisor and the inmate. Inmates are strongly encouraged to take advantage of the program recommendations.

Additionally, to make the transition back to the community go as smoothly as possible, inmates should obtain at least two forms of identification to include a social security card. Inmates may also be eligible for some benefits upon release (e.g., social security disability, veteran's benefits, Medicare, etc.) to make the transition easier. Staff may be able to provide inmates with information concerning benefits so they may determine their eligibility and begin the application and begin the application process if applicable prior to release. Lastly, the Career Resource Center, located in the Education Department, can also provide inmates with pre- and post-release programming and education ideas, potential employment and housing information, as well as potential benefits information.

**Town Hall Meetings:** Town Hall meetings are held to make announcements and to discuss changes in policy and procedures. Inmates are encouraged to ask pertinent questions of the staff and any guest speakers who are present. These questions should pertain to the unit as a whole, rather than personal questions or problems. Personal issues will be resolved by unit staff during the regular working hours which are posted in each unit.

**Treaty Transfer for Non-U.S. Inmates:** The United States has entered into treaties with several countries, regarding the execution of penal sentences and the transfer of foreign offenders. Any offender who is qualified and desires to return to his/her country of citizenship for service of a sentence imposed in a United States Court may indicate interest by completing a Treaty Transfer Inquiry form with the Case Manager.

**Foreign Consular Visits:** When it has been determined that an inmate is a citizen of a foreign country, the inmate may receive visits from the consular representative of that country to discuss matters of legitimate business. This may occur even if the inmate is on disciplinary segregation status. The requirement for the existence of an established relationship prior to confinement does not apply to consular visitors. Additionally, an inmate may request a telephone call to his consular representative through the Unit Team. The most recent publication of the Consular Notification and Access directory will be located in the Law Library.

**Sentencing, Good Time and Releases:** The Designation and Sentence Computation Center (DSCC), located in Grand Prairie, Texas, is responsible for the computation of sentences. A copy of the inmate's sentence computation is provided to inmates at the Initial Classification meeting. The records office can answer generalized questions concerning a sentence computation. Any major challenges/concerns must be submitted to the Records Office, via an Inmate Request to Staff Member (cop-out) form.

**District of Columbia Cases:** Inmates who were sentenced in the District of Columbia (D.C.), are eligible for parole at the expiration of your minimum term and will receive a hearing before the United States Parole Commission. The Federal Corrections Computation Center will use D.C. Parole Guidelines for inmates who are serving a D.C. Superior Court Case only.

## DAILY INMATE LIFE

**Sanitation:** It is the inmate's responsibility to check his cell immediately after being assigned there and report all damages to the Unit Officer or Correctional Counselor. An inmate may be held financially liable for any damage to his personal living area. All inmates must abide by the **FCC TERRE HAUTE UNIT RULES, REGULATIONS and GUIDELINES**, which are posted within each housing unit. Inmates should refer to the Unit bulletin boards for a detailed description of these expectations and are encouraged to speak with their Unit Officer or any member of their Unit Team regarding any questions pertaining to sanitation.

Each inmate is responsible for making his bed in accordance with posted regulations before work call (including weekends and holidays). Each inmate is also responsible for sweeping and mopping his cell floor, removing trash and ensuring the cell is clean and sanitary. Cardboard boxes and other paper containers are not permitted for storage due to their combustible nature. Lockers must be neatly arranged inside and out and all shelving must be neat and clean. Chairs are assigned to each cell and will not be defaced or marked in any manner by the inmate.

Toothpaste, toothbrushes, combs, razors and soap for personal hygiene are issued by the institution for indigent inmates. Inmates may purchase name brand items through the Commissary.

**Smoking:** Smoking, smokeless tobacco and tobacco products of any kind are not allowed for retention or use by inmates at FCC Terre Haute. Such items are considered contraband.

**Personal Property Limits:** Items which may be retained by an inmate are limited for sanitation and security reasons. These limitations ensure excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the cell. Inmates are referred to the Terre Haute Institutional Supplement on Inmate Personal Property as to the type and quantity of allowable inmate personal property.

**Storage Space:** Staff shall set aside space within each housing area for use by an inmate. The designated area shall include a locker or other securable area in which the inmate is to store authorized personal property and legal materials. The inmate shall be allowed to purchase an approved locking device for personal property storage in general housing units. Limited space may also be available under the bed for approved items.

The amount of personal property allowed each inmate is limited to those items which can be neatly and safely placed in the space designated. Under no circumstance will any materials be accumulated to the point where it becomes a fire, sanitation, security or housekeeping hazard.

**Commissary/Special Purchase Items:** These items are authorized to the point they can be contained in the storage area provided for personal property.

**Letters, Books, Photographs, Newspapers and Magazines:** Inmates are limited to three magazines, five books and newspapers for the previous seven days. Excessive collections of letters, books and newspapers are considered nuisance contraband and are not authorized for retention. Publications will be stored in the locker provided. This regulation will be strictly adhered to and there will be no exceptions. Only 25 letters will be permitted for storage in the living quarters. Excessive letters can be sent home through the Mail Room at the inmate's expense or disposed of by the inmate. Nothing is to be tacked, stapled or taped to any surface except to the bulletin boards. Ordinarily, photographs, particularly those of family and friends, are approved, since they represent meaningful ties to the community. A personal photograph is defined as a photograph intended for individual viewing, as opposed to a photograph published for commercial use. Personal photographs may be stored or displayed in general housing units according to local sanitation and housekeeping guidelines. Inmates may not retain Polaroid photos. Nude or sexually suggestive photos (individual prints or copies as opposed to those from publications) present special concerns about personal safety, security and good order, particularly when the subject is an inmate's relative, friend, or acquaintance or could reasonably be perceived as such. For these reasons, an inmate may not be permitted to retain, receive, or possess a personal photograph in which the subject is partially nude or nude, or when the photograph depicts sexual acts such as intercourse, fellatio, or sodomy. These materials, upon receipt at the institution, will be rejected in the mailroom and returned to the sender.

**Legal Materials:** Inmates will be allowed to maintain (subject to available space) legal materials needed for active legal action and legal reference materials (such as books) if not available in the institution legal library. Any inmate needing more space than provided must make a formal request for additional space to unit staff and if warranted, space may be provided on a temporary basis.

**Hobbycraft Materials:** Hobbycraft projects will be limited to those which can be stored in the locker provided in the hobbycraft area. As an exception: one painting, with a maximum size of 24" x 30" x 1", is allowed in the inmate living quarters until the painting is completed. This exception is made with the understanding the placement of the item is at the inmate's own risk. No painting material, i.e., paints, brushes, thinners, or oils are permitted in the housing areas. Once completed, the painting may not be displayed and must be removed from the housing unit. Inmates are only permitted to crochet and sketch in housing areas. All painting activities are to be completed in the Arts and Crafts Areas. Hobbycraft items must be removed from the living area and mailed when completed.

**Food Storage:** Food items that are left open create a health hazard. These items must be properly sealed at all times. Empty jars may not be used as drinking or storage containers and are to be thrown away.

**Radios, MP3 Players and Watches:** An inmate may possess only one approved radio or MP3 player and watch at a time. The inmate must be able to demonstrate proof of ownership. An inmate who purchases a radio, MP3 player, or watch through a BOP commissary is ordinarily permitted the use of that item at any BOP institution if the inmate is later transferred. If the inmate is not allowed to use the radio, MP3 player, or watch at the new institution, the inmate shall be permitted to mail, at the receiving institution's expense, the item to a destination of the inmate's choice. Where the inmate refuses to provide a mailing address, the radio, MP3 player and/or watch may be disposed of through approved methods, including destruction of the property. The MP3 player is managed through TRU-Units. This service allows inmates to manage the player and to purchase non-explicit music.

**Jewelry:** Inmates may possess a plain wedding band (without stones) and, with prior approval, a religious medallion and chain without stones.

**Unit Rules & Regulations:** In order to minimize maintenance costs, permit uniform inspection, search procedures and maintain orderly congregate living, the institution has imposed reasonable regulations on inmate conduct and furnishings in housing units. Inmates should refer to the unit bulletin boards for a detailed description of the **FCC TERRE HAUTE UNIT RULES, REGULATIONS and GUIDELINES**. Inmates are encouraged to speak with their Unit Officer or any member of their Unit Team regarding any additional questions they may have regarding unit rules and regulations.

Sexually suggestive photographs are **NOT** authorized for display outside of the individual locker or cabinet. Provocative pictures, posters, cartoons and any items cut out of magazines may not be displayed on the bulletin boards or in any cell or dorm.

Showers are available every day, but inmates may not be in the shower during an official count.

Safety shoes must be worn to work as designated in policy.

Unit televisions may be viewed during established off-duty hours. During normal working hours, unit televisions may be viewed at the discretion of staff.

**Wake-up:** General wake-up for all inmates at FCC Terre Haute is 6 a.m. Inmates are given a reasonable amount of time to leave the unit if they desire breakfast. It is the inmate's responsibility to leave the unit for work at their assigned work time. Late sleepers who are unable to maintain sanitation expectations or arrive at work on time are subject to disciplinary action.

**Clothing Exchange & Laundry:** The institution Laundry Department will issue clothing that is properly fitted, climatically suitable and serviceable. Inmates will be provided sufficient clothing to allow at least three changes of clothes each week. In addition, inmates are provided the opportunity to exchange linens once each week.

The institution Clothing Issue has established procedures to account for the initial issue of government furnished clothing/linens to inmates. All items will be returned prior to an inmate's release. Government issued clothing/linens/mattresses will not be altered. Examples include, but are not limited to converting pants to shorts, adding pleats, cutting off shirt sleeves, adding long sleeves, defacing clothing, cutting covers on the mattresses etc. An inmate found to have destroyed or altered government property may receive disciplinary action. Local procedures for replacing lost, damaged, or ill-fitted clothing require the inmate to address the issue with Clothing Issue staff during open house hours of operation.

The institution will provide clean clothing through the centralized laundry. Inmates may submit their clothing and bedding, in accordance with the unit schedule, for laundering Monday – Friday, with the exception of holidays and institutional emergencies.

**Clothing:** Civilian clothing, defined as any clothing not issued to the inmate by the BOP or purchased by the inmate through the Commissary, is not authorized for retention. Personal clothing purchased in the Commissary is limited to gray and/or white. All government issued clothing, except undergarments, will be tagged with a label indicating the inmate's name and registration number. These items are to be neatly stored in the identified storage space provided in the inmate's cell. Inmates will be provided one pair of safety toe boots (if they work in an area requiring safety toe footwear) or soft sole black shoes at the government's expense. Inmates requiring a special shoe, due to a medical reason, will need to address that issue with Health Services staff.

**Duty Uniform:** The inmate population will be required to wear the approved duty uniform any time they are outside of their assigned housing unit. The duty uniform for the USP and FCI consists of a brown, short sleeve t-shirt and khaki pants. The uniform for the Camp consists of a green, short sleeve t-shirt and pants. All inmates are required to wear the shirt tucked into the pants with a belt (if the pants do not have an elastic waistband). Inmates will be allowed to wear a white t-shirt under the shirt. Sweat pants and sweat shirts must be worn under the duty uniform. Other than approved religious headgear and inmates working in Food Service, hats may not be worn inside any building. "Do-rags" may only be worn inside the inmate's assigned cell. Sunglasses may not be worn inside unless otherwise prescribed by Health Services Department staff.

**Commissary:** The BOP maintains inmates' monies (Deposit Fund) while incarcerated. The purpose of the Deposit Fund is to provide inmates the opportunity to provide financial support to family and friends, order subscriptions and books and obtain merchandise, to include edible items, health and hygiene items, over-the-counter (OTC) medications and a variety of sundry items through the institution Commissary. In addition, inmates may transfer funds from their commissary account to their phone account and/or purchase TRU-Units to utilize TRULINCS, allowing inmates the opportunity to submit electronic requests to staff, communicate with family and friends, research legal documents on the Electronic Law Library and search and purchase media for personal MP3 players purchased from the Commissary. Inmates may not be in possession of cash at any time. Upon release, all Trust Fund accounts will be released and consolidated, placing all funds on an Inmate Release Debit Card.

When shopping in the Commissary, funds are withdrawn to purchase resale items after positive identification is completed using an inmate's digital fingerprint or identification card. It is the inmate's responsibility to know the amount of money available in his account. Inmates may verify their account balances by utilizing TRULINCS, or the inmate's telephone account dialing 118+ their Phone Access Code (PAC) number. Inmates must have their commissary card in their possession at all times for identification purposes.

Designated shopping days and weekly schedules for Commissary are posted on the Electronic Bulletin Board in TRULINCS. Commissary hours of operation may be found on the unit bulletin board and at the entrance to the Commissary.

**Spending Limitations:** Inmates at FCC are authorized to spend up to \$180.00 every two weeks and may not exceed the National Spending Limit of \$360.00 per month. Inmates on Inmate Financial Responsibility Program (FRP) "Refuse" status are approved to spend no more than \$25.00 each month, with no limitation on the number of items they are authorized to purchase. Inmates on Commissary Restriction are authorized to purchase postage stamps, health and hygiene items, OTC medications, copy cards and a variety of stationary items to complete legal work. Monthly validation is based on the 5<sup>th</sup> digit of the inmate's federal registration number, times 3, plus 1 (ie: 12345-678 will revalidate on the 16<sup>th</sup> day of each month).

**Deposits to Accounts:** Inmates' families and friends choosing to send an inmate funds through the U.S. Postal Service must send those funds to the Federal Lockbox at following address and in accordance with the directions provided below:

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

The deposit must be in the form of a money order or government check, with the inmate's committed name and 8-digit federal registration number included on the negotiable instrument and mailing envelope. Effective December 1, 2007, all non-postal money orders and non-government checks processed through the Federal Lockbox will be placed on a 15-day hold. The Federal Lockbox will reject and return (to the sender) all negotiable instruments that do not have the required documentation listed on both the check/money order and mailing envelope. Personal checks and cash will not be accepted for deposit. The sender's name and complete address must appear on the upper left-hand corner of the envelope to ensure the funds can be accurately returned to the sender in the event they cannot be posted to the inmate's account. Any items included in the envelope will not be forwarded to the inmate and will be disposed of.

In the event funds have been mailed to the Federal Lockbox, but have not been received in the inmate's account and adequate time has passed for mail service to Des Moines, Iowa, the sender must initiate a tracer to resolve any issues. Local Trust Fund staff are not authorized to complete tracers for these funds.

**Western Union Quick Collect Program:** An inmate's family and friends may also send funds through Western Union's Quick Collect Program. All funds sent via Quick Collect will be posted to the inmate's account

within two to four hours, when those funds are sent between 7 a.m. and 9 p.m. Eastern Standard Time (EST) (seven days per week, including holidays). Funds received after 9 p.m. EST will be posted by 7 a.m. EST the following morning. Funds sent to an inmate through Quick Collect may be sent via one of the following ways:

- At an agent location with cash, the inmate's family or friends must complete a Quick Collect Form. To find the nearest agent, they may call 1-800-325-6000 or go to [www.westernunion.com](http://www.westernunion.com).
- By phone using a credit/debit card, the inmate's family and friends may simply call 1-800-634-3422 and press option 2.
- Online using a credit/debit card: The inmate's family and friends may go to [www.westernunion.com](http://www.westernunion.com) and select "Quick Collect".

For each Western Union Quick Collect transaction, the following information must be provided:

- Valid inmate eight-digit register number (entered with no spaces or dashes), immediately followed by inmate's last name
- Inmate's committed name entered on Attention Line
- Code City: FBOP, DC

Please note the inmate's committed name and eight-digit register number must be entered correctly. If the sender does not provide the correct information, the transaction will not be completed. The Code City is always FBOP, DC. Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned.

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

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

For each MoneyGram ExpressPayment transaction, the following information must be provided:

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

Please note that the inmate's committed name and eight-digit register number must be entered correctly. If the sender does not provide the correct information, the transaction cannot be completed.

Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned.

2. Online using a credit, debit or prepaid card (Visa or MasterCard only), the inmate's family and friends can click on [www.moneygram.com/paybills](http://www.moneygram.com/paybills). Enter the Receive Code (7932) and the amount sent (up to \$300). For first time users, a profile and account must be set up.

Any questions or concerns regarding the Western Union Quick Collect or MoneyGram ExpressPayment transfers should be directed to Western Union or MoneyGram by the sender (general public). Local Trust Fund staff cannot assist with issues pertaining to problems with Western Union or MoneyGram.

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

**TRULINCS:** The Trust Fund Limited Inmate Computer System (TRULINCS) is the inmate computer network that provides inmates access to multiple services. Inmates will not have access to the internet at any time.

Inmates have access to dedicated TRULINCS workstations installed throughout the institution to perform a variety of electronic functions using their federal register number, Phone Access Code (PAC) and Commissary Personal Identification Number (PIN).

**Account Transactions:** This service allows inmates to search and view their commissary, telephone and TRULINCS account transactions, as well as view their media list.

**Electronic Bulletin Board:** This service is used to supplement the use of inmate bulletin boards within the institution for disseminating information to the inmate population.

**Contact List:** This service is used by inmates to manage their email address list, telephone list and postal mailing list. Inmates may also request to print postal mailing labels they have marked within this service.

If an email address is entered for a contact, TRULINCS sends a system generated message to the contact directing them to [www.corrlinks.com](http://www.corrlinks.com) to accept or reject email contact with the inmate prior to receiving any messages from the inmate. If a positive response is received, the inmate may begin exchanging electronic messages with this contact. If a contact rejects TRULINCS participation, the inmate is blocked from sending any messages to that email address.

**Electronic Law Library:** This service allows inmates to perform legal research.

**Manage Funds:** This service allows inmates to manage their personal funds by creating/canceling Requests for Withdrawal of Inmate Personal Funds (BP-199) and view and manage their Pre-Release Account.

**Manage TRU-Units:** This service allows inmates to purchase TRU-Units using available Commissary funds or transfer TRU-Units back to their Commissary account.

**Prescription Refill:** This service allows inmates to request prescription refills via TRULINCS of self-carry medications that are ready for refill directly to the Pharmacy. Pharmacy staff will receive the prescription refill request and process the request accordingly.

**Print:** This service allows inmates the opportunity to print various documents which they have marked for print within TRULINCS. Mailing labels and BP-199 forms may be printed for free. All other documents can be printed at a cost.

**Public Messaging:** Inmates may correspond with friends and family using public messaging. This is a restricted version of email that will only allow text messages and no attachments. There is a cost per minute fee for using this service. Messages are limited to 13,000 characters.

**Electronic Inmate Request to Staff:** This service allows inmates to correspond with staff electronically. The list of available departments varies by institution; however, there is a standard DOJ Sexual Abuse Reporting mailbox available that provides inmates with an additional method to report allegations of sexual abuse and harassment directly to the Office of Inspector General (OIG).

**Survey:** This service allows inmates to take Bureau surveys (i.e., Institution Character Profile).

**Telephones:** Telephones are located in each general housing unit. These phones are available for use from 6 a.m. until lockdown each day. No third party or credit card calls can be made on these lines.

Telephones are to be used for lawful purposes only. Threats, extortion, etc. may result in prosecution. All inmate telephones are subject to monitoring and all unit telephone calls are recorded. Telephones will not be used to conduct a business. Inmates are not allowed to make "700, 800, 888, 900, 855, 866, or 976" calls. Inmates must contact their Case Manager or Counselor to arrange an unmonitored attorney call.

FCC Terre Haute has the Inmate Telephone System (ITS). This system uses a Personal Access Code (PAC) and allows up to 30 approved numbers an inmate may call. Changes to an inmate's phone list may be made at any time by the inmate updating his contact list on TRULINCS.

In order for an inmate to use the system, he will have to transfer funds from his Commissary Trust Fund to his Individual Telephone Account. This can be done after 4 p.m., Monday through Friday and all day on weekends. An inmate may transfer funds two times each day.

Once the inmate arrives, his PAC is generated by the TRU-System. The inmate will be given his SECRET PAC (a nine-digit) number by a member of the Unit Team. This will allow him to place a call by first entering the telephone number followed by his PAC number. All calls are terminated after 15 minutes by the system. Inmates may not exceed 300 minutes of ITS time in a month.

## SECURITY PROCEDURES

**Inmate Identification Cards:** Inmates will be issued an identification card upon arrival at the institution. Inmates are required to have their identification cards at all times upon departing their assigned cell. Inmates are responsible for the care of these cards. Lost, stolen, or damaged cards must be replaced and can be done so by submitting a cop-out to the Receiving and Discharge (R&D) Department. Inmates will be charged a replacement fee for a new card, which may be picked up during the R&D open house on Tuesdays and Thursdays during the noon meal.

**Counts:** At FCC Terre Haute, the inmate is expected to be standing at his bedside during the 4 p.m. and 9:30 p.m. official counts. When the count is announced, each inmate must return to his room or cell and remain there quietly until it is announced that the count is clear. Official counts will ordinarily be taken daily at about 12 midnight, 3 a.m., 5a.m., 4 p.m. and 9:30 p.m. There will also be an official standup count at 10 a.m. on weekends and holidays. Other counts may occur during the day and evening as needed.

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

**Lockdown:** Lockdown (the locking of all housing units) is announced at 9:15 p.m. At FCC Terre Haute, the units are locked in preparation for the 9:30 p.m. count and remain locked until 6 a.m.

**Call-Outs:** Call-outs are a scheduling system for appointments which include medical services, education, team meetings and other activities. Call-outs are posted each day on the unit bulletin boards and/or on the inmate TRULINCS bulletin board after 4 p.m., on the day preceding the appointment. It is the inmate's responsibility to check for appointments on a daily basis; all scheduled appointments are to be kept. Inmates that do not show for scheduled appointments are subject to disciplinary action.

**Controlled Movement:** During non-working hours, movement throughout the institution will be regulated by a procedure called controlled movement. Controlled movement generally begins ten minutes before the hour and ends on the hour. Normally, these moves are a one-way move; meaning, "in bound" or "out bound" move. During the movement period, normally ten minutes, inmates may move from an area of the institution to another without a pass or staff escort. The start and end of each movement period will be announced by staff.

During the evening hours, the first controlled movement period normally begins at the conclusion of a clear official 4 p.m. count. During the feeding of the evening meal, inmates can normally move to the recreation yard, gymnasium, or chapel; however, inmates will remain secured inside those areas until the next controlled movement is announced. At the conclusion of the evening meal, the compound will be secured and a ten minute, controlled movement will commence.

**Contraband:** Contraband is defined as any item not authorized by the Warden or issued by the institution, received through approved channels, or purchased through the Commissary. All staff are alert to the subject of contraband and make an effort to locate, confiscate and report contraband in the institution. Each inmate is responsible for all items found in their assigned living area and should immediately report any unauthorized item to staff.

Inmates may not purchase any item from another inmate; items purchased in this manner are considered contraband and will be confiscated. An altered item, even if an approved or issued item, is considered contraband. Altering or damaging government property is a violation of institutional rules and the cost of the damage will be levied against the violator.

**Pat Searches and Shakedowns:** The placement of metal detection devices throughout the institutions may be necessary for the control of contraband. A metal detector search may be done in addition to the pat search. Staff may conduct a pat search of an inmate on a routine or random basis to control contraband. Staff may also conduct a visual search where there is reasonable belief contraband may be concealed on an inmate or a good opportunity for concealment has occurred. Finally, staff may search an inmate's housing and work area and personal items contained within those areas, without notice, randomly and without the inmate's presence. The property and living area will be left as close to the same conditions as found.

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

**Fire Prevention and Control:** Fire prevention and safety are everyone's responsibility. Inmates are required to report fires to the nearest staff member immediately, so property and lives can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards will not be tolerated. Regular fire inspections are made in each institution by qualified professionals.

## PROGRAMS AND SERVICES

**Job Assignments:** All inmates are expected to maintain a regular job assignment. Many job assignments are funded through the Inmate Performance Pay System, which provides monetary payment for work. Federal Prison Industries has a separate pay scale. Unit staff approves job changes and see that the changes are posted on the Daily Change Sheet. It is the inmate's responsibility to check the Daily Change Sheet.

Institutional maintenance jobs are usually the first assignment an inmate receives. This might include work in Food Service, as a unit orderly, or in a maintenance shop. A limited number of jobs are available in the Federal Prison Industries, also known as UNICOR.

UNICOR employs and trains inmates through the operation of and earnings from, factories producing high-quality products and services for the Federal Government. UNICOR earnings fund other inmate programs, as well as pre-industrial training to prepare inmates for employment.

**Inmate Financial Responsibility Program (FRP):** Working closely with the Administrative Office of the Courts and the Department of Justice, the BOP administers a systematic payment program for court-imposed fines, fees and costs. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include: special assessments imposed under 18 USC 3013, restitution, fines and other court costs, judgments in favor of the U.S., other debts owed the Federal government and other court-ordered obligations (e.g. child support, alimony, other judgments).

Institution staff assist in planning, but the inmate is responsible for making all payments required, either from earnings within the institution or from outside resources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet his or her obligations, the inmate cannot work for UNICOR, or receive performance pay above the maintenance pay level. He will also be placed in "refuse" status. As the result of being in refuse status, the inmate has a monthly spending limit of only \$25.00, can be placed in less desirable housing, will not be considered for any favorable requests, such as vacations, furloughs, early release, etc. and will score zero in Responsibility and Living Skills on the Inmate Custody Classification form. These are a few examples of the sanctions that can be imposed as a result of being in refuse status.

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

**Food Service:** The BOP offers a standardized National Menu. This menu is offered at all institutions and includes approved menu items based on standard recipes and product specifications. The National Menu offers regular, heart healthy and no-flesh dietary options.

Medical diets will be provided by mainline self-selection from the items available on the National Menu for that meal, unless menu items fail to meet the medical requirement. Menu item replacements may not always be provided as inmates may have to avoid certain foods in the self-selection process; however, if a dietitian determines a special diet is required to ensure adequate nutrition, it will be provided by pre-plating or controlled plating. The religious diet program, called the Common Fare Program, accommodates dietary needs through nationally recognized, religiously certified processed foods and is available through the approval of Religious Services staff.

**Education and Recreation Programs:** The mission of Education and Recreation Services is to provide mandatory literacy and English-as-a-Second Language (ESL) programs as required by law, as well as other education, recreation and other related programs that meet the needs and interests of the inmate population, provide options for the positive use of inmate time and enhance successful reintegration into the community.

Education opportunities provided for inmates include General Equivalency Diploma (GED) and ESL programs, as required by law. Various nationally recognized tests will be used to place inmates in appropriate education programs. Inmates must perform to the best of their abilities on exams for appropriate placement in class.

**Literacy and GED:** The Violent Crime Control and Law Enforcement Act (VCCLEA) and the Prison Litigation Act (PLRA) require inmates who lack a high school diploma to participate in a GED credential program and make satisfactory progress in the program in order to be eligible to vest the maximum amount of earned good conduct time (VCCLEA sentenced inmates) or earn the maximum amount of good conduct time.

Unless exempt (pre-trial, holdover, etc.), inmates must participate in the literacy program for a mandatory period of at least 240 instructional hours, or until they achieve a GED credential. For all inmates to receive job pay promotions above the entry level, they must have a high school diploma, a GED credential, or a pay exemption. Inmates who are exempt from attending GED class based on a deportation detainer must enroll in GED or ESL in order to receive their good conduct time.

Inmates under a final Bureau of Immigration and Customs Enforcement (BICE) order of deportation, exclusion, or removal are exempt. Inmates who have completed the mandatory period of enrollment must remain enrolled, or re-enroll to vest/earn their good conduct time. Inmates found guilty of an incident report related to their literacy program enrollment will be changed to GED UNSATISFACTORY PROGRESS and will not vest/earn their good conduct time.

Following an assignment of a GED UNSATISFACTORY PROGRESS code, inmates will be required to complete an additional 240 hours of program enrollment before they can be changed back to a SATISFACTORY code. Good conduct time will not vest while the UNSATISFACTORY assignment exists.

Inmates who are eligible for District of Columbia Educational Good Time (DCEGT) can earn DCEGT for participating, but not completing GED, ESL and marketable level occupational training programs. While enrolled in the qualifying education program, inmates will earn DCEGT credit. However, DCEGT credit will show up on their sentence computation when they complete or withdraw from the qualifying program.

**Inmates with a Verified High School Diploma:** In order to obtain a realistic and accurate assessment of an inmate's skill levels, a demonstration of literacy attainment must be verified for inmates with a high school diploma. Even though current policy accepts a high school diploma for custody classification, good time credits, education programs, etc., a high school diploma does not necessarily certify an inmate is literate.

Inmates who have a high school diploma (not an AA or higher post-secondary degree) are encouraged to submit an Inmate Request to Staff Member (cop-out) form to the Education Department to sign up for the Tests of Adult Basic Education (TABE) which validate their reading, language and math computation, as well as applied math. The purpose of the TABE is to ensure these inmates have sufficient language and math skills to pursue their post-secondary education study and/or obtain a job in the community. Mastery of the reading, language and math skills from the TABE is part of an inmate's reentry plan documented in the Inmate Skills Development System (ISDS).

In the Academic section of ISDS, the inmate will not be scored/rated green (indicating demonstration of literacy skills) and should be scored/rated yellow (indicating unknown) until he scores a 9.0 or higher on TABE A or D. If an inmate scores below 9.0, he should enroll in remedial classes offered by the Education Department to improve his literacy levels.

**English as a Second Language (ESL):** The Crime Control Act of 1990 mandates non-English speaking Federal prisoners participate in the ESL program. An inmate's communication skill level in English is evaluated at initial classification and interviews. Those found to have limited ability to communicate in English will be referred to the Education Department to determine proficiency at the 8th grade level or higher based on a nationally recognized achievement test. Inmates scoring less than the 8th grade level of proficiency will be enrolled in ESL until they function at the 8th grade level or above on a nationally recognized education achievement test. If indicated by test scores, participation in ESL will be required regardless of education degree status. Inmates with high school diplomas or college degrees may be required to participate in the ESL program.

**Adult Continuing Education (ACE):** ACE classes enhance an inmate's general knowledge on various subjects and address the skill deficits identified in an inmate's individual reentry plan. Typical ACE classes include: typing, computer literacy, foreign language and business skills. These classes are usually offered during evening and weekend hours.

**Parenting:** The Parenting Program provides inmates information and counseling through directed classes on how to enhance their relationship with their children even while incarcerated. All Parenting Programs include a classroom and visitation component. In addition, social service outreach contacts are often established to facilitate the provision of services to the inmate parent, visiting custodial parent and children.

**Library Services:** Leisure libraries offer inmates a variety of reading materials, including but not limited to: periodicals, newspapers, fiction, non-fiction and reference books. Institutions also participate in an interlibrary loan program with local, state and college libraries and available bookmobile services.

**Electronic Law Library (ELL):** Inmates are afforded access to legal materials and an opportunity to prepare legal documents in the ELL. Resources are available for inmates to prepare legal material via Trust Fund. A copying machine is available to allow inmates to reproduce materials necessary for their research or legal matters. The price to reproduce materials is established by Trust Fund. When it has been determined an

inmate is without funds and has a verified legal deadline or other pressing legal matter, the inmate may submit an Inmate Request to Staff Member (cop-out) form requesting a reasonable amount of legal copies. A Request for Withdrawal of Inmate's Personal Funds (BP-199) form must be filled out and signed by the inmate to receive photocopies of legal work or documents.

**Recreation, Leisure, Wellness and Social Programs:** The BOP encourages inmates to make constructive use of leisure time and offers group and individual activities. At each facility, physical fitness and leisure programs are provided to promote positive lifestyle changes. These programs strive to provide inmates with opportunities to reduce stress and enhance overall health and emotional well-being.

**Leisure Programs:** Institutions offer a wide range of activities in which inmates may participate when not performing assigned duties. Leisure activities include: organized and informal games, sports, physical fitness, table games, hobbycrafts, music programs, intramural activities, social and cultural organizations and movies.

**Art and Hobbycraft Programs:** Art work includes all paintings and sketches rendered in any of the usual media (e.g., oils, pastels, crayons, pencils, inks and charcoal). Hobbycraft activities include ceramics, leatherwork, models, clay, mosaics, crochet, knitting, sculptures, woodworking and lapidary, etc.

Art and hobbycraft programs are not meant for the mass production of art and hobbycraft items or to provide a means of supplementing an inmate's income. Use of hobbycraft facilities is a privilege that the Warden or delegated staff may grant or deny. Inmates are encouraged to participate in housing unit activities such as unit-based hobbycraft. The Recreation Supervisor will coordinate housing unit activities with Unit Managers.

**Wellness Programs:** Wellness programs include screening, assessments, goal setting, fitness/nutrition prescriptions and counseling.

**Recreation and Zimmer:** The Zimmer Amendment was passed in 1996. The amendment does not allow for the BOP to use appropriated and non-appropriated funds to provide amenities or personal comforts in the Federal Prison System. Specifically, institutions activated prior to 1996 through attrition, will conform to the guidelines set by the law. The main sections of Zimmer address: (1) viewing of R, X, or NC-17 movies; (2) instruction or training for boxing, wrestling, judo, karate or other martial arts or any body building or weightlifting equipment; and (3) electronic or electric instruments.

**Religious Services:** The Religious Services Department provides pastoral care and religious accommodation for individual and group religious beliefs and practices in accordance with the law, federal regulations and BOP policy. The Chaplains offer religious worship, education, counseling, spiritual direction, support and crisis intervention to meet the diverse religious needs of all inmates. Chaplains also oversee the religious diet program, ceremonial religious meals and religious holy day/holiday observances. All Chaplaincy Services programming is structured to promote BOP reentry goals.

All regularly scheduled program activities are posted on the Religious Services bulletin boards in and/or near the Chapels. Notice of special activities will be posted on the bulletin boards and will be announced in the regular meetings of the faith group(s) involved.

If an inmate is in need of religious personal property that is approved in policy, one of the Chaplains will explain the specific restrictions and procedures to you. Telephone calls made through the Chapel are on an emergency basis only and will be conducted on the ITS telephone in the Chapel. Normally, these telephone calls are made only to immediate family members. Inmates should not use up their entire monthly telephone minutes early in the month, but should save some in case there is a family emergency.

Any other requests for special religious accommodations, days of work proscriptioin, or other arrangements for the practice of one's faith must be made in writing at least 30 days in advance of the requested date of the observance. BOP policy states that there are to be no inmate-led religious activities without direct staff supervision. If direct staff supervision cannot be provided, the activity will be canceled.

It is important for each inmate to make sure his religious preference is accurately documented in SENTRY. Religious Preference will be reviewed when inmates make requests for religious items, holy day observances, ceremonial meals, and other preference-specific activities.

**Life Connections Program (LCP):** The LCP is a BOP wide program and highlights our faith-based reentry priorities. It is an intensive 18 month long residential program designed for inmates who are sincerely interested in seeking their faith, or improving their social responsibility, in a dedicated way. Currently, the program is designated at specific institutions. If an inmate is considering applying for LCP, a request should be made in writing to the Chaplain's Office to attend the next orientation. Once an inmate's application is processed locally, it will be forwarded to the LCP coordinator in the BOP Central Office for consideration. The LCP coordinator makes the final determination for inmate participation.

**Escorted Trips:** Escorted trips provide approved inmates with staff escorted trips into the community for purposes such as receiving medical treatment not otherwise available, visiting a critically ill member of the inmate's immediate family, or participating in programs or work related functions. Additionally, bedside visits and funeral trips may be authorized for inmates with custody levels below Maximum custody. All expenses will be borne by the inmate, except for the first eight hours of each day the employee is on duty. There are occasions based on a determination that the perceived danger to BOP staff during the proposed visit is too great, or the security concerns about the individual inmate outweigh the need to visit the community.

**Furloughs:** A furlough is an authorized absence from an institution by an inmate who is not under the escort of a staff member, a U.S. Marshal, other Federal or State agent. Furloughs are a privilege, not a right and are only granted when clearly in the public interest and for the furtherance of a legitimate correctional goal. An inmate who meets the eligibility requirements may submit an application for furlough to staff for approval.

**Central Inmate Monitoring System:** The Central Inmate Monitoring System (CIMS) is a method for the Bureau's Central and Regional Offices to monitor and control the transfer, temporary release and participation in community activities of inmates who pose special management considerations. Designation as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities. All inmates who are designated as CIMS cases will be notified by their Case Manager.

**Marriages:** If an inmate wishes to be married while incarcerated, the Warden may authorize the marriage under certain conditions. All expenses of the marriage will be paid by the inmate. If an inmate requests permission to marry he must: have a letter from the intended spouse which verifies their intention to marry, demonstrate legal eligibility to marry, be mentally competent and the marriage must not present a security risk to the institution. Inmates desiring to marry must also meet with the Chaplain for pre-marital counseling sessions.

**Barber Shop:** Haircuts and hair care services are authorized in the barber shop only. Hours of operation will be posted in each of the housing units and the barber shop.

**Pre-release Programming:** Inmates will participate in the unit and institutional Release Preparation Program. The Unit Team will assist the inmate to assess his needs and to prepare him for release to the community through counseling and scheduled meetings.

Release planning begins the first day the inmate arrives at the institution. The goal of the Release Preparation Program is to help provide all inmates with skills and information to allow a successful reentry into society. Approximately 30 months prior to an inmate's release date, the inmate will begin attending release preparation classes. During these classes, staff and community resource personnel will provide release information regarding community resources, employment, finances, health issues, parole and mandatory release supervision, parenting, spiritual issues and veteran's affairs. Federal, state and community resources will be used to the fullest extent possible. U. S. Probation Officers, BOP Community Corrections Managers and Community Correction Center staff attend the Release Preparation Program classes when possible.

## PSYCHOLOGY SERVICES

Psychology Services departments in all BOP institutions offer basic mental health care to inmates. This care may include screening, assessment and treatment of mental health or drug abuse problems, individual and/or group counseling, psycho-educational classes, self-help and supportive services, or referral to Health Services for medical treatment of a mental illness.

In addition, Psychology Services staff, along with other programming staff in the institution, collaborates with the Unit Team to develop a comprehensive assessment of an inmate's strengths and weaknesses. Based on this assessment, Psychology Services will offer programming recommendations specific to each inmate's psychological needs. These recommendations are designed to ensure successful adjustment to incarceration and prepare for eventual release. We encourage inmates to participate actively in the assessment process. If mental health or drug abuse programming is recommended, Psychology Services staff will provide ongoing feedback to the inmate and the Unit Team regarding progress toward these programming goals.

If an inmate is new to the BOP, or has been previously identified with mental health or drug abuse programming needs, he will be scheduled for an interview with Psychology Services staff. The purpose of this interview is to review history and identify programming needs. This interview is an ideal time for inmates to share their interest in specific services, such as drug abuse treatment or mental health counseling.

Following are a number of ways to contact Psychology Services at this institution:

- Submit an Inmate Request to Staff Member (cop-out) form to Psychology Services.
- Visit the department during Open House hours.
- Speak with a Psychology Services staff member during mainline or during rounds in the unit.
- Or in the case of a crisis situation, notify the Unit Officer, Unit Team, or any other BOP staff member of an urgent need to speak with Psychology Services.

**Suicide Prevention:** Incarceration can be a difficult experience. At times, inmates may feel discouraged, frustrated and helpless. It is not uncommon for people to experience depression while in jail or prison, especially if they are newly incarcerated, serving a long sentence, experiencing family problems, struggling to get along with other inmates, or receiving bad news. Over time, most inmates successfully adapt to incarceration and find ways to use their time productively and meaningfully. However, some inmates continue to struggle with the pressures of incarceration and become overwhelmed by a sense of hopelessness. If an inmate feels a sense of hopelessness or begins thinking about suicide, they need to talk to a staff member. Help is available and actively seeking help is a sign of your strength and determination to prevail. If an inmate is in imminent danger of harming himself or someone else, contact a staff member immediately.

In addition, if an inmate suspects another inmate is contemplating suicide, he should immediately notify a staff member. Staff do not always see everything inmates see and most suicidal individuals display some warning signs of their intentions. The most effective way to prevent another person from taking their life is to recognize the factors that put people at risk for suicide take warning signs seriously and know how to respond. The warning signs of suicide may include:

- Threatening to hurt or kill oneself or talking about wanting to hurt or kill oneself,
- Feeling hopeless,
- Feeling rage or uncontrolled anger or seeking revenge,
- Increased alcohol or drug use,
- Withdrawing from friends, family, associates,
- Experiencing dramatic mood changes,
- Feeling anxious or agitated, being unable to sleep, or sleeping all the time,
- Seeing no reason for living or having no sense of purpose.

If your friend, cellmate, coworker, or associate is exhibiting these signs, start by telling the person you are concerned and give him examples of what you see that worries you. Listen and encourage the person to seek

help. If they are hesitant, offer to go with them to speak to a staff member. If you are not confident they will seek help, notify a staff member yourself. Seeking help for a person in distress isn't "snitching", it is showing concern for the welfare of a fellow human being. If you report your concerns to staff, you can rest easy knowing you did everything within your power to assist the individual.

**Drug Abuse Programs:** Drug abuse programming is available in all BOP institutions. The BOP offers a drug education course as well as treatment options for inmates who have abused alcohol and/or drugs.

**Drug Abuse Education Course:** The Drug Abuse Education Course is not drug treatment. The purpose of the course is to encourage inmates to review the consequences of the choice to have drugs in their life, to look at the relationship between drug use and crime and to begin to think about how different life could be without drugs. Looking at an inmate's drug involvement in this way may motivate inmates to ask for drug abuse treatment. If a pre-sentence report documents a prolonged history of drug use, evidence that alcohol or drug use contributed to the commission of an offense, a judicial recommendation for treatment, or a violation of community supervision as a result of alcohol or drug use, an inmate is required to take the Drug Abuse Education Course. Failing to take this required course results in ineligibility for performance pay above maintenance pay level, as well as ineligibility for bonus or vacation pay. An inmate will also not be eligible for a Federal Prison Industries work program assignment. Contact Unit Team staff for questions concerning Drug Abuse Education.

The Drug Abuse Education Course is available in every BOP institution. If inmates are required to complete the course, their name will automatically be placed on the waiting list for the course. When it is time to complete the course, Psychology Services staff will contact the inmate by placing them on a call-out. If an inmate would like to enroll in the course, but are not required to participate, they should submit an Inmate Request to Staff Member (cop-out) form to be placed on the waiting list for the course.

**Non-residential Drug Abuse Treatment:** Nonresidential Drug Abuse Treatment is also available in every Bureau institution. Non-residential Drug Abuse Treatment has been developed to provide the flexibility necessary to meet each individual's treatment needs and more specifically for:

- Inmates with a relatively minor or low-level drug abuse problem,
- Inmates with a drug use disorder who do not have sufficient time to complete the intensive Residential Drug Abuse Treatment Program (RDAP),
- Inmates with longer sentences who are in need of treatment and are awaiting placement in the RDAP,
- Inmates with a drug use history who chose not to participate in the RDAP, but want to prepare for staying sober in the community and
- Inmates who completed the unit-based portion of the RDAP and are required to continue treatment until their transfer to a Residential Reentry Center (half-way house).

Program completion awards are only available for those who complete the program. Interested inmates may ask the institution's drug abuse treatment staff for more information on these awards.

**Early Release:** The Violent Crime Control and Law Enforcement Act of 1994 allows the BOP to grant a non-violent inmate up to one year off his or her term of imprisonment for successful completion of the Residential Drug Abuse Treatment Program (Title 18 U.S.C. § 3621(e)(2)). For more information about the Residential Drug Abuse Treatment Program, talk to an institution Drug Abuse Treatment Specialist or Drug Abuse Program Coordinator.

**The Challenge Program (USP only):** The Challenge Program is an intensive, residential program for inmates with drug abuse and/or mental health problems and is available in all BOP penitentiaries. Treatment is highly structured and inmates with drug programs and those with mental health programs are housed together in a treatment unit that is set apart from the general population. The Challenge Unit is a safe harbor for those who want to work out drug abuse and/or mental health problems. Inmates may volunteer for the Challenge Program at any time during their incarceration. The Challenge program is typically a nine-month program, but the time in the program depends on treatment needs and your progress in treatment.

To apply for the Challenge Program an inmate must send an Inmate Request to Staff Member (cop-out) form to obtain an interview for the program.

**Counseling Activities:** There are many alternatives for inmates who have personal problems and desire to correct them. These options include Alcoholics Anonymous, Self-Image groups and other voluntary groups. In addition, institutions have professional staff as resources who are trained in the various social science fields. Inmate participation in these activities will be encouraged upon the staff's assessment of inmate needs, but participation in such activities is voluntary. All unit staff are available for informal counseling.

**Confidentiality:** Security needs and the nature of a prison environment affect mental health care in a variety of ways. Confidentiality is an important component of the therapeutic relationship. However, in a prison environment, confidentiality must be weighed against institutional needs of safety and security. Mental health providers in the institution not only serve inmates, they also serve the institution and the public at large. In the community, certain situations require mental health providers to violate client confidentiality. For example many states mandate reporting of child or elder abuse. Providers also must notify authorities if a client threatens suicide or serious harm to others. Similarly, prison mental health providers violate confidentiality when an inmate is at risk of serious harm to themselves or others, such as when an inmate presents a clear and present risk of escape or when an inmate is responsible for the creation of disorder within a facility. Confidentiality may also be limited when prison mental health providers share information on a need-to-know basis with prison officials or other federal law enforcement entities. For example, before you are transferred to a residential reentry center, mental health providers must communicate your mental health needs to your Unit Team.

If an inmate tells a staff member, including a Psychology Services staff member, they are going to harm or kill themselves or someone else, or engage in a behavior that jeopardizes the safety or security of the institution, confidentiality will be breached and the appropriate individuals will be notified on a need-to-know basis only. Simply put, there is no guarantee of confidentiality in the prison setting. However, inmates can rely on the professional judgment of Psychology Services staff who conscientiously balance confidentiality and the safety and security of the institution. Information that does not impact the safety and security of the institution, inmates and staff, will not be shared. While these limitations on confidentiality may initially deter one inmate from seeking treatment, we can assure inmates the vast majority of inmates who receive psychological services are comfortable with the decisions staff make with regard to their confidentiality. Should an inmate have additional questions about confidentiality, he should discuss his concerns with Psychology Services staff.

## HEALTH SERVICES

The USP Health Service Department is located in the Green Corridor across from the Lieutenant's Office. The FCI Health Services Department is located in N-Building. The Camp Health Services Department is located in the hallway east of Control. All areas include a Medical Department, Dental Department, an X-ray unit and laboratory testing capabilities. Each inmate will be required to present their inmate ID card prior to receiving medical care, except in emergency situations as determined by Health Services Department staff.

**Emergencies:** Inmates with a medical emergency will be seen anytime. No triage forms are needed for medical emergencies. During a medical emergency inmates should contact the nearest staff member. Staff will then contact the Health Services Department and/or Lieutenant's office to ensure someone is available in the hospital to provide care prior to the inmate coming to the hospital, during the day or after regular working hours and on weekends.

**Dental Emergencies:** Emergency dental care is available on a 24 hour basis. However, most dental emergencies can be handled through dental sick-call. Follow the same procedures as with Emergency Medical Care in case of a dental emergency.

**USP and FCI:** **USP and FCI:** A Registered Nurse (RN), Mid-Level Practitioner (MLP), Licensed Practical Nurse (LPN) or Paramedic (EMT-P) is on duty from 6 a.m.-12 a.m. every day. A Paramedic or Registered

Nurse is at the USP to cover the complex for emergencies from 12 a.m. – 6 a.m. There is a Physician and a Mid-Level Practitioner on call 24 hours a day, every day, on an emergency call-back basis only.

Medical sick-call triage sign up is from 6:15 a.m. - 7a.m. at the USP. The sick-call triage line will remain open for 10 minutes after the last unit is called for the morning meal. Inmates may present to sick-call triage Monday, Tuesday, Thursday and Friday. Wednesdays are for blood sugar and blood pressure checks.

**FCI:** Sick call movement will be conducted during the 0715-0725 work call move, and no inmates will be allowed into Health Services following the completion of the move. Sick call movement will be conducted Monday, Tuesday, Thursday, and Friday only. There will be no sick call on holidays.

Inmates will present to the morning medication line with a completed sick-call triage form. Health Services staff will, based on the complaint, have the inmate either placed in the waiting room for further assessment, make a clinical recommendation such as referring the inmate to commissary for an over-the-counter (OTC) medication or instruct the inmate to watch the callout for their sick-call appointment. **Urgent and Emergent conditions should be reported immediately to the nearest staff.** It is the inmate's responsibility to go to sick-call first and be triaged. If the morning meal is over by the time you are triaged then the Health Service staff will notify Food Services.

Sick-call sign up is done through the triage system. Inmates are responsible for completing a sick-call triage form prior to being medically evaluated. The Mid-Level Practitioner, Nurse, or Paramedic will conduct an examination of the patient if necessary, review the inmate's sick-call triage form and assign a date and time for an appointment. All medical appointments will range, under normal circumstances, from that day up to two weeks based upon the severity of the complaint and physical exam results. **It is the responsibility of the inmate to watch the call-out for his scheduled appointment.** If you do not show up for your call-out, your appointment may be cancelled and you will be issued an incident report for not showing up on time. Inmates may sign up for sick-call Monday, Tuesday, Thursday and Friday. Inmates may **not** request sick-call through the TRULINCS e-mail system.

**CAMP:** A Registered Nurse (RN), Mid-Level Practitioner (MLP), Licensed Practical Nurse (LPN) or Paramedic (EMT-P) is on site Monday through Friday, from 6 a.m. to 2:30 p.m. A Paramedic or Registered Nurse is at the USP to cover the complex for emergencies from 12 a.m. – 6 a.m. There is a Physician and a Mid-Level Practitioner on call 24 hours a day, every day, on an emergency call-back basis only.

Medical sick-call triage sign up is from 6:30 a.m. - 7 a.m. The sick-call triage line will remain open 10 minutes after the last unit is called for the morning meal. Inmates may present to sick-call triage Monday, Tuesday, Thursday and Friday. Wednesdays are for blood sugar and blood pressure checks.

Inmates will present to the morning medication line with a completed sick-call triage form. Health Services staff will, based on the complaint, have the inmate either placed in the waiting room for further assessment, make a clinical recommendation such as referring the inmate to commissary for an over-the-counter (OTC) medication or instruct the inmate to watch the callout for their sick-call appointment. **Urgent and Emergent conditions should be reported immediately to the nearest staff.** If the medication line is performed by a Medication Technician the sick-call triage forms will be collected and submitted to USP RN/LPN/EMT-P on duty for proper triage and appointment scheduling. It is the inmate's responsibility to go to sick-call first and be triaged. If the morning meal is over by the time you are triaged then the Health Service Staff will notify Food Services. If there are any questions or concerns there will be a Health Services Representative available at the Camp on Thursdays during the lunch mainline that can answer any questions.

Any inmate requesting testing for Infectious Diseases and or Sexually Transmitted Diseases (STD's) such as (but not limited to) Human Immunodeficiency Virus (HIV), Hepatitis B, Hepatitis C, Herpes, Gonorrhea, etc. may do so through the sick call process. Your MLP will discuss any questions or concerns related to these topics within a confidential and protected manner. The RN and or MLP can also discuss any questions or concerns related to Immunizations and other preventative measures as it relates to your condition or situation.

Some questions your MLP can discuss with you are: Risk factors (Unprotected sex, sharing of needles, tattooing while in prison, altercations with other inmates, etc.), inability to detect early infections, testing, results (false positives, false negatives, additional testing requirements), Signs and symptoms of infectious diseases, Treatment Plans, complications of negative and positive test results, and proper medication management. All sentenced inmates will be provided Infectious Disease and STD testing upon request unless they opt out.

**It is the responsibility of the inmate to watch the call-out for his scheduled appointment.** If you do not show up for your call-out, your appointment may be cancelled and you will be issued an incident report for not showing up on time. Inmates may sign up for sick-call Monday, Tuesday, Thursday and Friday. Inmates may **not** request sick call through the TRULINCS e-mail system.

**Segregation:** Sick-call for inmates in the Special Housing Unit starts at approximately 6 a.m. each day of the week. At least once a day a health care provider shall visit any inmate confined in a lock-down unit (i.e. Special Housing Unit). The health care provider shall collect the sick-call forms and triage appropriately.

Appointments are made by requesting a sick-call form from the Unit Officer. The Mid-Level Practitioner, Nurse, or Paramedic will conduct an examination if needed, review the inmate's sick-call form and assign a date and time for a scheduled appointment. All medical appointments will range, under normal circumstances, from that day up to two weeks based upon the severity of the complaint and physical exam results.

The Inmate Request to Staff Member (cop-out) form or inmate e-mails to the Health Service Department are the methods used by an inmate to initiate routine dental treatment other than acute care. After reviewing the inmate's dental records, or by examination of the inmate, the inmate is placed on the appropriate list to begin treatment. Inmates are scheduled from cop-outs or from one of the priority waiting lists. Once an inmate is scheduled he is continually rescheduled if further treatment is indicated and until treatment is completed; however, each priority list is treated separately.

If an inmate has any questions or concerns there is a Health Services representative Monday through Friday available during lunch mainline at the USP and FCI that will be able to answer any questions.

The Clinical Director/Staff Physician will see referral patients at appropriate intervals.

**Dental Services:** Inmates who wish to be seen by the Dentist must follow the same procedures for medical sick-call triage. Dental sick-call inmates will be seen by the Dentist between 8 a.m. and 8:45 a.m. Monday through Friday or as appointed by the Dentist. Dental Emergencies will be seen during sick-call (6:30 a.m. - 7 a.m.) and referred to the Dentist or treated according to the emergency.

Only the Dental Officers schedule patients for call-out. Cop-outs for Dental should be addressed to Dental.

**Pill Line:** Controlled medications are administered at regularly scheduled times of the day and evening in a specific location in the Health Services Department known as the "pill line." Clinical staff deliver controlled medications to inmates in detention or segregation units during established pill line times. All inmates are to report to Medication/Pill line prior to going to dining hall to eat. The following times are approximate:

6 a.m. - 6:15 a.m. (Diabetic/Insulin Line) **USP and FCI only**

6:15 a.m. - Until 10 minutes after the last Unit is called for mainline (morning pill line) **Entire Complex**

10:30 am - Until 10 minutes after the last unit is called for mainline (noon pill line) **USP only**

11a.m - 11:10 a.m. (Diabetic/Insulin Line) **FCI and FPC only**

11:10 a.m. - Until 10 minutes after the last unit is called for mainline (noon pill line) **FCI and FPC only**

3 p.m. - 3:30 p.m. (Diabetic/Insulin Line) **FPC only**

4:30 p.m. (Diabetic/Insulin Line prior to eating) **USP only**

4:30 p.m. - Until 10 minutes after the last unit is called for Mainline (evening pill line) **FCI only**

7 p.m. - 7:30 p.m. (evening pill line) **FPC only**

7 p.m.- Until Pill Line is completed (evening pill line) **USP Only**

Times may vary on weekends and holidays and are subject to change in emergencies.

**Over-the-Counter Medications:** All over-the-counter (OTC) medications/items may be purchased at the Commissary. All medication refills for the compound must be done on the computer through Trufacts. Inmates that are housed in a lock-down unit will submit their request on an Inmate Request to Staff Member (cop-out) form and give it to the Health Service Department staff assigned to that unit.

**Physician Call-Outs and Medical Consultants:** A call-out will be posted for those inmates referred to a physician or medical consultant. Inmates will be held responsible for reviewing the call-outs daily and being on time for their appointment. If you miss your scheduled appointment or are late, your appointment may be cancelled and an incident report will be written. If you are housed in a lock-down unit, you will be escorted to the appointment.

Inmates who specifically request to see a physician shall be permitted to do so via a cop-out. The physician shall schedule the patient for an appointment, as soon as practical in his/her professional judgment and as time and resources allow.

**Annual and Biannual Physical Examinations:** Inmates will receive an initial physical examination upon entry into the BOP system; however, annual and biannual physicals are no longer required.

**Eyeglasses:** If the Optometrist prescribes eyeglasses, you will be provided with your choice of UNICOR frames and Health Services staff will order the glasses. In most cases you will be placed on call-out to receive the glasses within 6 - 8 weeks.

NOTE: Government issued eyeglasses may be replaced every two years. If an inmate has lost their glasses they will not be replaced at Government expense until after two years have elapsed from the initial appointment.

Prescription Eyeglasses: The following steps should be used to receive prescription eyeglasses:

- Sign up through sick call to be evaluated by the clinician.
- New exams will only be referred on prescriptions older than two years.
- If medically necessary, your name will be placed on the list to be evaluated by the Optometrist.
- The list is maintained in the order of the date the referral was created.
- It is your responsibility to watch the call-out and show up on time.
- If you fail to show up at the scheduled time, your name will be moved to the bottom of the list.

Reading Eyeglasses: Following are the steps you may take to receive prescription eyeglasses:

- Sign up through sick call.
- The MLP will determine which strength reading glasses are needed.
- A commissary request form will be sent to the Commissary.
- Once paid for, the reading glasses may be picked up through the Commissary Department.

Inmates without funds may receive one pair of reading glasses per year. It is necessary to submit a cop-out to the Health Services Administrator.

**Health Promotions and Disease Prevention Program:** The following programs are available:

- Drug Education (Pharmacy)
- Wellness Program (Recreation)
- Chronic Disease Education (Chronic Care Clinics)
- Smoking Cessation Classes (Psychology)
- Preventative Health Care Program (Health Services)

Please see a member of the relevant department for more information on these programs.

**Living Wills and Advance Directives:** In some circumstances the inmate may decide, when competent to make health care decisions, whether some or all medical treatment modalities which serve only to prolong selected physiological functions should be terminated or not initiated when recovery or cure has ceased to be a possibility.

An inmate may make a declaration (living will or advance directive) determining which life sustaining procedures are objectionable to him. Living Wills will not be used at FCC Terre Haute to withhold resuscitative services. Inmates seeking to implement a Living Will and/or Advance Directive shall send a cop-out to the Health Services Administrator.

**Sexually Transmitted Disease and Infectious Disease:** Inmates will be educated about Sexually Transmitted Disease and infectious disease during Institution Admission & Orientation. Health Services staff will discuss the topics of TB, Hepatitis, HIV and MRSA.

If you have any questions regarding any of the above topics please sign up for sick call and address your questions to your Mid-Level Practitioner.

### **INMATE CO-PAYMENT PROGRAM**

Pursuant to the Federal Prisoner Health Care Co-payment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. ' 4048), The BOP and FCC Terre Haute provide notice of the Inmate Co-payment Program for health care, effective October 3, 2005.

**Application:** The Inmate Co-payment Program applies to anyone in an institution under the BOP'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:** All inmates must pay a fee of \$2.00 for health care services, charged to their inmate Trust Fund account, per health care visit, if they receive health care services in connection with a health care visit requested by the inmate, 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 \$2.00 copay fee for that visit.

You must pay a fee of \$2.00 for health care services, charged to your Trust Fund 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;
- Preventative 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;
- Patient education;
- INR Testing

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

**Inmates without Funds:** An inmate is considered to be without funds if he has not had a Trust Fund account balance of \$6.00 or more for the past 30 days. If you are considered to be an inmate without funds, you will not have the copay fee deducted from your Trust Fund account. If you are determined to be an inmate with funds, but you do not have sufficient funds to make the copay 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 Trust Fund 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).

### **UNIVERSAL PRECAUTIONS AND PATIENTS' RIGHTS**

Health care facilities providing services in which there is a risk of skin, eye, mucous membrane, or parenteral contact to human blood or other potentially infectious materials must practice universal precautions.

Universal Precautions means the prevention of disease transmission through the use of infection control practices with all patients. This institution complies with the infection control practices required by the Indiana State Department of Health (ISDH), which was adopted by Indiana law, Indiana Occupational Safety and Health Administration (IOSHA) standards and Centers for Disease Control and Prevention (CDC) recommendations. The following infection control practices include, but are not limited to, those required by the Universal Precautions Rule and are used to prevent transmission of blood borne pathogens to patients and treating staff:

- Appropriate use of protective barriers, including gloves for hand contact, masks, gowns, laboratory coats and protective eyewear or face shields are used for procedures having the potential of creating a spray or splatter of blood or other potentially infectious materials.
- Gloves, when required, are changed and hands are washed after each patient.
- Heat stable, non-disposable instruments, requiring sterilization that is contaminated with blood or other potentially infectious materials are heat sterilized after treatment of each patient.
- Precautions are taken to prevent injuries caused by needles, scalpels and other contaminated instruments during procedures.
- Disposable contaminated sharps, needles, syringes and other contaminated sharps are discarded in puncture-resistant containers.
- Surfaces and equipment contaminated with blood or other potentially infectious materials that need not be sterilized are cleaned and disinfected after treatment of each patient. Disposable coverings may be used on some surfaces to prevent contamination.
- Infectious waste is placed in containers labeled with the biohazard symbol, impervious to moisture and of sufficient strength to prevent spillage.
- Containers of infectious waste are stored in a secure area prior to final disposal.
- Clinical staff and orderlies receive training on infection control.

The infection control procedures listed and others that are not readily observable protect you from disease transmission. Any deviation from this should be brought to the attention of the Health Services Administrator.

## HEALTH CARE RIGHTS AND RESPONSIBILITIES

While in the custody of the BOP 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. These rights and responsibilities are listed on the following pages:

### RIGHTS

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

MON - FRI - OPEN POPULATION  
7 DAYS A WEEK FOR SPECIAL HOUSING UNITS  
PHYSICAL EXAMS DONE ON WEDNESDAYS

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

### RESPONSIBILITIES

1. You have the responsibility to comply with the health care policies of your institution. You have the responsibility to follow recommended treatment plans that have been established for you by institution health care staff, to include proper use of medications, proper diet and following all health related instructions with which you are provided.

2. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.

3. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or contracting of an infectious disease.

4. You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.

5. You have the responsibility to treat staff in the same manner.

6. You have the responsibility to keep this information confidential.

7. You have the responsibility to comply with security procedures.

8. You have the responsibility of being familiar with the current policy to obtain these records.

9. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open houses or the accepted Inmate Grievance Procedures.

10. You have the responsibility to comply with

medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.

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 the right to request a routine physical examination, as described by BOP 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 BOP policy to include preventive services, emergency care and routine care.

14. You have the right to a safe, clean and healthy environment, including smoke free living areas.

15. You have the right to refuse medical treatment in accordance with BOP 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 and have your pain assessed by medical staff and have your pain treated accordingly.

the prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.

11. You have the responsibility to eat healthy and not abuse or waste food or drink.

12. You have the responsibility to notify medical staffs that 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 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.

FCC Terre Haute is accredited as an Ambulatory Care facility by the Joint Commission for Accreditation of Hospital Organizations (JCAHO). Joint Commission standards deal with organizational quality, safety-of-care issues and the safety of the environment in which care is provided. You are encouraged to report safety and quality of care concerns to the Safety Manager or Health Services Administrator. If your concern about safety or quality of care provided in the institution is not adequately addressed within the organization, you may report your concern to JCAHO. There will be no disciplinary actions or informal punitive actions threatened or taken against any inmate or staff who report concerns to the JCAHO. Correspondence should be addressed to:

**Division of Accreditation Operations  
Office of Quality Monitoring  
The Joint Commission  
One Renaissance Boulevard  
Oakbrook Terrace, IL 60181**

**Or**

**1-800-994-6610**

**Fax: 630-792-5636**

**Or**

**E-mailed to [complaint@jcaho.org](mailto:complaint@jcaho.org)**

## CONTACT WITH THE COMMUNITY AND PUBLIC

**Correspondence:** In most cases, inmates are permitted to correspond with the public, family members and others without prior approval. Outgoing mail (other than legal or certified mail) is placed in the outgoing mail box in each unit. Outgoing mail cannot be sealed. The outgoing envelope must have the inmate's name, registration number, unit and return address in the upper left hand corner.

Inmates must assume responsibility for the contents of all their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws. Inmates may be placed on restricted correspondence status based on misconduct or as a result of classification. The inmate is notified of this placement and has the opportunity to respond. Mail service to inmates is ordinarily provided on a five-day schedule, Monday through Friday. Usually, weekend and holiday mail services are not provided.

**Incoming Correspondence:** First class mail is distributed Monday through Friday (except holidays) and ordinarily by the evening watch officer in each housing unit. Newspapers and magazines will also be delivered at this time. Legal and special mail will be delivered by the inmate's unit staff as soon as possible after it is received. It will be opened by staff in the presence of the inmate. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution. No package over 1 1/2" thick, will be accepted, unless prior approval has been given, or authorized by other Bureau Policy, i.e., legal material, paperback books, etc.

Inmates are asked to advise those writing to them to put the inmate's registration number and unit on the envelope to aid the prompt delivery of mail. Correspondents are not to enclose stamps or cash in incoming letters. It is a prohibited act for inmates to give or accept money from another inmate's family. All inmate packages received at the institution must have prior authorization.

**Incoming Publications:** The BOP permits inmates to subscribe to and receive publications without prior approval. The term 'publication' means a book, booklet, pamphlet, or similar document, or a single issue of a magazine, periodical, newsletter, newspaper, plus such other materials addressed to a specific inmate, such as advertising brochures, flyers and catalogs. An inmate may only receive hard cover publications and newspapers from the publisher, a book club, or a bookstore. At Minimum and Low security institutions, an inmate may receive softcover publications (other than newspapers) from any source. At Medium, High and Administrative institutions, an inmate may receive softcover publications only from the publisher, a book club, or a bookstore.

The Warden will reject a publication if it is determined to be detrimental to the security, good order or discipline of the institution, or if it might facilitate criminal activity. Publications which may be rejected by the Warden include, but are not limited to, publications which meet one of the following criteria:

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

**Special Mail:** Special Mail is a category of correspondence sent to the following: President and Vice President of the United States, the U.S. Department of Justice (including the BOP), U.S. Attorneys Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts (including U.S. Probation Officers), Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorneys

General, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State law enforcement offices, attorneys and representatives of the news media.

Special mail also includes correspondence received from the following: President and Vice President of the United States, attorneys, Members of the U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the BOP but including U.S. Attorneys), other Federal law enforcement officers, State Attorneys General, Prosecuting Attorneys, Governors, U.S. Courts (including U.S. Probation Officers) and State Courts.

A designated staff member opens incoming Special Mail in the presence of the inmate. These items will be checked for physical contraband, funds and for qualification as Special Mail; the correspondence will not be read or copied if the sender has adequately identified himself/herself on the envelope and the front of the envelope clearly indicates that the correspondence is "Special Mail – Open only in the presence of the inmate" or with similar language. Without adequate identification as Special Mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read and inspected.

**Inmate Correspondence with Representatives of the News Media:** An inmate may write through Special Mail procedures to representatives of the news media if specified by name or title. The inmate may not receive compensation of anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in Bureau custody. Representatives of the news media may initiate correspondence with an inmate. Correspondence from a representative of the news media will be opened, inspected for contraband, for qualifications as media correspondence and for content which is likely to promote either illegal activity or conduct contrary to regulations. Additional information can also be obtained by contacting a member of your Unit Team or by reviewing Institution Supplement 1480.05, News Media Contacts.

**Correspondence between Confined Inmates:** An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family, or is party in a legal action (or witness) in which both parties are currently involved. This means that codefendants on cases for which they are currently incarcerated do not automatically qualify as able to correspond with one another. They must be involved in current litigation. Such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate). Lastly, the Unit Managers at both facilities must approve the correspondence if both are federal inmates and Superintendent/Warden at both institutions must approve the correspondence if one individual is anything other than a federal inmate.

**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, but are not limited to the following:

- 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 408). 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. Rejected correspondence ordinarily will be returned to the sender.

**Mailing of Inmate Property:** Inmates wishing to have personal items mailed into the institution will send an Inmate Request to the Staff Member responsible for the requested item as follows:

- Counselor - Release Clothing
- Health Services Administrator - orthopedic shoes, arch supports, prescription eyeglasses, prosthetic devices and hearing aids.
- Chaplain - wedding bands (married inmates may be permitted to have their wedding bands as long as it is a plain band containing no stones).

The staff member will inform the inmate of the decision. If the request is approved, he/she will complete the appropriate authorization form. The Mail Room Officer will not approve any item or package for delivery unless this approval form is on file.

**Change of Address and Forwarding of Mail:** Inmates are responsible for notifying correspondents of their new address once they arrive at their designated institution. Mail Room staff will automatically forward all mail to the new institution for a period of 30 days after an inmate transfers from this facility. Any general mail received after 30 days will be returned to sender.

**Certified and Registered Mail:** Inmates desiring to use certified, registered, or insured mail may do so by contacting his Unit Counselor. An inmate may not be provided services such as express mail, private carrier services, cash on delivery, or stamp collecting while confined.

**Telephones:** Telephones are located in each general housing unit. These phones are available for use from 6 a.m. until lockdown each day. No third party or credit card calls can be made on these lines.

Telephones are to be used for lawful purposes only. Threats, extortion, etc. may result in prosecution. All inmate telephones are subject to monitoring and all unit telephone calls are recorded. Telephones will not be used to conduct a business. Inmates are not allowed to make "700, 800, 888, 900, or 976" calls. Inmates must contact their Case Manager or Counselor to arrange an unmonitored attorney call.

FCC Terre Haute has the Inmate Telephone System (ITS). This system uses a Personal Access Code (PAC) and allows up to 30 approved numbers an inmate may call. Changes to an inmate's phone list may be made any day up to two times a month by submitting a request through the Unit Counselor. Additional changes will be made when the Unit Team determines that there is a demonstrated need for prompt communication. In order for an inmate to use the system, he will have to transfer funds from his Commissary Trust Fund to his Individual Telephone Account. This can be done after 4 p.m., Monday through Friday and all day on weekends. An inmate may transfer funds two times each day.

Once the ITS office receives and processes the form submitted by the inmate through the Unit Counselor, the inmate will be given his SECRET PAC (a nine-digit) number. This will allow him to place a call by first entering the telephone number followed by his nine-digit PAC number. All calls are terminated after 15 minutes by the system. Inmates may not exceed 300 minutes of ITS time in a month.

**Visiting:** Inmates are encouraged to have visits in order to maintain family and community ties. Visiting hours are 8 a.m. to 3 p.m. on Saturday, Sunday and Monday. Visitors will not be admitted after 2 p.m. Tuesday, Wednesday, Thursday and Friday are not visiting days unless a legal holiday falls on any of those days. However, additional visiting hours for Camp inmates are on Friday from 2 to 8 p.m. These hours are provided to inmates so they may advise their prospective visitors. An inmate is limited to five visitors during each visit.

There is no bus service between downtown Terre Haute and the institution. Taxi service is available from the bus station, as well as from Hulman Regional Airport. The institution is located about four miles south of Terre Haute, on the west side of Highway 63. Persons driving to the institution shall use the main entrance and follow the signs. The telephone number to the institution is 812-244-4400.

New inmates are asked to submit a visiting list which will be given to their Counselor for approval. Members of the immediate family (wife, children, parents, brothers, sisters) will ordinarily be placed on the approved visiting list if requested by the inmate and listed in his Presentence Investigation Report (PSI) and as quickly as all appropriate verifications and checks can be completed. Other relatives and friends may also be approved after appropriate verifications and checks can be completed. Requests for approval for these additional visitors should be made by the inmate to Unit Team staff at least three weeks in advance of the intended visit. Special visits due to family emergencies must be requested through the Unit Team.

All visits will begin and end in the visiting room. Kissing (no open mouth kissing at any time), embracing and handshaking are allowed only on arrival and departure. Inmates must be properly dressed in the duty uniform in order to be admitted to the Visiting Room.

The types of articles that can be taken into the visiting room include: one comb, wedding band, prescription eyeglasses, handkerchief and a religious medal.

Visitors must be properly dressed. Shorts, halter tops and other clothing of a suggestive or revealing nature (as determined by staff) will not be permitted in the visiting room. Footwear must be worn by all visitors. Open toe shoes are not allowed for safety reasons.

Visitors must maintain control of their children at all times while in the institution. Visitors whose children disrupt or interfere with another inmate's visit may be asked to leave the institution.

Once a visitor has entered into the visiting room and begins a visit with an inmate, the visitor may not leave the visiting room for any reason (e.g. may not return to the parking lot, may not smoke in the front entrance area, etc.). If the visitor does leave the visiting room prior to actually completing the visit, the visit will be terminated.

**Identification of Visitors:** Identification is required for visitors. Two pieces of identification will be required, one of which must be photo identification. Birth Certificates are **not** considered proper identification. Persons without proper identification will not be permitted to visit.

Visitors are permitted to bring money into the visiting room to purchase items from the vending machines. Also, a reasonable amount of diapers and other infant care items and sanitary napkins may be brought into the visiting room. No food may be brought into the visiting room, but vending equipment is located in the visiting rooms. Other personal articles belonging to visitors must be left in their vehicle.

No items may be exchanged in the visiting room without prior approval by the appropriate staff member.

**Electronic Drug Testing and Searching of Visitors:** All visitors are tested by an electronic drug testing device. Any visitor testing positive for illegal substances will be denied entry into the facility. Visitors may also be asked to submit to a search. Visitor purses, attorney briefcases, etc., may be searched.

**Introduction of Contraband:** Be advised, that FCC Terre Haute has established a zero tolerance policy regarding the introduction or attempted introduction of drugs/narcotics and contraband into this facility. Any visitor or inmate determined to be involved in a criminal conspiracy to introduce drugs/narcotics or contraband into a federal facility will be referred to the Federal Bureau of Investigation for prosecution by the United States Attorney's Office. Be reminded of the following:

**It is a federal crime to bring upon the institution grounds any firearm, destructive device, ammunition, other object designed to be used as a weapon, narcotic drug, controlled substance, alcoholic beverage, currency, or any other object without the knowledge and consent of the Warden. Title 18 U.S.C. § 1791 & 3571 provide a penalty of imprisonment for not more than twenty years, a fine of not more than \$250,000, or both, to a person who provides, or attempts to provide, to an inmate any prohibited object. All persons entering upon these premises are subject to routine searches of their person, property (including vehicles) and packages.**

**The Warden, upon a reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger institution safety, security, or good order, may request the person, as a prerequisite to entry, to submit to a visual search, pat search, urine surveillance test, breathalyzer test, or other comparable test. A visitor has the option to refuse any of the search or test or entrance procedures, with the result that the visitor will not be permitted entry to the institution.**

The goal is to ensure the safety of all visitors, staff and inmates within this institution. This is to again advise everyone of FCC Terre Haute's zero tolerance policy regarding the attempted introduction of drugs, narcotics or other contraband into the institution.

## LEGAL SERVICES

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

**Attorney Visits:** Attorneys are encouraged to visit during regular visiting hours, by advance appointment. However, visits from an attorney can be arranged at other times based on the circumstances of each case and the availability of staff. Attorney visits will be subject to visual monitoring, but not audio monitoring.

During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area, with prior approval. Inmates are expected to handle the transfer of legal materials through the mail as often as possible.

**Legal Material:** Preparation of legal documents in housing quarters during off duty hours is authorized. Inmates may do legal research and preparation during leisure time. You will be allowed, upon approval of the Associate Warden of Programs (AWP), special time allowance for your legal work if you can demonstrate a requirement for an imminent court deadline. The AWP will require proof of a deadline before granting you permission to use the legal reference room when you have detail responsibilities, etc. It is the responsibility of the inmate to provide staff with the name of the Court in which their case is pending, the case name/caption and the case number so that any pending deadlines may be accurately verified.

Inmates may retain, in their quarters, a reasonable amount of legal papers, court documents, unbound citations and writs. During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. No material may be exchanged during the visit. If you are unable to prepare your own legal document and do not have an attorney, you may consult with your Case Manager about requesting assistance from law students at the Indiana University School of Law.

**Attorney Phone Calls:** In order to make an unmonitored phone call with an attorney, the inmate must demonstrate to the Unit Team the need, such as an imminent court deadline. Inmates are responsible for the expense of unmonitored attorney telephone calls. When possible, it is preferred that inmates place an unmonitored, collect legal call. Phone calls placed through the regular inmate phones are subject to monitoring.

**Law Library:** The Inmate Law Libraries are located in the Education Department Library and in the Special Housing Unit. They contain 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, BOP Program Statements, Institution Supplements, Indexes and other legal materials. The law library is open during convenient non-working hours, including weekends and holidays.

Inmates in the Special Housing Unit and Special Confinement Unit should submit a request to the officers in that housing unit to use the Law Library. Any materials not available in special housing may be requested through the Education Department.

**Notary Public:** Under the provisions of 18 USC 4004, Case Managers are authorized to witness inmate signatures for court purposes. This 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 to contact a member of your Unit Team for Notary Public services.

**Copies of Legal Materials:** In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. A debit card copy machine is available in the Library for inmate use. Inmates who have no funds and who can demonstrate a clear need for particular copies may submit a written request for a reasonable amount of duplications to the Education Department. A BP-199.045 Request for Withdrawal of Inmate Personal Funds must accompany the written request.

**Federal Tort Claims:** If the negligence of institution staff results in personal injury or other compensable 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 are encouraged (but not required) to complete a Standard Form 95, which may be obtained via the inmate law library or by submitting a request to a member of the inmate's Unit Team. A claim may also be filed without an SF-95 form if the claimant provides all necessary information, including: date of incident, place where the incident occurred, explanation of events, witnesses, description of injury or property loss, sum certain claimed, date of claim and claimant's signature. All administrative tort claims should be mailed by the Claimant to:

North Central Regional Office  
Attn: Regional Counsel  
400 State Avenue  
Tower II, Suite 8  
Kansas City, KS 66101

**Small Claims for Property Damage or Loss under 31 U.S.C. § 3723:** This statute authorizes an inmate to file a claim for damage to, or loss of, privately owned inmate property which was caused by the negligence of an officer or employee of the United States Government acting within the scope of their employment. To file such a claim, inmates are encouraged (but not required) to complete a Form BP-A093, Small Claims for Property Damage or Loss which may be obtained via the inmate law library or by submitting a request to a member of the inmate's Unit Team. A claim may also be filed without Form BP-A093 form if the claimant provides all necessary information, including: date of incident, place where the incident occurred, explanation of events, witnesses, description of injury or property loss, sum certain claimed, date of claim and claimant's signature. All administrative tort claims should be mailed by the Claimant to the same address listed above under Federal Tort Claims.

**Freedom of Information/Privacy Act of 1974:** The Privacy Act of 1974 forbids the release of information from agency records without a written request, 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 shall be processed through the Freedom of Information Act (FOIA), 5 USC 552. Requests may be made in writing to the FOIA Branch, Central Office, 320 First St., N.W., Washington, D.C. 20534.

**Inmate Access to Central Files:** An inmate may request a review of disclosable portions of his central file. Institution staff will permit the review of the central file. Under procedures established locally, the inmate will submit a written request to his Case Manager to review his file.

An inmate can request access to the "Non-Disclosable Documents" in his central file and medical file, or other documents concerning himself that are not in his central file or medical file, by submitting a "Freedom of Information Act Request" to the Director of the Bureau of Prisons. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. The inmate must also provide his or

her registration number and date of birth for identification purposes. All requests for Non-Disclosable Documents should be mailed to:

Director, BOP  
Freedom of Information Office  
320 First Street, N.W.  
Washington, D.C. 20534

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

**Commutation of Sentence:** The BOP also advises inmates on commutation of sentences. Commutation of sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. Inmates applying for commutation of sentence must do so on forms available from the assigned unit team. The rules governing these petitions are available in the Law Library.

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

**Compassionate Release/Reduction in Sentence:** The Director of the Bureau of Prisons may motion an inmate's sentencing court for reduction in sentence (RIS) for an inmate presenting extraordinary and compelling circumstances. See 18 U.S.C. § 3582 and Program Statement on *Compassionate Release/Reduction in Sentence*. The BOP may consider both medical and non-medical circumstances. The BOP consults with the U.S. Attorney's Office that prosecuted the inmate and will notify any victims of the inmate's current offense. If the RIS is granted, the judge will issue an order for the inmate's release and he or she will then usually begin serving the previously imposed term of supervised release. If an inmate's RIS request is denied, the inmate will be provided a statement of reasons for the denial. The inmate may appeal a denial through the Administrative Remedy Procedure. Denials by the General Counsel or the Director are final agency decisions and are not appealable. Inmates who feel their request is of an emergency nature (e.g., a terminal medical condition) may state as such in accordance with the regulation. (See 28 CFR part 542, subpart B).

## PROBLEM RESOLUTION

**Inmate Request to Staff Member:** An Inmate Request to Staff Member (form BP-S148), commonly called a cop-out, is used to make a written request to a staff member. Any type of request can be made with this form. Cop-outs may be obtained in the housing units from the Correctional Officer on duty. Staff members will answer the request within a reasonable period of time.

Inmates housed in general population Housing Units have access to electronic Inmate Request to Staff utilizing TRULINCS. Inmates will not be charged to use this application in TRULINCS. Although inmates have electronic access to all departments located throughout the Complex, they only have electronic access to the Unit Team responsible for their respective housing unit. Inmates may only submit one electronic Inmate Request to Staff per day.

**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, 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 to attempt an informal resolution with the staff member or department where the issue arose. If the issue cannot be informally resolved, the Counselor will issue the BP-9 form. The inmate has 20 days from the date of the incident to return the BP-9 form to the Counselor. The institution has 20 days from the date of receipt to respond. This time limit for the response may be extended for an additional 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 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 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 30 calendar days, but the time limit may be extended an additional 30 days. The inmate must be notified of the extension.

If the inmate is not satisfied with the response by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons. The 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 Counselor. The National Appeal must be answered within 40 calendar days, but the time limit may be extended an additional 20 days if the inmate is notified. In writing a BP-9, BP-10, or BP-11, the form should contain a statement of facts, grounds for relief and the 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 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 the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination. The inmate may then pursue the matter by filing a BP-9 at the institution level.

**Special Housing Unit Status:** There are two categories of special housing. These are Administrative Detention and Disciplinary Segregation. Administrative Detention separates an inmate from the general population. To the extent practical, inmates in Administrative Detention shall be provided with the same general privileges as inmates in general population. An inmate may be placed in Administrative Detention when the inmate is in holdover status, during transfer, is a new commitment pending classification, is pending investigation or a hearing for a violation of Bureau regulations, is pending investigation or trial for a criminal act, is pending transfer, or for protection.

Disciplinary Segregation is used as a sanction for violations of Bureau rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Inmates may possess legal and religious materials while in Disciplinary Segregation. Also, staff shall provide a reasonable amount of non-legal reading material. Inmates in Disciplinary Segregation shall be seen by a member of the health services staff daily, including weekends and holidays. Unit staff members will visit the segregation unit daily. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular reviews of their housing status.

## RELEASE

**Sentence Computation:** The Designation and Sentence Computation Center (DSCC), located in Grand Prairie, Texas, is responsible for the computation of inmate sentences. Once staff at the DSCC has certified the sentence computation as being accurate, staff will provide the inmate with a copy of his or her sentence computation data. Any questions concerning good time, jail time credit, parole eligibility dates, full term dates, or release dates are resolved by staff upon inmate request for clarification.

**Fines and Costs:** In addition to jail time, the court may impose committed or non-committed fines and/or costs. Pursuant to the Court Security Improvement Act of 2008, staff shall notify the inmate verbally and in writing, of the requirement the inmate must adhere to an installment schedule agreement to pay any remaining balance of court imposed fine after the inmate's release. Additionally, the Bureau shall notify the inmate verbally and in writing, of the consequences described in 18 U.S.C. §§ 3611-3614 (e.g., monetary penalties, ordering the sale of property, a restraining order or injunction, contempt of court, revocation or modification of the terms of supervised release, or resentencing). Accordingly, staff shall notify the inmate by reading the Notice of Obligation to Adhere to Installment Schedule to Pay Court-Ordered Fines (BP-A864) to the inmate, obtaining a signature and witnessing the signature.

**Detainers:** Unit 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.

The Interstate Agreement on Detainers Act (IADA) allows for the disposition of untried charges, indictments, information, or complaints that have been lodged as a detainer by party states. The United States of America, the District of Columbia and any U.S. state or territory that has codified the IADA into its statutes have been identified as party states. The states of Mississippi and Louisiana, the Commonwealth of Puerto Rico and the territories have not joined the IADA to date.

**Good Conduct Good Time:** This applies to inmates sentenced for an offense committed on or after November 1, 1987, under the Sentencing Reform Act of 1984 (SRA), the Violent Crime Control Law Enforcement Act (VCCLEA), or Prison Litigation Reform Act (PLRA).

The SRA became law on November 1, 1987. The two most significant changes made to sentencing statutes concern good time and parole issues. There are no provisions for parole under the SRA. The only good time available under the SRA is 54 days of Good Conduct Time (GCT) for each year served on the sentence. No GCT is applied to life terms, or to sentences of 1 year or less. Good time is not awarded under the SRA until the end of each year served on the sentence and may be awarded in part or in whole, contingent upon behavior during the year. Once awarded, GCT earned under the SRA is vested and may not be forfeited at a later time.

For inmates convicted under the VCCLEA, for offenses committed from September 13, 1994, through April 25, 1996, the 54 days of GCT earned for each year served on the sentence will not vest if an inmate does not have a high school diploma or a GED and the inmate is not making satisfactory progress toward earning a GED. Unsatisfactory progress is determined by the institution Education Department. For inmates sentenced under the PLRA, for offenses committed on or after April 26, 1996, the GCT earned for time spent in service of the sentence does not vest. In addition, if an inmate does not have a high school diploma or a GED and the inmate is not making satisfactory progress toward earning a GED, only 42 days of GCT will be earned for each year in the service of the sentence. Unsatisfactory progress is determined by the institution Education Department. The amount of GCT an inmate is eligible to receive is based on the amount of time served on the sentence, not the length of the sentence. This calculation method has been upheld by the U.S. Supreme Court.

**THE GOOD TIME DISCUSSIONS BELOW DO NOT APPLY TO INMATES SENTENCED UNDER THE NEW SENTENCING GUIDELINES.**

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

**Statutory Good Time:** Under 18 U.S. Code 4161, an offender sentenced to a definite term of six months or more is entitled a deduction from his term, computed as follows, if the offender has faithfully observed the rules of the institution and has not been disciplined:

- Not greater than one (1) year – five (5) days for each month of the not less than six (6) months or more than one (1) year sentence.
- More than one (1) year, less than three (3) years – six (6) days for each month of the stated sentence.
- At least three (3) years, less than five (5) years – seven (7) days for each month of the stated sentence.
- At least five (5) years, less than ten (10) years – eight (8) days for each month of the stated sentence.
- Ten (10) years or more – ten (10) days for each month of the stated sentence.
- At the beginning of a prisoner's sentence, the full amount of statutory good time is credited, subject to forfeiture if the prisoner commits disciplinary infractions.

**THE FOLLOWING APPLIES ONLY TO INMATES SENTENCED FOR AN OFFENSE COMMITTED PRIOR TO NOVEMBER 1, 1987.**

**Extra Good Time:** The BOP awards extra good time credit for performing exceptionally meritorious service, performing duties of outstanding importance, or for employment in an Industry or Camp. An inmate may earn only one type of good time award at a time (e.g., an inmate earning industrial or Camp good time is not eligible for meritorious good time), except that a lump sum award may be given in addition to another extra good time award. Neither the Warden nor the Discipline Hearing Officer (DHO) may forfeit or withhold extra good time. The Warden may disallow or terminate the awarding of any type of Extra Good Time (except for lump sum awards), but only in a non-disciplinary context and only upon recommendation of staff. The DHO may disallow or terminate the awarding of any type of Extra Good Time, (except lump sum awards) as a disciplinary sanction. Once an awarding of meritorious good time has been terminated, the Warden must approve a new staff recommendation in order for the award to recommence. A disallowance means that an inmate does not receive an Extra Good Time award for only one calendar month. A disallowance must be for the entire amount of extra good time for that calendar month. There may be no partial disallowance. A decision to disallow or terminate extra good time may not be suspended pending future consideration. A retroactive award of meritorious good time may not include a month in which Extra Good Time has been disallowed or terminated.

**Residential Reentry Center Good Time:** Extra good time for an inmate in a Federal or contract Residential Reentry Center is awarded automatically beginning on arrival at that facility and continuing as long as the inmate is confined to the Center, unless the award is disallowed.

**Camp Good Time:** An inmate assigned to a camp is automatically awarded Extra Good Time, beginning on the date of commitment to the camp and continuing as long as the inmate is assigned to the camp unless the award is disallowed.

**Lump Sum Awards:** Any staff member may recommend to the Warden the approval of an inmate for a lump sum award of Extra Good Time. Such recommendations must be for an exceptional act or service that is not a part of a regularly assigned duty. The Warden may make lump sum awards of Extra Good Time of not more than thirty (30) days. If the recommendation is for more than thirty days and the Warden agrees, the Warden will refer the recommendation to the Regional Director, who may approve the award.

No award will be approved if the award would be more than the maximum number of days allowed under 18 USC 4162. The actual length of time served on the sentence, including jail credit time, is the basis on which the maximum amount of the award is calculated. Any extra good time already earned will be subtracted from this stated maximum. Staff may recommend lump sum awards of extra good time for the following reasons:

- An act of heroism;
- Voluntary acceptance and satisfactory performance of an unusually hazardous assignment;
- An act which protects the lives of staff or inmates or the property of the United States. This is to be an act and not merely the providing of information in custodial or security matters;
- A suggestion which results in substantial improvement of a program or operation, or which results in significant savings; or, any other exceptional or outstanding service.

**Good Time Procedures:** Extra good time is awarded at a rate of three days per month during the first 12 months and at the rate of five days per month thereafter (i.e., the first 12 months, as stated, means 11 months and 30 days - day for day - of earning extra good time before an inmate can start earning five days per month. For example, if an inmate were to stop working, transfer from industry to an institution job, or if good time was terminated for any reason, the time that the inmate is not earning good time does not count in the calculation of the first twelve months). If the beginning or termination date of an extra good time award occurs after the first day of the month, a partial award of days is made. An inmate may be awarded extra good time even though some or all of the inmate's statutory good time has been forfeited or withheld.

Extra good time is not automatically discontinued while an inmate is hospitalized, on furlough, out of the institution on writ of Habeas Corpus, or removed under the Interstate Agreement on Detainers Act. Extra good time may be terminated or disallowed during such absences if the Warden finds that the inmate's behavior warrants such action. Once extra good time is awarded, it becomes vested and may not be forfeited or withheld or retroactively terminated or disallowed.

**Parole:** The only agency empowered to grant or deny parole is the United States Parole Commission whose main office is in Chevy Chase, Maryland. The Regional Office for this institution is located in Kansas City, Missouri. You can find the address for Parole Commission in either the Inmate Legal Library or by submitting a request to your unit staff.

**Release Planning:** If granted parole by the U.S. Parole Commission, the Commission will require an approved parole plan prior to release. An approved parole plan consists of an offer of employment and a place to reside.

The job must pay at least minimum wage and normally may not require extensive travel. The place to reside must be a reputable establishment, but can be almost anywhere (parents, wife, friend, YMCA, etc.). The proposed parole plan is thoroughly investigated by the U.S. Probation Officer and must be approved by him or her.

The parole plan is part of the material which is submitted in connection with the parole hearing. The Unit Team submits the inmate's release plans to the U.S. Probation Officer approximately three months before the scheduled parole date.

**Community-Based Residential Programs:** Inmates who are nearing release and who need assistance in obtaining a job, residence or other community resources, may be transferred to a Residential Reentry Center (RRC). The Bureau's Community Corrections Division supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Residential Reentry Manager (RRM) links the BOP with the U.S. Courts, other Federal agencies, State and local government agencies and the community. Located strategically throughout the country, the RRM is responsible for developing and maintaining a variety of contract facilities and programs, working under the supervision of the appropriate regional administrator.

Residential Reentry Management has three major emphases: residential community-based programs provided by RRCs and local detention facilities, programs that provide intensive nonresidential supervision to offenders in the community and programs that board juvenile and adult offenders in contract correctional facilities.

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

Each RRC now provides two components within one facility, a pre-release component and a community corrections component. The pre-release component assists offenders making the transition from an institutional setting to the community, or as a resource while under supervision. The community corrections component is designed as a punitive sanction. Except for employment and other required activities, the offenders in this second, more restrictive component must remain at the RRC, where recreation, visiting and other activities are provided in-house.

## **DISCIPLINARY PROCEDURES**

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

**Inmate Discipline Information:** When a staff member witnesses or reasonably believes an inmate has committed a prohibited act, a staff member will issue an incident report, a written copy of the charges against an inmate. The incident report will ordinarily be delivered to the inmate within 24 hours of the time staff became aware of the inmate's involvement in the incident. If the incident is referred for prosecution, the incident report is delivered by the end of the next work day after it has been released for administrative processing.

An informal resolution of the incident may be attempted at any stage of the discipline process. If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged for all violations in the Moderate and Low severity categories. Staff may suspend disciplinary proceedings up to two calendar weeks while informal resolution is undertaken. If an informal resolution is not accomplished, staff will reinstate the discipline process at the stage at which they were suspended. Violations in the Greatest and High severity categories cannot be informally resolved and must be forwarded to the DHO for final disposition.

**Initial Hearing:** Inmates will ordinarily be given an initial hearing within five (5) working days after the incident report is issued, excluding the day it was issued, weekends and holidays. The Warden must approve, in writing, the any extension over five (5) days. The inmate is entitled to be present at the initial hearing and may make statements and present documentary evidence. The UDC must give its decision in writing to the inmate by the close of the next work day. The UDC may make findings on Moderate and Low severity offenses. The UDC will automatically refer Greatest and High severity offenses to the DHO for final disposition.

**Discipline Hearing Officer (DHO):** The DHO conducts disciplinary hearings on all Greatest and High severity prohibited acts. The DHO may not hear any case not referred by the UDC. An inmate will be provided with advance written notice of the charge(s) not less than 24 hours before the inmate's appearance before the DHO. Inmates may waive this requirement. Inmates may appear before the DHO either in person or electronically (for example, by video or telephone conferencing). The Warden provides a full-time staff member to represent an inmate, if requested. An inmate may make statements and present documentary evidence on his or her behalf. The inmate may request witnesses appear at the DHO hearing to provide statements. The DHO will call witnesses who have information directly relevant to the charge(s) and are reasonably available. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant. Inmates may not question a witness at the hearing; however, the staff representative and/or the DHO will question the witness(es). An inmate may submit a list of questions for the witness(es) to the DHO if there is no

staff representative. An inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security may be jeopardized. The DHO may postpone or continue a hearing for good cause or disposition when the case does not warrant DHO involvement, or may refer an incident report back for further investigation or review. The DHO will give the inmate a written copy of the decision and disposition, ordinarily within 15 days of the decision.

**Appeals of Disciplinary Actions:** Appeals of all disciplinary actions may be made through the Administrative Remedy Program. The initial reviewing official for the UDC is the Warden. The decision of the DHO is final and subject to review only by the Regional Director through the Administrative Remedy program. Appeals are made to the Regional Director (BP-230) and the General Counsel (BP-231). On appeal, the reviewing authority (Warden, Regional Director, or General Counsel) considers:

- Whether the UDC or DHO substantially complied with regulations on inmate discipline.
- Whether the UDC or DHO based its decision on facts. If there is conflicting evidence, whether the decision was based on the greater weight of the evidence.
- Whether an appropriate sanction was imposed for the severity level of the prohibited act and other relevant circumstances.

## PROHIBITED ACTS AND AVAILABLE SANCTIONS

### 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 BOP most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.

**Available Sanctions for Greatest Severity Level Prohibited Acts:**

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

**High Severity Level Prohibited Acts:**

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to BOP 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 officer's or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 (Not to be used).
- 215 (Not to be used).
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or 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 by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 (Not to be used).
- 223 (Not to be used).
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the BOP most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.

**Available Sanctions for High Severity Level Prohibited Acts:**

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

### **Moderate Severity Level Prohibited Acts:**

- 300 Indecent Exposure.
- 301 (Not to be used).
- 302 Misuse of authorized medication.
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, *e.g.* failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, *e.g.*, counterfeiting release papers to effect escape, Code 102).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 322 (Not to be used).
- 323 (Not to be used).
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
- 331 Possession, manufacture, 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 BOP most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.

**Available Sanctions for Moderate Severity Level Prohibited Acts:**

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

**Low Severity Level Prohibited Acts:**

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

### **Available Sanctions for Low Severity Level Prohibited Acts:**

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

### **CONCLUSION**

Hopefully this information will assist inmates during their incarceration and help clarify any concerns they may encounter. Inmates should feel free to ask any staff member for assistance at any time.

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF PRISONS

# Sexually Abusive Behavior Prevention and Intervention



*An Overview for Offenders*

March 2014

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

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

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

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

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

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

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

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

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

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

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

It is important that you **tell a staff member if you have been sexually assaulted** or have been a victim of sexual harassment. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. BOP

staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes. There are other means to confidentiality report sexually abusive behavior if you are not comfortable talking with staff.

- **Write directly to the Warden, Regional Director or Director.** You can send the Warden an Inmate Request to Staff Member (cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.
- **File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.
- **Write the Office of the Inspector General (OIG)** which investigates certain allegations of staff misconduct by employees of the U.S. Department of Justice; all other sexual abuse/harassment allegations will be forwarded by the OIG to the BOP. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

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

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

Note: These e-mails:

- are untraceable at the local institution,
  - are forwarded directly to OIG
  - will not be saved in your e-mail 'Sent' list
  - do not allow for a reply from OIG,
  - If you want to remain anonymous to the BOP, you must request it in the e-mail to OIG.
- **Third-party Reporting.** Anyone can report such abuse on your behalf by accessing the BOP's public website, specifically [http://www.bop.gov/inmate\\_programs/sa\\_prevention\\_reporting.jsp](http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp).

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

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

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

Psychology Services for an assessment of risk and treatment and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be effected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

## **Policy Definitions**

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

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

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

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

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

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

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

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

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

### **What is sexually abusive behavior?**

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

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

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

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

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

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

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

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

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

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

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

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

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

**Contact Offices:**

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

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

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

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

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

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

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

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

**Third-party reporting (outside of institution):** [http://www.bop.gov/inmate\\_programs/sa\\_prevention\\_reporting.jsp](http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp)