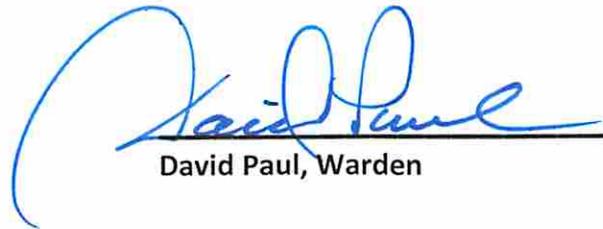


FEDERAL CORRECTIONAL INSTITUTION  
WASECA, MINNESOTA  
ADMISSIONS AND ORIENTATION  
HANDBOOK



Revised March 14, 2017



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David Paul, Warden

## INTRODUCTION

The purpose of this handbook is to provide you with general information regarding FCI Waseca's programs as well as the rules and regulations you will encounter during confinement. It is not a specific guide to the detailed policies of the institution (which are subject to change) or all procedures in effect. Rather, the material in this handbook will help you quickly understand what you may encounter when entering prison, and hopefully assist you in your initial adjustment.

## INMATE REQUEST TO STAFF (COPOUT)

For all inmates housed in General Population, electronic "copouts" are to be utilized via the TRULINCS system. Through TRULINCS, electronic "copouts" can be submitted to specific departments, which are: Warden, Associate Warden (AW), Special Investigative Services (SIS), Correctional Services Department (CCS), Correctional Systems Department (CSD), Case Management Coordinator (CMC), Business Office, Trust Fund, Facilities, Food Service, Education, Health Services, Pharmacy, Laundry, Psychology Services, Recreation, Re-Entry Affairs, Religious Services, Safety, UNICOR, A/B/E Unit Team, and C/D Unit Team. Through this system, you may send up to 5 electronic "copouts" per day. Responses will ordinarily be prepared within seven (7) calendar days. Electronic messages that are sent to the wrong department will not be forwarded or responded to. As a reminder, oftentimes your issue, question, or request can be more quickly handled through the use of Departmental Open Houses or a visit to your Unit Team.

Inmates housed in the Special Housing Unit (SHU) do not have access to TRULINCS and must submit paper copouts, which are available through the SHU Officer.

## INTAKE, CLASSIFICATION, AND THE UNIT TEAM

### ORIENTATION

You will be provided Case Management and Health Services screenings at the time of your arrival. You will also be screened

by the Psychology Department within 14 days of your arrival. At your intake screening, you will be provided with a copy of the institution's rules and regulations, included in this packet, which includes information regarding inmate rights and responsibilities. Ordinarily, within seven days of your arrival to a General Population housing unit, you will receive an orientation by your assigned Unit Team. Within approximately 30 days, you will attend an Institution Admission & Orientation session, where you will hear from various staff regarding specific programs and departments.

## CLASSIFICATION TEAMS (UNIT TEAMS)

FCI Waseca is organized into a Unit Management system. A Unit is a self-contained inmate living area that includes both housing sections for inmates and office space for Unit staff. Each Unit is staffed by Unit Team members directly responsible for those inmates assigned to their units. The Unit Staff offices are ordinarily located in the units so staff and inmates can be accessible to each other. The Unit Team typically includes the Unit Manager, Case Managers, Correctional Counselors and Unit Secretaries. The Staff Psychologist, Education Advisor, and Unit Officer also are considered to be Unit Staff members and may sit in on Initial Classification and Program Review Meetings.

You will be assigned to a specific Unit Team at your intake screening. Generally, the resolution of issues or matters of concern while incarcerated are most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including release planning, personal and family problems, general counseling, assistance in setting and attaining goals while in prison, and parole matters (if applicable). Ordinarily, a member of the Unit Team will be at the institution weekdays from 7:30 a.m. to 9:00 p.m., and during the day shift on weekends and Federal Holidays. The Unit Teams have an open door policy for accessibility to inmates. A Unit Team member also stands mainline daily and will periodically visit inmate work sites. Unit Team work schedules are posted on a

bulletin board in the general population housing units and on the TRULINCS Electronic Bulletin Board.

## GENERAL FUNCTIONS OF UNIT STAFF

### UNIT MANAGER

The Unit Manager is the administrative head of the general population housing Unit(s) and oversees all Unit programs and activities. He/she is a Department Head at the institution and has a close working relationship with other departments and personnel. The Unit Manager is the "Chairperson" of the team, reviews all team decisions, and often chairs the Unit Discipline Committee (UDC).

### CASE MANAGER

The Case Manager is responsible for all casework services and prepares classification material, Progress Reports, release plans, most external correspondence and other materials related to your commitment. He/she is responsible to the Unit Manager on a daily basis. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager is a certified member of the Unit Discipline Committee (UDC).

### CORRECTIONAL COUNSELOR

This staff member handles the processing of visiting lists, as well as making/adjusting job assignments, quarters (bed) assignments, laundry schedules, etc. Correctional Counselors also coordinate Unit A&O, monitor unit sanitation and inmate unit orderlies, and ensure adequate requisition of unit supplies. They also provide counseling and guidance for you concerning your adjustment to the institution. The Correctional Counselor is a certified member of the Unit Discipline Committee (UDC).

### UNIT SECRETARY

The Unit Secretary performs clerical and administrative duties for his/her respective Unit. He/She works closely with the Case

Manager and Correctional Counselor, and makes travel arrangements for releasing inmates. At least one Unit Secretary is assigned as an official Notary and may notarize documents upon request.

### UNIT OFFICER

The Unit Officer has direct responsibility for the day to day supervision of inmates and the enforcement of rules and regulations. They have safety, security and sanitation responsibilities in the unit. The Unit Officer is in regular contact with inmates in the housing unit and is encouraged to establish a professional rapport with them, as long as such interaction does not interfere with his/her primary duties. The Unit Officer is jointly supervised by the Unit Manager and Operations Lieutenant during their assignment to a general population housing unit.

## INITIAL CLASSIFICATION AND PROGRAM REVIEWS

Your Initial Classification with your Unit Team will be held within 28 calendar days of your arrival. Program Reviews will be conducted every 90 to 180 days. Initial Classification and Program Reviews are conducted by the Unit Teams to review and document progress on previously set goals, set new goals to address skill deficit areas, as well as to review work assignments, transfer opportunities, custody classification, institutional adjustment, etc. These Program Reviews or "Team" meetings are generally where you will initiate most of your requests and/or concerns. It is recommended you submit an Inmate Request to Staff (cop-out) form to your Case Manager prior to your scheduled Program Reviews, stating your concern(s), which will allow for your Unit Team to discuss the issue and prepare properly prior to the meeting.

## TOWN HALL MEETINGS/INFORMATION

Because of the physical layout of the housing units, Town Hall Meetings have historically become less and less useful due to spatial constraints, background noise, and language barriers. Alternatively, there is a "Town Hall" designated bulletin board on

each housing unit as well as the TRULINCS Electronic Bulletin Board, on which memorandums are posted to inform inmates of changes in unit operations, policies and/or procedures. Documents relative to FCI Waseca will be posted on TRUILNCS Bulletin Board under "Unit Team." Broader issues may be found under "Legal." As always, unit staff are accessible on the housing unit to answer any pertinent questions following new postings. This information changes regularly, and you should check back often for updates/new information.

## TREATY TRANSFERS FOR NON-U.S. INMATES

Inmates who are not U.S. citizens may be eligible to apply for a transfer to their native country of citizenship to serve the remainder of their sentence in a prison there. Application is only possible for inmates whose native country of citizenship has a formal prisoner exchange treaty with the United States. Your Case Manager is the source of information about these transfers, can advise you if your native country of citizenship has signed this kind of agreement with the U.S., will determine eligibility for application, and initiate application for the transfer if you are eligible and interested.

## DAILY INMATE LIFE

### SANITATION

It is your responsibility to check your living area immediately after being assigned there, and to report any damage to the Unit Officer. You may be held financially liable for any subsequent damage to this personal living area. You are responsible for making your bed, in accordance with regulations, before work call (including weekends and Holidays when leaving the area). You are also responsible for sweeping and mopping your personal living area, removing trash, and ensuring it is clean and sanitary. **Cardboard boxes and other paper containers are not allowed due to their combustible nature.** Any container which no longer holds its original contents must be discarded. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. No items will be stored in or under the mattress. No rugs, in any form, are allowed on the

floor. Windows in your room must be cleaned regularly. Pictures cannot be posted on walls and calendars must be posted **in** your locker. A small bulletin board has been provided on the outside of your locker for posting pictures. Pictures or postings of an obscene or sexual nature, including those depicting unauthorized relationships between inmates will be removed. Pictures posted on or in the bedframe, on the bed, on the wall, or on the outside of the locker (except for the bulletin board) will be confiscated. You may purchase a photo album for pictures; the album should be stored in your locker when not in use. One (appropriate) photo in a frame sold from Commissary may be displayed on your shelf.

Institutional issued clothing must be neatly hung on the wardrobe hook/hangers or stored in your locker. Do not store clothing on the book shelves. Personal clothing should be stored inside the locker or in a gym bag or laundry bag, which is hung on a second hook. **Never hang clothing items, towels, blankets, hair clips, hobbycraft, bags, ID's, earbuds, robes, headphones, or any other items from the bed frame (Exception: 1 personal fan).** Wastebaskets are to be emptied by 7:30 a.m. daily. Garbage bags are not allowed in the range wastebaskets, so they must be cleaned at least weekly.

Routine daily inspections will be conducted to ensure sanitation remains at its highest standard. In addition, formal weekly sanitation inspections will be conducted, which may include the Environmental Compliance Manager and the Institution Duty Officer; this inspection will determine the priority of units being called for mainline for the following week.

It is the responsibility of the persons living in the room to see that all areas are ready for inspection from 7:30 a.m. to 4:00 p.m. There are several unannounced sanitation inspections weekly. The Unit Officer will have you return to the unit if your area has been left in an unsatisfactory manner.

## PERSONAL HYGIENE

Sanitary pads are issued by the institution and made available to all inmates on the housing unit.

A hygiene kit is also available on a monthly basis from the Institutional Laundry which includes 2 tubes of toothpaste, 6 packets of shampoo, 1 deodorant, 4 packets of shaving cream, 2 disposable razors, 4 bars of soap, and a toothbrush. This kit is issued the first Friday of every month in the Laundry Department. A hairbrush or a comb may be requested via an Inmate Request to Staff form (electronic copout) to Trust Fund.

In the alternative or as a supplement, inmates may purchase name brand items through the Commissary. Inmates are expected to shower daily and practice good habits of personal hygiene, including proper daily grooming procedures of teeth brushing/flossing, using deodorant, and combing/brushing your hair. Inmates should take care to avoid infections and fungi by wearing shower shoes, maintaining healthy fingernails and toenails, and promptly treating minor injuries (i.e. blisters and minor abrasions).

For hygiene reasons, toothbrushes and flossers should be utilized in the housing unit bathroom sink area, and shall not be brought outside of the housing unit.

"Doo Rags" are a hygiene item and are not to be worn anywhere except in the housing Units.

Inmates are expected to utilize the Institution Laundry for weekly linen exchange. All linens, except for pillow cases, are to be washed at the Institution Laundry, not in the Unit washers/dryers. Additionally, inmates are expected to wash their clothing at least once per week, through the Institutional Laundry or in accordance with the Unit Laundry Schedule, which is posted in/near the designated Unit Laundry Rooms. Inmates are expected to utilize their own scheduled wash time to do their own laundry within the housing unit. Inmates who are found using the laundry facility outside of the approved schedule and without permissions will be subject to removal from the laundry schedule and disciplinary action. Inmates

found doing other inmate's laundry will be removed from the laundry schedule and are subject to disciplinary action. Additionally, the laundry is subject to confiscation.

## PERSONAL PROPERTY

Items which may be retained are limited, for sanitation and security reasons, and to ensure that excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the living area. Limitations of personal property are updated regularly, and you are encouraged to review the current Institution Supplement, Inmate Personal Property, for specific information on retention and limits. This Supplement is available for review in the Law Library and subject to annual review and update. You may not own or possess more than one approved transmitter radio, MP3 player, and/or watch at any one time. Proof of ownership, through appropriate property receipts, will be required. Radios and watches may not have value exceeding established limits. Radios and watches will be inscribed with your name and registration number. Only walkman-type radios are permitted, and head phones are required at all times.

You may not give, borrow or lend any items of value to/from another inmate. Do not share personal property with others inmates, including Commissary items, food, hygiene items, copy cards, etc.

You may have and wear a plain wedding band and one pair of earrings (both without stones or engravings). A wedding band is acceptable for retention only if the inmate is legally married. However, wedding bands may not be mailed in. Earrings worn may be either studs or hoops. Hoops are to be no larger than a quarter, single hooped, and be of a plain design. Earrings must be worn in the lower earlobe. Gauge style earrings are not authorized under any circumstances. A small metal chain with religious medallion may also be worn, subject to approval of Religious Services and the Warden. The chain and medallion must be worn under all clothing. Hobby craft items (i.e. jewelry)

are not authorized for retention and must be mailed out via established procedures.

The total value of your accumulated Commissary items (excluding special purchases) will be limited to the monthly spending limitation. Special limits may apply. **Commissary items must be stored in your assigned locker.**

## STORAGE SPACE

Storage space in most units consists of an individual locker, shared desk space, and shared shelf space. The use of combination locks is encouraged and may be purchased in the institution Commissary. The amount of personal property allowed is limited to those items which can be neatly and safely placed in the space designated. Under no circumstance will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard. Should you require further storage space for legal materials related to on-going legal matters, contact your Unit Manager.

Inmates are authorized to utilize one locker buddy, available for purchase in the commissary. Additional locker buddies will be confiscated. Homemade locker buddies are not authorized and will be confiscated. Inmates are not allowed to decorate the inside or outside of their locker, nor are you allowed alter the locker in any way, including the unauthorized addition of hardware, makeshift shelving, makeshift hangers, etc.

Food items that are left open create a health hazard. These items must be properly sealed at all times. Empty food containers not being utilized for their intended use will be confiscated. Removal of food from the dining room is not permitted.

Special Purpose items will be authorized only to the point where they can be contained in the storage area provided for personal property and within the institution's prescribed Personal Property limitations.

## LETTERS, BOOKS, MAGAZINES, NEWSPAPERS, AND PHOTOGRAPHS

Personal letters must be stored in your locker. A total per person of up to 5 books, up to 5 magazines, and up to 5 newspapers may be neatly stored on your shelf. Magazines and newspapers must have an address label to identify the inmate to which they belong; magazines/newspapers without an address label or not belonging to an inmate in that area are subject to confiscation. Current educational books/materials may also be stored on the shelf. Excess books will be confiscated and possible disciplinary action taken for possession of items over stated limits. Excess magazines/newspapers will be confiscated as a fire hazard. Appropriate photographs may be attached within the confines of the locker's bulletin board. Other photographs should be stored in the storage locker. Up to 25 loose photographs and a photo album containing any number of photographs are allowed.

## LEGAL MATERIALS

Inmates are allowed to maintain legal materials in their locker. If additional space is needed for legal materials related to current on-going legal matters, see your Unit Manager.

## HOBBY CRAFT MATERIALS

Any hobby craft items produced in the housing unit must be mailed out of the institution upon completion. Mailing will be done at the inmate's expense, through the Recreation Department. Inmates enrolled in the Unit Hobby Craft Program may request a hobby craft tote for storing authorized hobby craft materials. No paints or painting related items will be allowed in the housing units. All authorized Unit Hobby Craft items, as determined by the current Institution Supplement governing Inmate Recreation Programs and supplemental FCI Waseca Hobby Craft Tote Rules, will be secured in the inmate's hobby craft tote while not in use.

## SPORTS AND MUSICAL EQUIPMENT

A limited amount of sports equipment may be maintained in the housing Unit, including pool chalk, ping pong balls, and racquetballs. Only a harmonica is allowed to be stored in the housing unit; however, no instruments are allowed to be played in the housing unit.

## INMATE DRESS STANDARD

At all times, inmate clothing must conceal the buttocks, midsection, and the breasts. Upon departure from your room and/or shower area, you must, at a minimum, be wearing pants/shorts, or a jumper dress, and a shirt. Tied bathrobes with undergarments are acceptable to and from the showers. "See through" or transparent clothing is not permitted. The jumper dress is to be worn over the brown t-shirt. Inmates may remove their bras only while in their rooms prior to bed time, and must sleep in nightshirts. Clothing which is perceived by staff as too tight, too loose/baggy or altered clothing is considered contraband and will be confiscated by staff. No graphics will be allowed. "Doo Rags" are a hygiene item and are not to be worn anywhere except in the housing Units. Sunglasses will not be worn inside the buildings unless medically indicated. Ball or knit caps will not be worn inside any unless it is required in the performance of the job assignment. When worn, ball caps must be worn with the bill to the front center and must have been purchased through the Commissary or provided by the institution (i.e. food service maroon ball caps). No homemade hats are allowed. Religious head wear must be approved according to policy. Religious headwear must be worn to reveal the eyebrow area. Religious medals or necklaces must be tucked inside shirts at all times. Shower shoes will only be worn in the housing units for sanitation reasons. Sweatshirts may be worn at any time, as long as they are worn over the long or short sleeved green shirt. Coats will be unzipped in the hallways. Neck gaiters, stocking caps/hats, and gloves must be removed in the hallways and housing units. Scarves must be open in the hallways and housing units. Inmates must have their inmate identification/Commissary Cards anytime they are out of the housing Unit. ID's must be

worn on the supplied lanyard, placed inside the plastic, with the colored sticker facing outwardly. Replacement ID lanyards can be obtained from Receiving & Discharge (R&D) and Center Hall Officer, on a one-for-one exchange basis.

During normal duty hours, Monday through Friday, 7:30 a.m. to 4:00 p.m., appropriate dress will be as follows: all inmates assigned to work details must be properly dressed in their institution issued work clothing. A green shirt and green pants and/or jumper dress are the appropriate uniform for work and will be worn together. Sweat pants, thermal pants, and/or gym shorts should not be visible under the jumper dress. Green shirts must be tucked into the pants while on the work detail and in all areas of the institution, other than the housing units, Recreation, and when commuting to and from these areas. Pants may not be rolled at the waistline or at the bottom of the pant leg. All green shirts must be buttoned up to the second button. The brown t-shirt will be worn under the uniform at all times. Additionally, inmates are required to wear undergarments, which include bras and underpants. If a sweatshirt is worn, it will be worn OVER the green shirt. Inmates are expected to wear issued clothing with an appropriate fit. You may be sent to Laundry to get new issue if your clothing is too tight or too loose. Likewise, if you elect to purchase clothing items from the Commissary, you should purchase them in your appropriate size. Pants will be worn appropriately at the waist; **no sagging or bagging**. Inmates must wear safety shoes for their work assignments. Identification must be worn so it is visible to staff. The only exception to wearing the ID so it is visible would involve inmates working with machinery or another detail where the lanyard becomes cumbersome to completing the task at hand; the ID/lanyard may then be tucked inside the shirt or placed in a pocket. Also, the labels placed on the uniform by Laundry will be required. During the summer months--May 15 through September 15-- inmates may remove the green shirt at their work detail if authorized by their detail foreman; however, the green shirt will be worn in the dining hall during the lunch meal. The brown T-shirt will be tucked in during normal duty hours as indicated above.

During non-duty hours, Monday through Friday after the 4:00 p.m. count, weekends, and holidays, inmates may elect to wear approved leisure attire (i.e. sweatpants, shorts, t-shirts). Shirts are not required to be tucked in during non-duty hours. Sweatpants must be worn at full length and not pulled up to any shorter length.

In the dining hall, inmates are required to be in the proper green uniform to include government issued shoes (no tennis shoes) to enter the dining facility during the noon meal Monday through Friday. Sweat pants, shorts, and T-shirts are permitted during breakfast and evening meals, as well as weekends and Federal Holidays. Sleeveless shirts are not allowed in the dining hall. Approved religious head wear will be allowed. Upon departure from the dining hall, coats will be off, and hairnets removed. Long underwear tops and bottoms must be worn under other clothing at all times.

In the Visiting Room, inmates are only authorized to wear green shirts, green pants/or dresses, brown T-shirt, undergarments (excluding thermal underwear), and institution issued shoes, to include brown boots sold in Commissary. See the current Institution Supplement, Visiting Regulations, available in the Law Library, for additional clarification. This policy is subject to annual review and update.

## PERSONAL CONDUCT

### CONTACT BETWEEN INMATES

Inmates are restricted from hand holding, embracing, kissing, and the placement of arms around shoulders or waist or other forms of physical contact, including unauthorized physical contact for the purpose of sexual gratification. This includes playing with another inmate's hair; petting another inmate's head, hair, or other body part; applying makeup to another inmate; and/or massaging another inmate. Additionally, inmates may not straddle each other while sitting from behind, from the side, or face to face. Legs and arms should not be intertwined. Inmates shall not sit or lay in the same bed at any time. Inmates are strongly advised to refrain from engaging in any

type of romantic or sexual relationship with another inmate, as Engaging in A Sexual Act is prohibited in prison and such behavior contributes to social problems, aggression, and disciplinary problems. Tactics of social aggression (i.e. bullying, intentional ostracism, gossiping, intimidation, extortion, threatening, and stalking) will not be tolerated. Inmates are encouraged to reject this behavior in favor of more pro-social behavior. Inmates will not use language considered to be abusive or obscene. Shouting, yelling, whistling, or causing unnecessary noise inside of buildings or on the compound will not be permitted. This includes conversing from windows to outside bystanders, and vice versa, and having loud conversations from one end of the sidewalk or courtyard to the other.

### CONTACT WITH STAFF

Inmates are encouraged to develop a professional rapport with staff. Physical and/or emotional relationships with staff are prohibited. Inmates should be cognizant of staff personal space, allowing a wide berth (3 feet) while walking in the hallways and approaching staff. Inmates shall walk on the right hand side of the hallway to allow for proper flow of foot traffic. At no time should inmates walk shoulder to shoulder to block a majority portion of the hallway. Staff are to be regarded as a figure of authority, charged with your custody and care. Overpersonalization with a staff member is not appropriate. Insolence toward a staff member will not be tolerated, and is subject to disciplinary action.

During institution emergencies, inmates are required to move to the side or may be required to lie down, as instructed. Inmates may be required to move to a safe area or to evacuate an area, as instructed. When staff are responding to an emergency, inmates shall move quickly toward the walls (or off sidewalks) and follow staff's instructions. No talking or yelling is allowed during staff response to emergencies. Inmates who do not follow staff directives or interfere with staff in the performance of their duties shall be subject to disciplinary action.

## UNIT OPERATIONS

### BED MOVES

1. All quarters assignments and changes (i.e. bed moves) are made by the Correctional Counselor. Consideration for a bed move depends on a number of factors including, but not limited to, sanitation/personal hygiene, seniority, medical needs, conduct, diversity, and interpersonal considerations.
2. Bed move requests may be denied without divulsion of the justification for doing so, as management reserves this right for orderly operations.
3. You have no constitutional right to a quarters assignment of your choice.
4. Moves to other housing units are ordinarily not allowed, with the exceptions of programming requirements and management discretion for orderly operations and population management.

### CLASSIFICATION

1. New commitments, transfers, RRC/probation violators returning to custody, and probation violators coming into custody for the first time will have a "Team" meeting within 28 days after arrival.
2. Writ returns who missed their regularly scheduled meeting during the writ will be assigned to the next available team docket; if she did not miss team during the writ, she will remain on her regular "Team" schedule.
3. Each inmate is required to be present for a review of her case every 90 days or 180 days, depending on her release date. If an inmate has over one year to release, they will have a "Team" Meeting at least every 180 days; if an inmate has less than one year to release, they will have a "Team" Meeting at least every 90 days.

4. On occasion, special circumstances may warrant a request for a "Special Team" Meeting outside of these guidelines.

### VISITING IN HOUSING UNITS

You are not allowed to enter a housing unit other than your assigned housing unit without specific prior permission from staff.

### VISITING WITHIN THE UNIT

Inmates within a specified range may visit within their range. Visiting within the housing unit can also take place in the Television Rooms. There is no inter-room visiting, meaning an inmate is not allowed to enter a range other than the one they are assigned to. The only people authorized to be in the room are the inmates assigned to that room. Inmates found to be fraternizing in a room that is not their own will be subject to disciplinary action. You are expected to adhere to posted quiet hours.

### MAINLINE

The housing units will be called to mainline on a weekly rotating basis, with the exception of E Unit/RDAP, which is traditionally called first to mainline as a program incentive. Meal rotation may be altered for operational needs and/or other reasons at the discretion of Correctional Services.

### INMATE ACCOUNTABILITY

It is necessary for the staff to count inmates on a regular basis. When a count is announced, you must return to your room, and remain there quietly until it is announced that the count is clear. Official counts will ordinarily be taken at about 12:00 Midnight, 3:00 a.m., 5:00 a.m., 10:00 a.m. (weekends and Federal Holidays), 4:00 p.m. and 9:00 p.m. Of these, stand-up counts are conducted every day of the week at 4:00 pm and 9:00 pm and additionally at 10:00 a.m. on weekends and Federal Holidays. During stand-up counts, you are expected to stand on the floor next to your bed. Other census counts occur during the day. You are not to move from your room until the Officer announces count is clear. Staff will take disciplinary action if an

inmate is not in her assigned area during a count. Disciplinary action will also be taken against inmates for leaving an assigned area before the count is cleared or for interfering with count by moving about, talking, disruption, or failing to stand for stand-up counts. You must actually be seen at all counts, even if you must be awakened.

## LOCKDOWN

If the institution goes on Lockdown status, inmates will be instructed by staff to return to their assigned housing Unit or other designated area. Compliance is mandatory. Meals will be provided on the housing unit and programs will be shut down.

## CALLOUTS AND CHANGE SHEET

Callouts are a scheduling system for appointments (which include hospital, dental, educational, team meetings, and other activities) and which are posted each day on the unit bulletin boards after 4:00 p.m., on the work day preceding the appointment. It is your responsibility to check for appointments on a daily basis to avoid disciplinary action. All scheduled appointments are to be kept. This computerized print out is posted each day on the Unit bulletin board near the officer's station. It is your responsibility to read the callout sheet and change sheet daily for the next day's scheduled callouts/assignment changes. This is often your only official notification of an appointment or job assignment. Inmates must dress in the appropriate green uniform attire to include government issued shoes and ID for all callouts. Personal or recreational clothing is not authorized.

## ICE MACHINES

Ice machines are placed in each housing unit as a privilege. Misuse may result in their removal. Any item placed in the ice machine for cooling will be confiscated. Ice found to be placed in unauthorized containers (i.e. mop buckets, pails, buckets) will result in a loss of this privilege.

## BOARD GAMES/CARDS

Game playing is allowed in the housing unit television (TV) rooms. Board games and cards are available for checkout from the Unit Officer. You are reminded that gambling is not permitted.

## TV VIEWING

Unit televisions may be viewed during established hours. Designation of channels or topic area is made by the Unit Manager and are posted on the Unit bulletin board. Television viewing under the established guidelines is on a first-come, first serve basis. Inmates may not save seats, save channels, or monopolize the television room. Behavior of this type will result in the closure of the television room. **Folding metal chairs and personal property left in the television rooms may be confiscated.** The Unit Officer will monitor the noise level, and has the authority to close a television room if noise levels are inappropriate.

## RADIOS

Radios must be used with earphones. No "homemade antennas" or "homemade speakers" are allowed. Radios are only allowed in the housing units, at work in UNICOR, and at Recreation. They may not be utilized on any other work detail, in the hallways or sidewalks, or while waiting in line (i.e. sick call, commissary line, open houses). Radios, including headphones or ear buds, must be pocketed or stored in a mesh bag during movement to and from the housing units to Recreation and/or UNICOR.

## MP3 PLAYERS

MP3 players are available for purchase in the Commissary. MP3 players must be used with earphones. They are only to be utilized in the housing units, at work in UNICOR, and Recreation. They may not be utilized on any other work detail, in the hallways or sidewalks, or while waiting in line (i.e. sick call, commissary line, open houses) . MP3 players, including headphones and/or ear buds, must be pocketed or stored in a

mesh bag during movement to and from the housing units to Recreation and/or UNICOR.

## NOISE

Keep the noise level down at all times. Yelling or loud talking is disruptive and will not be tolerated. There will be no talking in the housing Unit bathrooms or hallways after quiet hours begin (see Unit Rules).

Additionally, conversing loudly across the courtyard or compound will not be tolerated, nor will the use of profane language be tolerated. Conversing through windows from inside to those outside is not allowed. Cat-calling or other disrespectful verbal innuendo will not be tolerated.

## OPEN MOVES

Become familiar with the Institution Supplement on Inmate Accountability. You are to move to all callouts, appointments and off duty activities on the scheduled moves only. You are permitted ten minutes to travel to and from each area when the movement is announced. Inmates who fail to report to a callout or appointment within ten minutes of the beginning of the move will be subject to disciplinary action. Inmates will remain in the assigned area until the scheduled move immediately following the appointment or callout time. Inmates must dress in appropriate "on duty" attire for all callouts. Inmates are required to wear their inmate ID anytime they are out of the housing Unit. Recall moves are for the purpose of facilitating inmate movement back to the housing units. Food Service Short Line moves at 10:00 a.m. are for the purpose of facilitating inmate movement from the housing units to Food Service only. Open moves are always for the purpose of moving directly from point A to point B, ensuring accountability. Sidewalks and hallways are for continual movement; do not block sidewalks and hallways by gathering to converse in these areas. There shall be no loitering on the sidewalks or in the hallways, including Center Hall.

## WORK PASSES

Inmates utilizing a Facilities Work Pass may move at any time with an appropriately generated and signed work pass. Inmates have 10 minutes to move from one area to another, as authorized by the pass, and must have staff sign the pass in and out of the area. Staff will also require tool accountability, if applicable, and check that all inmates listed on the pass are present.

## MERRY-GO-ROUND

Inmates are placed on a "merry-go-round" callout prior to their transfer or release. This 1-day process allows inmates to complete logistical matters at various departments prior to their departure. Inmates may pick up their merry-go-round form from their respective Unit Team. This form lists the appropriate departments to visit and special instructions. This form is a "pass" to move from one location to another. Staff in each department must sign the form. The form is to be turned into the Unit Team upon completion.

## WORK DETAIL ASSIGNMENT AND CHANGES

Your work detail assignment is made by the Correctional Counselor. Work detail changes are not ordinarily approved unless the inmate has remained on the current job detail for at least 90 days. Any exceptions to this must be reviewed by the Unit Manager. Job changes ordinarily require the approval of both the gaining and losing work supervisors prior to consideration by the Unit Team, unless termination is stipulated.

Job assignments are based on inmate skills and institutional priorities. All requests for job assignments will be considered, but are not guaranteed.

All inmates are expected to maintain a regular work assignment, unless exempted by medical idle, convalescence, or pregnancy. Job assignments other than UNICOR are controlled through a Performance Pay System, which provides monetary compensation for work. Work detail changes are reflected

through the computerized Change Sheet posted on the unit bulletin board each day. Submit an Electronic Inmate Request to Staff (cop-out) to your respective unit team (C/D or A/B/E) if you wish to be placed on one of the UNICOR waiting lists.

### SHOWERS/BATHROOM STALLS

At no time should more than one inmate occupy a shower or bathroom stall. The unit showers are closed from 7:30 a.m. through 9:00 a.m. for cleaning. The showers are also closed from 10:30 p.m. to 5:00 a.m. AM Food Service workers are excepted, and may quietly use the shower in the morning hours if they work the 4:30 a.m. or 5:30 a.m. shifts, but must respect the established quiet time and be present in their assigned quarters for count. Please note, alternating bathrooms and shower areas may be closed for cleaning during the evening hours. Shower use during normal work hours should be minimal; however, inmates will be allowed to shower during normal work hours for religious or documented medical reasons. See your Unit Manager if you fall in one of these categories. Water conservation is mandatory. Programmable Water Technology (PWT) limits showers to 7 minutes. Showers are available on a first come, first serve basis. Reserving a shower for yourself or others is not allowed.

**YOU MAY NOT BE IN THE SHOWER AREA DURING COUNT, AND YOU SHOULD NOT ENTER THE SHOWER AREA UNTIL COUNT CLEARS.** Although the showers remain open until 10:30 p.m., you are reminded quiet hours begin at 9:00 p.m., seven days a week. Persons using the showers after the 9:00 p.m. count clears are expected to respect established quiet hours. Failure to do so will result in the showers being closed early. Shower heads are not to be tampered with. Discovery of tampered or missing shower heads will result in a loss of privileges for the entire unit.

**Every inmate is required to pick up and clean up after herself.**

Upon departure from your room/shower area, you must be wearing pants/shorts and a shirt. Tied bathrobes with undergarments are acceptable. Those with documented medical or religious reasons may shower any time during the normal work day.

### WAKEUP

Inmates are personally responsible for waking up in time for work, moves, medication pickup, sick call, meals, callouts, and classes. Monday through Friday, general wake-up for all inmates is 6:00 a.m., in conjunction with the morning meal. All general population housing units are called to the breakfast meal by Correctional Services staff at 6:00 a.m., Monday through Friday, excluding Federal Holidays. On weekends and Federal Holidays, all general population housing units are called to the breakfast meal by Correctional Services Staff at 7:00 a.m. You are given a reasonable amount of time to leave the unit if you desire breakfast. Inmates who miss work call or other scheduled appointments are subject to disciplinary action.

### CLOTHING EXCHANGE & LAUNDRY

You will be issued sufficient institutional clothing by the Laundry Department upon your arrival. You will be responsible for this clothing and may be held accountable for replacement costs of your clothing if items become lost or altered. Work clothing will also be provided for labor crews and other specific work details. Issued items may be brought to Laundry during open house hours for routine repairs. Exchanges must be submitted via Inmate Request to Staff (i.e. copout). Any item intentionally damaged or altered in an effort to gain a new item will result in an incident report and you may be held accountable for the replacement cost of the item. Laundry Open House is conducted on Monday Tuesday, Thursday and Friday from 6:15 a.m. to 7:00 am. A Centralized Institutional Laundry for the inmate population is provided at FCI Waseca for all institutional issued clothing articles. In order to use the laundry services, each inmate will put her soiled laundry into her issued laundry bags, secure them tightly, and deliver them to the laundry in accordance with the local established and posted laundry

schedule. Linen exchange will be provided once per week in accordance with the local established and posted laundry schedule.

### INMATE SERVICES (COMMISSARY)

Sales will be conducted Monday through Thursday from 6:15 a.m. to 7:30 a.m.; 8:30 a.m. to 9:30 a.m.; and 11:00 a.m. to 1:00 p.m. Inmates will shop by Register Number and the current schedule will be posted outside of Commissary. Only inmates who are shopping are allowed in the Commissary Lobby. No MP3 players or radios are allowed in the Commissary area, with the exception of one being newly purchased at the sales window. Only one inmate is allowed in the sales booth at one time. All inmates are responsible for carrying their own purchases to the housing unit. **Inmates are never to give or receive anything of value from another inmate, including but not limited to, Commissary purchases. Inmates giving or receiving Commissary items will be subject to disciplinary action.** If an inmate needs to leave for any reason, they should notify Commissary Staff. Inmates will submit their Commissary List through the slot provided in the Commissary door. Inmates that attempt to enter the Commissary line after the movement has ended may not shop until their next assigned sales day. Each inmate will have the opportunity to purchase Commissary items once per week, with the exception of OTC Medications. Shopping days are determined by the last two digits of the first five numbers of your inmate Register Number. The rotation changes every quarter. The rotation will be posted on the Commissary Bulletin Board. When your list is ready to be picked up, you will be called to the appropriate window by your name and laundry number listed at the top of your Commissary List. You will be called three times only; if you do not show up at the window by the third time your name and laundry number are called, you will lose your shopping privileges for that week. Inmates may shop any day their first time shopping at this facility, just write: **FIRST TIME SHOPPER** on the top of your commissary list. Your account balances may be obtained by accessing the TRULINCS stations located in the housing Units.

### COMMISSARY RESTRICTIONS

Inmates who are placed on Commissary Restriction as a sanction of the Unit Discipline Committee (UDC) or Discipline Hearing Officer (DHO) can still purchase some items from Commissary under a restricted spending limit, including some hygiene items, stamps, and Kosher items. The spending limit for inmates on Commissary Restriction is \$25.00 per month. If you are placed on Commissary Restriction and you are in General Population, you will need to obtain a Restricted Commissary Form from the Commissary. If you are placed on Commissary Restriction and are in the SHU, the SHU officer can provide you with a Restricted Commissary form.

### OVER THE COUNTER MEDICATIONS

Over the Counter (OTC) Medications may be purchased during sales hours any day Monday-Thursday, regardless of your assigned shopping day. Inmates purchasing OTC Medications on days other than their scheduled shopping day must utilize the "OTC Medications Only Form" provided by the Commissary.

### SPENDING VALIDATION

Your monthly spending validation is \$360.00. Inmate's spending validation will validate on a bi-weekly basis on the first and the fifteenth. (i.e. \$180 on the First and \$180 on the fifteenth.) Stamps, OTC Medications, NRT Patches, kosher/halal entrees, and copy cards are the only items that do not affect your spending limit. All other transactions such as sweatpants, tennis shoes, hobby craft, food items, hygiene items, etc. will be deducted from your spending limit.

### COMMISSARY SUGGESTIONS

Suggestions for new items are handled via Electronic Inmate Request to Staff (copout) to Commissary. Suggestions received will be addressed at the next Commissary Committee Meeting for approval or disapproval.

## SPECIAL PURPOSE ORDERS (SPO)

Certain Hobby craft items (Recreation staff), special sized clothing (Correctional Counselor), and certain religious items (Chaplain) are ordered using the SPO form.

## LOCAL USE ITEMS ONLY

Certain items which are sold in the Commissary are deemed "local use only." This will be noted on the Commissary List. These items cannot be transferred between institutions. They shall be mailed home at the inmate's expense or disposed of through the Unit Team.

## POSTAGE STAMPS

An inmate may purchase up to 20 postage stamps (of the denomination for first class, domestic), or the equivalent per week. Additionally, inmates may not have more than 60 postage stamps (of the denomination for first class, domestic), or the equivalent in their possession at any one time. In the event of a valid need, the purchase of additional postage may be authorized by the Unit Manager. Inmates may see the Correctional Counselor for the appropriate form and validation.

## COPY CARDS

Copy cards are available for purchase in the Commissary with a limit of 2 cards purchased per shopping day. The cards are "use at your own risk" and can only be purchased on your shopping day. These prepaid cards allow you to make 50 copies per card. When the copy card is empty of monies, it becomes invalid and must be discarded. Copy cards cannot be "reloaded."

## PHOTO VOUCHERS

The inmate photo program is supervised by the Recreation Staff at FCI Waseca. You may purchase up to 10 Photo Vouchers during a sale on your shopping day for \$1.00 each. Ordinarily, you are not allowed to have more than 10 Photo Vouchers in your possession. In rare circumstances, the Unit Team may

grant special permission to purchase/possess more than 10 Photo Vouchers. You will receive a Commissary Receipt for each Photo Voucher requested. This receipt is considered your Photo Voucher. You will not be reimbursed for unused vouchers. Another inmate is not allowed to use your Photo Vouchers. Photo Vouchers are used in the Visiting Room, during authorized recreational photo sessions, and other special events.

## INMATE SERVICES (TRUST FUND)

### BUDGETING/ACCOUNTING AND RECEIVING MONIES

When an inmate transfers from another Federal Institution, her TRUFACS inmate account will be available the following day. The Bureau of Prisons has established a National Lockbox location for processing of all incoming inmate funds. Inmates must instruct their families and friends to mail all funds to:

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

All negotiable instruments must contain the inmate's full committed name (no nicknames) and Register Number. Acceptable negotiable instruments are money orders; U.S. Treasury, state, and local government checks; and foreign negotiable instruments payable in U.S. currency. The envelope must contain the inmate's committed name and Register Number as well, and a return name and address must appear in the upper left hand corner of the envelope to ensure that their funds can be returned to them in the event they cannot be posted to the inmate's account. No personal checks, cash, letters, or pictures will be accepted by the National Lockbox. Should these items be included as an unauthorized negotiable instrument or along with an authorized negotiable instrument, the entire contents are subject to return. All non-postal money orders and non-government checks processed through the Lockbox will be placed on a 15 day hold. Foreign negotiable

instruments will be placed on a 45 day hold. Alternatively, inmates may have funds sent to them by Western Union. Western Union instructions are posted in the Housing Units. There is a fee for senders using Western Union transactions, which varies depending on the location and type of transaction. Inmates may also have funds sent to them via Moneygram, which also has a transaction fee for the sender. Certain negotiable instruments, such as insurance settlements, trust settlements, and other similar types of negotiable instruments which require an inmate's direct endorsement, will be processed locally. An enclosed letter instructing the Mail Room of the required signature is needed or the negotiable instrument will be returned to sender.

**It is never appropriate for a family member/friend of one inmate to send money to another inmate's account. This action circumvents appropriate procedures. This action constitutes giving/receiving anything of value without authorization, and will result in disciplinary action.**

If you should transfer to another institution, your Trust Fund Account is electronically transferred to that institution. When you are released from custody, your remaining funds will be given to you on a Visa Debit Card.

#### TRUST FUND LIMITED INMATE COMPUTER SYSTEM (TRULINCS)

You will need your Register Number without hyphen (-), Phone Access Code (PAC), and registered fingerprint to login to TRULINCS. (Inmates who are fingerprint exempt will use and Personal Identification Number (Commissary PIN) Inmates are responsible for creating and maintaining their own contact list in TRULINCS, which consists of all telephone, postal mail, and email contacts. Inmates must enter a name and postal mailing address along with the telephone number and/or email address for each contact they wish to call or email. Inmates may have 100 total contacts, 30 total telephone numbers, and 30 total email addresses. Inmates may be allowed to participate in public messaging. Some inmates will not be allowed to

participate in public messaging based on specific policy guidance related to current and previous crimes. If you do not have access to public messaging, see your Unit Manager for a review of your case. You will be charged 1 unit per minute while in the Public Messaging Service application. All TRULINCS email contacts created will receive an invitation to register at [www.corrlinks.com](http://www.corrlinks.com). They must register within 10 days with the appropriate identification code before electronic messaging will be activated. Utilizing any third party "email to text" service is considered to be deliberate circumvention and is prohibited.

All outgoing postal mail must contain a mailing label printed from TRULINCS. Labels are for postal mail only and no return address labels should be printed. Inmates may print up to 5 labels. Exception: Inmates housed in the Special Housing Unit (SHU) do not have access to TRULINCS, and will not be able to print new labels. Inmates in SHU, therefore, are allowed and expected to hand-write the sender and recipients address information on the outgoing envelope.

Inmates may view their current Commissary, TRUFONE, and TRULINCS balances and transactions for the past 90 days. Account statements can be printed for a fee. Inmates wishing to send Commissary funds to an outside person will generate the BP-199 Form in TRULINCS, print the form for free, sign it in the presence of Unit Management Staff, and give the form to Unit Management Staff for appropriate distribution to the Trust Fund Office for processing. Inmates in SHU and inmates with prior approval to send funds to another inmate must use the paper BP-199 (green form) available from the Unit Team. Inmates may opt to transfer money either in a dollar amount or a percentage of income received into a prerelease savings account available through TRULINCS. Prerelease savings accounts are non-interest bearing, and funds can be moved back to your Trust Fund Account at any time. Inmates are encouraged to save money toward their release needs and practice good money management and disciplined spending to ensure savings are available upon release.

Inmates have the option of purchasing a MP3 player in the Commissary. Music for their MP3 players may be accessed and purchased via the TRULINCS terminal. Inmates must have purchased a MP3 player to have access to the Media tab in TRULINCS. MP3 players are currently warrantied for one year from date of purchase. You are encouraged to retain your purchase receipt. Inmates may opt to send their MP3 player out for warranty service within 1 year from the date of purchase. Optional pre-addressed padded envelopes are available for purchase in the Commissary for \$0.85. Regardless of the packaging choice, a Package Authorization Form from the Unit Team is required in all cases with four (4) mailing labels to the service provider. If the inmate opts to have the MP3 player returned to the institution, the MP3 player will be returned to the Trust Fund Supervisor who will then return it to the inmate. If the inmate chooses to have the MP3 player mailed instead to a family member, be aware the security settings on the MP3 player cannot be removed until after the inmate is released from custody.

### ELECTRONIC BULLETIN BOARD

Electronic Bulletin Board (EBB) is available to the inmate population via the TRULINCS terminals located in the housing units and in the law library. Inmates are encouraged to review the EBB daily for any pertinent and new information that may pertain to them. You can select by Department for relevant information.

### INMATE TELEPHONE SYSTEM (TRUFONE) PROCEDURES

FCI Waseca is designated as a Debit/Collect Calling Institution. Inmates wishing to make telephone calls must use the Inmate Telephone System (ITS). Inmates will be issued a Phone Access Code (PAC) and must register a sample of their voice via the Inmate Voice Verification Feature (V-PIN Alternate dates and times may be arranged through). Inmates may register their voice and receive their PAC Monday through Friday at 1:00 p.m. at the Trust Fund office or see the Trust Fund Supervisor during mainline to make alternate arrangements. Inmates

transferring from TRUFONE institutions will keep the same PAC Number issued and voice recording that was registered at their former institution. It is of the utmost importance that the recipient of this PAC Number keeps it confidential by not sharing the number with other inmates. In the event that the PAC Number is compromised the inmate should immediately report it to a Unit Staff member, who shall contact the Trust Fund Supervisor or Inmate Telephone Technician who will immediately restrict telephone access for the affected account. To obtain a new PAC Number, an inmate must forward an Electronic Inmate Request to Staff (copout) to the Trust Fund Supervisor. A fee of \$5.00 will be charged, using a Request for Withdrawal of Inmate Personal Funds (BP-199), to defray the cost of establishing a new PAC Number if the compromise is deemed to be due to the inmate's own negligence.

Inmates are responsible for creating and maintaining their own telephone list in TRULINCS. It is your responsibility to keep track of the numbers on your telephone list. You are encouraged to periodically print a copy of your contacts and retain it in your personal property. Furthermore, inmates are responsible for keeping track of their TRUFONE account balances by utilizing the automated 118 and following the instructions outlined on the PAC Form they were issued. Consequentially, if an inmate requires a hard copy (printout) of her telephone calls there will be a charge of \$3.00 for the account statement per month requested.

Inmates may transfer funds from their TRUFACS Account to their TRUFONE Account during scheduled phone hours by utilizing the automated "118" and following the voice commands. Inmates may transfer funds twice in any 24 hour period and all transfers must be in whole dollar amounts.

All inmate telephone calls are subject to monitoring and recording with the exception of unmonitored inmate legal calls to attorneys as long as the inmate makes prior arrangements with the Unit Team. Telephones will not be used to conduct a business. Telephones are to be used for lawful purposes only. Threats, extortion, and other criminal or prohibited behavior on

the telephone may result in disciplinary action and/or prosecution. Inmates that place unauthorized telephone calls, i.e. three-way/third party calls; call forwarding, to include telephone calls made through private service providers using Voice Over Internet Protocol (VOIP), or similar technology, will be subject to disciplinary action. You are authorized 300 minutes of call time per month to be used for direct and collect/prepaid calls. Inmates' 300 minutes will re-validate based on the fifth digit of your Register Number (see chart below):

5th Digit of Register Number	300 Minute Revalidation Day
0	1 <sup>st</sup>
1	4 <sup>th</sup>
2	7 <sup>th</sup>
3	10 <sup>th</sup>
4	13 <sup>th</sup>
5	16 <sup>th</sup>
6	19 <sup>th</sup>
7	22 <sup>nd</sup>
8	25 <sup>th</sup>
9	28 <sup>th</sup>

The number of approved telephone numbers may not exceed 30 numbers unless approved by the Associate Warden. All telephone calls will be limited to 15 minutes or less in duration. The waiting period between calls (direct and collect/prepaid) is set at 15 minutes for back to back calls. The person you are calling will have the capability of blocking all of your calls. When a telephone number is blocked at the request of the intended recipient, that number may be returned to the inmate's telephone list only upon receipt of a written request for reinstatement by the intended recipient accompanied by a copy of their telephone bill. Current TRUFONE rates per minute will be posted in each of the housing Units along with the hours of phone operation. Inmates are expected to handle her calls in such a manner that will allow the equal use of the phones by all inmates. Calls should be limited in length when others are

waiting. The handicapped accessible phone in each of the housing Units will be left on during the work day for use by inmates who work varied shifts. Inmates are expected to be at their work assignments and must not use the telephone during their work hours. Inmates leaving their work assignment to place telephone calls will be subject to disciplinary action.

**It is never appropriate for a family member/friend of one inmate to send money to another inmate's account. This action circumvents appropriate procedures. Therefore, it is also prohibited for an inmate to utilize the telephone or any other means of communication to solicit funds for another inmate, under any circumstances. Such behavior will result in disciplinary action.**

Cell phones are prohibited and inmates found in possession/using will be charged with Code 108, Possession, Manufacture, or Introduction of a Hazardous Tool. In addition, the Cell Phone Contraband Act of 2010 calls for a penalty for being an inmate in possession of or providing an inmate with a cell phone or other wireless device with a fine or up to one year imprisonment or both.

Inmates housed in the Special Housing Unit (SHU) are ordinarily provided one telephone call every 30 days, upon request of the inmate. Additional telephone calls may be considered on a case-by-case basis under extraordinary circumstances.

## VIDEO SESSIONS

Eligible inmates may use TRULINCS to sign up for video sessions to allow visits by web-cam with approved email contacts. Video Sessions are 25 minutes in length. Recipients must have proper identification and appropriate computer logistics to participate. Your Trust Fund account will be charged for each Video Session. Video sessions are monitored for appropriate conduct. **Electronic recording of any kind, including audio recordings, video recordings, or photographs of these sessions by the inmate's visitor(s) is**

**strictly prohibited. It is the inmate's responsibility to notify the visitor/contact of this prohibition.** Inmates are expected to conduct themselves appropriately during video sessions, just as they would under the scrutiny of staff in the visiting room. Lewd and lascivious behavior is not allowed. Only one adult visitor allowed on-screen at a time. Other inmates should not be invited to participate in your session. Attempts to communicate with third parties during video sessions is strictly prohibited. Abuse of this privilege may result in disciplinary action and suspension from Video Sessions.

## COMPOUND

### CONTRABAND

Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels, or purchased through the Commissary or any approved item which has been altered. All staff are alert to the subject of contraband and make an effort to locate, confiscate, and report contraband in the institution. You are responsible for all items found in your assigned living area and should immediately report any unauthorized item to the Unit Officer. Any item in your personal possession must be authorized, and a record of the receipt of the item should be kept in your possession. You may not purchase, borrow, or lend items to/from another inmate; items contracted 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. No personal clothing or footwear is to have names, "nicknames", defacement or writing, or altered logos. Only the original logo from the company is authorized. This includes sweatshirts, sweatpants, chairs, etc. Additionally, possession of any Presentence Investigation Report (PSR), even your own, is considered contraband. (If you need to review your PSR, see your Case Manager).

### SEARCHES

Any staff member may search your room or work area to search for and/or retrieve contraband or stolen property. You are not allowed to be present for searches. The property and living area will normally be left in the same general condition as found. These searches will be unannounced and random. Deliberate searches may be authorized when there is reasonable suspicion of contraband, excess property, or unauthorized items. Inmates will be subject to pat searches of their person at any time for the purpose of detecting and retrieving any contraband. Staff may also search any bag, folder or other item you may be carrying. You may be asked to remove your religious or other headwear. You may be asked to remove your coat.

### DRUG SURVEILLANCE

FCI Waseca manages a Drug Surveillance Program that includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program and the inmate does not do so, that inmate will be subject to disciplinary action.

### MEDICATION

Prescription medication is provided to help you manage an acute or chronic medical/mental health condition. Any medication can have severe side effects and can cause death if not taken as directed or abused. You are responsible for your own medications to ensure they are not stolen, sold to, or shared with anyone else. Keep your medications secure on your person or in your locker at all times. If your medication is lost or stolen, you must report it immediately to a staff member. You will be held accountable if your medications are found in another inmate's possession.

### ALCOHOL DETECTION

A program for alcohol surveillance is in effect at FCI Waseca. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test will result in an incident report. Refusal to submit to the test will also result in an incident report.

## SANITATION, SAFETY AND FIRE INSPECTION

Fire prevention, sanitation, and safety are everyone's responsibility. You are required to report fires to the nearest staff member, so lives and property can be protected.

Accumulation 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 daily in this institution by qualified staff. Fire drills will be conducted quarterly in each living area and work detail. Your participation is required. Safety rules and regulations will be followed on all work details, failure to obey safety standards will result in an incident report.

Evacuation procedures are posted on each Housing Unit on each floor of the Housing Unit. Become familiar with the evaluation routes in case of fire or other for any other reason evacuation is ordered.

## ENVIRONMENTAL MANAGEMENT SYSTEM

All inmates need to be aware that FCI Waseca has an Environmental Management System (EMS). It is important that all inmates understand why we have EMS and to become familiar with the EMS Policy. Federal agencies are required by Executive Order 13148 to have EMS's at appropriate facilities. An EMS helps an organization not just reduce its impact on the environment, but also to improve its efficiency of operations. An EMS is a set of processes and practices used to achieve these goals. An Environmental Management System (EMS) is "that part of the overall practices, procedures, processes, and resources for developing, implementing, achieving, reviewing, and maintaining the environmental policy." EMS focuses on environmental management practices rather than the activities themselves. It provides the structure by which certain activities can be carried out; it ensures operator training and that proper procedures are in place but doesn't specify methods or frequency of sampling. The EMS allows federal agencies and facilities flexibility to adapt the system to their needs and

priorities. The benefits of an effective EMS are: demonstrates commitment to good environmental practices, reduces environmental liabilities by early identification of potential risks, provides a standard for measuring and reporting against environmental performance, maintains an effective approach to environmental management, and places an emphasis on prevention rather than correction. FCI Waseca's EMS provides the framework for establishing objectives and targets to progress toward continual improvement, effectiveness, and efficiency. FCI Waseca is committed to: preventing pollution, training and education, legal compliance, going green, recycling, and continual improvement. It is each inmate's responsibility to do their part to reduce the impact on the environment. Each inmate is required to report any environmental issues to the nearest staff member. The institution has a recycling program. It is each inmate's responsibility to participate in the recycling program to reduce waste and meet environmental concerns at local, state, and federal levels.

If you see something that appears to be in need of repair or something you think might be a safety or sanitation violation or a fire hazard, report to the Department Head for that area. The Department Head will ensure the matter is reviewed for possible repairs.

## SMOKING

FCI Waseca is a non-smoking facility for inmates. Possession of any tobacco items by inmates is considered contraband and will be subject to disciplinary action.

## IMAGES SALON AND SELF-STYLING

The Images Salon is available to receive a haircut or hair styling from other inmates (by appointment only). The Styling Corner is available for self-styling. These areas are adjacent to one another in the Center Hall Corridor.

## Images Salon

Monday thru Friday  
8:30am to 10:30am  
12:00pm to 3:00pm  
5:30pm to 8:00pm

Weekends and Holidays  
8:00am to 9:30am  
11:30am to 3:00pm  
5:30pm to 8:00pm

## Styling Corner

Monday thru Friday  
6:30am-10:30am  
12:00pm to 3:00pm  
5:00pm to 8:00pm

Weekends and Holidays  
7:30am to 9:30am  
12:00pm to 3:00pm  
5:00pm to 8:00pm

1. Equipment will not be removed from the Images Salon nor the Styling Corner for any purpose. All equipment will be cleaned and sanitized per the manufacturer's instructions. All equipment will be used in the manner for which it was designed. Unauthorized use of equipment will result in the inmate's permanent removal of using the Styling Corner and/or the removal of the equipment; thereby affecting the entire inmate population.
2. The maximum rated capacity of these areas is 4 inmates in the Images Salon and 8 inmates in the Styling Corner. Inmates without an appointment/assignment to this area or recognized as "loitering" may face disciplinary action. Congregating in the Styling Corner or Salon merely for visiting is not allowed.
3. Stylists are responsible for keeping the salon and their assigned kits orderly and clean. Inmates using the self-style area are responsible for cleaning up after themselves before leaving the salon.
4. There will be no eating or drinking in the salon nor in the self-style area. Minimal personal items are allowed.
5. No lettering or designs will be shaved into an inmate's hair. Braid designs will be scrutinized to determine appropriateness. Lettering or symbols made by braiding hair will not be allowed.
6. Horseplay will result in permanent removal from the salon for each person involved.

7. Inmates who have experience and are interested in working in the Images Salon should submit an Inmate Request to Staff form to the Captain.

## PROGRAMS AND SERVICES

### FOOD SERVICE

The Food Service Department provides you with a nutritionally balanced meal, based on a National Menu, served three times per day, in a cafeteria style setting. Except for any approved special diets, inmates in the Special Housing Unit receive the same nutritionally balanced meal as the general population. Units will be called to Mainline on a rotational basis, with E Unit/RDAP having priority each week.

Meal Times:

- Breakfast: 6:00-6:40 a.m., Monday through Friday.
- Continental Breakfast: 7:00 a.m. to 10 minutes after last Unit is called, Saturday, Sunday, Federal Holidays.
- Brunch: After 10:00 a.m. count clears to 10 minutes after the last Unit is called, Saturday, Sunday, Federal Holidays.
- Lunch: 11:00 a.m. to 10 minutes after last Unit is called, Monday through Friday.
- Dinner after 4:00 p.m. count clears to 10 minutes after last unit is called, 7 days per week.

### EDUCATION PROGRAMS

The Education Department at FCI Waseca offers a variety of courses and programs for the inmate population. Inmates are encouraged to be involved in education programs to assist them in overcoming identified skill deficits.

The Education Department is responsible for providing basic educational, training and testing, some release preparation programs, and vocational training (VT), and oversees the Career Resource Center, the Leisure Library, and the Law Library. An Education Handbook is available on the TRULINCS Electronic Bulletin Board which explains each program in more

detail. This Education Handbook can viewed at any time, can be printed at your expense, or is available in the Education Department.

The literacy standard for inmates in the institution is a high school diploma or equivalent. Inmates without a high school diploma or equivalent are not eligible to be promoted above grade four on any work assignment, are required to take the Test of Adult Basic Education, and will be enrolled in a two hour per day program for a minimum of 240 hours or until the high school equivalent is met. For those who are PLRA or VCCLEA violent offenders, failure to participate satisfactorily in GED programming can result in a loss of GCT. Failure to participate satisfactorily in GED programming once enrolled may result in disciplinary action under certain circumstances.

Offenders sentenced by the District of Columbia may be eligible for educational good time sentence credit as authorized by District of Columbia (D.C.) Code § 24-429, that reduces the amount of time to serve under a term of imprisonment. This policy applies to D.C. Code offenders in Bureau custody who committed their offenses before August 5, 2000, and completed designated education programs successfully while in Bureau custody on or after August 5, 1997. D.C. offenders can earn 5 days DCEGT for each month you were enrolled in a designated program, up to the maximum amount designated by the Bureau for the type of program successfully completed. Please note, however, that you are limited to 5 days per month DCEGT, even if enrolled in more than one designated program.

Currently, the Education Department has a number of Adult Continuing Education (ACE) classes, an Adult Occupational Education (AOE) college course in Office Administration through Riverland Community College, an AOE funded Cosmetology program, and Prisoners Assisting With Service dogs (PAWS) program through Can Do Canines, as well as two Vocational Training (VT) programs: Cabinetry/Framing, Horticulture (Landscape Technician Apprenticeship, Grounds & Turf Management, and Greenhouse Specialist). Enrollment in AOE, PAWS, or VT programs requires a GED or high school

diploma and applicants ordinarily must have clear conduct for one year prior to application.

## COSMETOLOGY SERVICES

Because FCI Waseca has a Cosmetology Adult Occupational Education (AOE ) program, certain services are offered to the inmate population as a learning tool. The Education Department can advise you on how and when you may schedule an appointment. Appointments will be no rescheduled nor will they accommodate a change in service once it is scheduled. Appointment's will only be made as needed for mandatory classroom training. Once all the mandatory hours per skill area are reached, no further appointments will be made available. Finally, appointments will not be made to maintain the service you had previously completed. We do not do touchups, perms, or relaxers.

## RECREATION DEPARTMENT

The Recreation Department is ordinarily open from 6:30 am-8:30 p.m. every day.

The Recreation Department offers a wide variety of athletic and leisure time activities for the inmate population. In addition to a full sized gymnasium, there are other indoor workout areas for aerobics, exercise machines, spin bikes, stretching and yoga. There is a large DVD library for workout and fitness videos available for check out, as well as DVD's on basic nutrition. Outdoor recreation areas offer a variety of activities, including racquetball, volleyball, bocce ball, tennis, frisbee golf, basketball, horseshoes, a multi-purpose field, and a large walking track, which is open year round. A variety of wellness classes are offered in the Recreation to address general wellness, nutrition, and fitness, etc. In season, the Recreation Department offers an opportunity to participate in a Community Flower Garden. Inmates may choose and purchase six varieties of seeds to plant and care for during the summer months. Basic gardening tools are provided and rainwater is collected and recycled for watering purposes.

Our diverse Hobby Craft programs consist of beading, leather craft, painting, chalk & pastel, drawing, card making and crochet, just to list a few. Hobby craft lockers are available in the Recreation area for inmates enrolled in the hobby craft program. Additionally, hobby craft totes are available through Recreation for inmates enrolled in unit-based hobby craft. The totes are stored in the housing unit, and certain hobby craft projects may be worked on in the housing unit. The totes may also be brought to Recreation as needed to work on hobby craft projects. For more information, refer to the Hobby Craft Tote Rules posted in Recreation. Hobby craft areas in Recreation are open on a daily basis.

The Recreation Department houses the leisure library, the Career Resource Center (CRC) and the Law Library. Leisure activities are supervised by the Recreation Department staff, and these programs contribute to good physical/mental health, good interpersonal relations, and stress reduction. There is a quarterly sign-up for leisure classes and sports league sign-up is seasonal. There are pool tables, a music room with a guitar, piano, and drums, as well as air hockey and foosball tables. There are also televisions mounted in Recreation for leisure viewing. The outdoor Recreation yard is usually open from dawn to dusk. Unit Recreation is also available seven days a week via checkout of board games, cards, and/or dominos from each housing unit officer's station.

The Recreation Department offers National Federation of Personal Trainers (NFPT) Certification and Advanced NFPT Certification through correspondence courses.

#### EAST COURTYARD PICNIC TABLE AREA RULES AND REGULATIONS

1. No food or beverage is allowed in this area, except water.
2. This area may not be used for socializing during open move times.

3. Inmates are not allowed to congregate in this area during non-move times.
4. You must leave the area and arrive at your destination within the 10 minute move.
5. The East Courtyard will be open during the Noon meal, and before the AM/PM work call movements on regular business days.
6. There will be no sunbathing, sleeping, or horseplay in this area. There will be no hairstyling or makeup application in this area.
7. At no time are inmates allowed to lie down on the picnic tables, nor sit on top of the picnic tables.
8. Inmates shall not cover their faces while utilizing this area.
9. Inmates shall not participate in unauthorized physical contact in this area. As a reminder, unauthorized physical contact will result in disciplinary action.

#### PSYCHOLOGY, DRUG ABUSE, AND PSYCHIATRY PROGRAMS

Inmates will be screened by Psychology Services Staff within 14 days. Psychology Staff work with inmates who have mental health or significant emotional problems. Inmates who need to be seen by a Psychiatrist are referred through Psychology. Inmates who have family problems, personal problems, or are in a crisis may also be seen for individual therapy. Typical groups offered include Trauma and Life Workshop, Resolve (Trauma and Recovery), Basic Cognitive Skills, Criminal Thinking, and Emotional Self-Regulation. Additionally, Illness Management and Recovery is offered to inmates who are identified as needing additional assistance in self-care due to a mental illness.

To see a Psychologist or participate in a group, you may submit a copout or see Psychology staff during their Open House hours on Mondays, Wednesdays, and Fridays, from 11:00- 11:30 a.m. If it is an emergency or you are thinking about hurting yourself or others, or hearing voices directing you to do so, contact your closest staff person or a Lieutenant who will contact

Psychology. If you think someone else is suicidal, please let staff know immediately.

Psychology offers a full range of substance abuse programs including Drug Education, Non-residential Drug Abuse Program, Residential Drug Abuse Program (RDAP), and follow up aftercare services. Some inmates are mandated to take Drug Education based on their documented use history, judicial recommendations, and/or violation behavior, but all other programs are voluntary. To participate in any of these programs, submit a copout to Psychology or the RDAP Coordinator.

Follow-up aftercare sessions are required for those who have completed RDAP. The purpose of these sessions is continued treatment. The sessions take place for at least one hour per month for up to twelve months after completing RDAP. Aftercare is usually a monthly group discussing personal issues, transitional issues, and relapse prevention; participation in a weekly self-help group; and individual assignments.

The Psychology Department trains a limited number of screened inmates to be Inmate Companions during suicide watches, as authorized by the Warden. These inmates are specially trained for this detail. If you have an interest in becoming an Inmate Companion, see Psychology Services Staff during their Open House hours.

### **PRISON RAPE ELIMINATION ACT OF 2003 (PREA)**

The Prison Rape Elimination Act of 2003 mandates the Bureau of Prisons to adhere to specific standards in compliance with a no-tolerance philosophy for sexual victimization. The Bureau's policy on Sexually Abusive Behavior Prevention and Intervention provides guidance on the implementation of practices in compliance with PREA standards. Sexually Abusive Behavior Prevention and Intervention information and reporting options are located toward the end of this handbook (released March 2014).

When an agency conducts investigations into allegations of sexual abuse and sexual harassment, it shall do so promptly, thoroughly, and objectively for all allegations, including third party and anonymous reports. At the conclusion of the investigation, the allegations must be indicated as:

- Substantiated (evidence indicates the allegation likely happened).
- Unsubstantiated (the allegation may have happened but there is insufficient evidence to prove it).
- Unfounded (evidence indicates the allegation could not have happened).

Following an investigation into an inmate's allegation that he or she suffered sexual abuse or harassment in an agency facility, the agency shall inform the inmate as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded. Substantiated allegations of conduct that appear to be criminal shall be referred for prosecution.

The institution PREA Compliance Manager monitors staff and inmates who have reported sexual abuse allegations to protect them from retaliation for 90 days following an allegation. However, if the initial monitoring indicates a continuing need, periodic status checks occur. The obligation to monitor shall terminate if the agency determines that the allegation is unfounded.

Staff shall be subject to disciplinary sanctions up to and including termination for violating agency sexual abuse or sexual harassment policies.

Inmates shall be subject to disciplinary sanctions pursuant to a formal disciplinary process following an administrative finding that the inmate engaged in inmate-on-inmate sexual abuse or harassment or following a criminal finding of guilt for inmate-on-inmate sexual abuse/harassment.

## **Be advised both male and female staff routinely work and visit inmate housing areas.**

Advocacy services for inmates who have been sexually abused, assaulted, or sexually harassed during their term of incarceration are available through Committee Against Domestic Abuse (CADA). Through a Gratuitous Service Agreement with CADA, inmates have access to confidential rape crisis counseling and victim advocacy/support services.

If you are a victim of a sexual abuse incident occurring in the BOP, and you desire to make a confidential telephone call to a Rape Crisis Counselor (RCC) from CADA, you may request to do so through any staff member. Staff will facilitate a telephone call which is visually monitored, but is not listened to or recorded, to afford you confidential access to advocacy and counseling support services.

You may also write to CADA for information and resources:

Committee Against Domestic Abuse (CADA)  
P.O. Box 466  
Mankato, MN 56002  
1-800-477-0466 \*

\*This telephone number cannot be dialed on the ITS lines.

## **ESCORTED TRIPS**

Bedside visits and funeral trips may be considered for inmates when an immediate family member is seriously ill, in critical condition, or has passed away. If approved, the escort procedures, including any necessary restraints, will be determined by a thorough review of the inmate's custody classification, including historical factors, institutional adjustment, and any unusual circumstances. All expenses will be borne by the inmate or the inmate's family, except for the first eight hours of each day that the employee is on duty. There are occasions when an escorted trip is not approved, even when all policy-required conditions have been met, based on a

determination that the perceived danger to Bureau of Prisons staff during the proposed visit is too great, or the security concerns about the individual inmate outweigh any potential benefit.

## **FURLOUGHS**

A furlough is an authorized absence from an institution by an inmate who is not under escort of a staff member, a U.S. Marshal or 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. Furloughs may also be considered for certain community based services projects, medical treatment, and family crisis situations. An inmate must have Community Custody to be considered for a furlough opportunity. Except in crisis situations, furlough requests should be discussed with your Unit Team at your scheduled program review meeting.

## **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 considered for a marriage ceremony while incarcerated, the Warden may authorize her to do so, under certain conditions. All expenses of the marriage will be paid by the inmate or the inmate's fiancé. Government funds may not be used for marriage expenses. If an inmate desires to pursue this request, she must refer to our current Institution Supplement on Inmate Marriages for further guidance.

Upon request of the inmate, the Chaplain will assist that inmate in preparing for an approved marriage; for example, by providing, or arranging for an inmate to receive, pre-nuptial marriage counseling.

There are occasions when a request to marry is not approved, even when all policy-required conditions have been met, based on a determination that the perceived danger to Bureau of Prisons staff during the proposed visit is too great, or the security concerns about the individual inmate outweigh any potential benefit.

## RELEASE PLANNING

Reentry planning begins on the first day of incarceration. Research shows that most crimes are committed by offenders who leave prison ill-prepared to live law abiding lives and return to familiar behavioral patterns that include criminal conduct. Studies show you are more likely to transition smoothly and stay out of prison if you possess competence in certain skill areas, including but not limited to: Academic, Vocational Training/Career, Interpersonal, Wellness, Mental Health, Character, Cognitive, Leisure, and Daily Living. Goals and program recommendations will be made based on these identified areas.

Some programs are offered to fulfill specific pre-release requirements under the Release Preparation Program (RPP) for finding medical resources, employment, personal finance, release procedures, Residential Reentry Center (RRC) & United States Probation Office (USPO) supervision, and personal growth & development.

All inmates are reviewed for Residential Reentry Center (RRC) placements (i.e. halfway house or home detention) under the provisions of the Second Chance Act. However, not all inmates will be considered appropriate for such placement (i.e. active warrants/detainers, risk to public safety).

If you are eligible, furloughs for specific release planning purposes may be considered.

The Career Resource Center (CRC) is located in Recreation next to the inmate Leisure Library. The CRC is dedicated to preparing inmates for release. Computers are available, providing instruction in keyboarding, word processing, and resume writing. Inmates near release are strongly encouraged to prepare and print a resume and covers letters to assist in successful release planning. Log in onto the computers requires a password which can be obtained by submitting a cop-out to Education. The CRC also contains various materials to assist in release planning. These items include resource books and DVD's on subjects such as dress for success, developing interviewing skills, conducting job searches, career development, empowerment, keeping a job, and communication skills. Binders of release information for each state are available in the CRC as well as birth certificate applications and numerous contacts in the community (i.e. workforce center, housing authority, Department of Motor Vehicles (DMV), child support enforcement, child protection services, etc).

Additionally, the Education Department hosts a Mock Job Fair and a Resource Fair annually, in collaboration with other institution departments and outside partnerships to assist in inmate transition.

## RESIDENTIAL REENTRY CENTERS, HOME DETENTION, AND FEDERAL LOCATION MONITORING (FLM)

The community based residential programs available include both typical Residential Reentry Centers (RRCs) and local detention facilities. Each provides a residence and work release, and most also offer structured programs 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, including programs and services. Your payment rate during RRC is 25% of your gross income.

Most Bureau of Prisons community based residential programs are provided in RRCs. These facilities contract with the Bureau of Prisons to provide residential correctional programs near the offender's home community. RRCs are used primarily for three types of offenders:

1. Those nearing release from a BOP institution, as a transitional service while the offender is finding a job, locating a place to live, and reestablishing family ties.
2. Those under community supervision who need guidance and supportive services beyond what can be provided through regular supervision.
3. Those serving short sentences of imprisonment and terms of community confinement.

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 more restrictive setting. Except for employment and other required activities, the offenders in this second component must remain at the RRC, where recreation, visiting, and other activities are provided in-house.

The other option for community based residential programming is local detention facilities. Some local jails and detention centers are used to confine offenders serving short sentences. Many have work release programs where an offender is employed in the community during the day and returns to the institution at night. These facilities may also be used for offenders sentenced to terms of intermittent confinement such as nights, weekends, or other short intervals. Some of these local facilities have work release programs similar to the community Corrections Component in a RRC, serving to facilitate the transition from the institution to the community.

You may be eligible for home detention during the last 10 percent of your sentence, a status which is ultimately determined by the Residential Reentry Manager (RRM). Having a secure residence within commuting distance to the RRC, having employment secured, and having family support increase your chances of being approved for home detention.

Federal Location Monitoring program allows BOP staff to request U.S. Probation Offices to accept inmates directly onto supervision on some form of location monitoring during the final 10% of the term of imprisonment, not to exceed 6 months, whichever is less. Typically, inmates referred and accepted for FLM bypass traditional RRC placement, or are placed on FLM after a brief stay in an RRC. The program targets minimum security inmates with minimal supervision needs.

## RELIGIOUS PROGRAMS

Every individual may voluntarily pursue religious beliefs and practices. The goal of the Chapel is to assist you in: searching, growing, and making new commitments, worshiping, learning, fellowship, and serving.

Inmate participation in programs, fasts, meals, etc., is restricted by religious preference. Written requests to participate in these activities must be received by the Chaplain no more than ninety and no less than sixty days prior to the activity. Inmates are expected to arrange with their work detail supervisors regarding work proscription time off. Inmates arriving after the deadline may submit their written requests up to ten days after arrival at the institution.

The Threshold Program is a non-residential faith-based program which focuses on: managing mental and emotional health, decision-making, personal relationships, accepting personal responsibility, daily living, wellness, continued educational growth, positive use of leisure time, and spirituality/spiritual growth. The program is approximately six to nine months in duration. This program is part of the Bureau of Prison's Reentry Initiative which is in compliance with the Second Chance Act of 2007. This program is offered in English and Spanish.

The Mentor Coordinator establishes partnerships with faith-based organizations for mentoring opportunities locally and nationwide to assist inmates in meeting their reentry needs. This person assists the Chaplain in Religious Services programming and other Reentry Programs at this facility. This person oversees Celebrate Recovery, a faith-based recovery program for all addictions.

The Mentor Coordinator has information and applications for the Prisoner Visitation and Support (PVS) Program, a Bureau of Prisons authorized program sponsored by a number of faith-based and service organizations. PVS is a volunteer visitor program focusing on those prisoners who do not ordinarily receive visits from family and friends, who want or need supportive human contact, who are in solitary confinement, or are serving long sentences.

#### INMATE FINANCIAL RESPONSIBILITY PROGRAM

Working closely with the Administrative Office of the Courts and the Department of Justice, FCI Waseca administers a systematic payment program for court imposed fines, fees, and costs. All designated inmates are requested to develop a financial plan to meet their financial obligations. These obligations may include: Special assessments imposed under 18 USC 3013, court ordered restitution, fines and court costs, judgments in favor of the U.S., other debts owed the Federal Government, and other court ordered obligations (e.g., child support, alimony, other judgments). Institution staff assist in planning, but you are responsible for making all payments required, either from earnings within the institution or from outside resources. If you refuse to participate in this program designed to help you meet your financial obligations, or you refuse to participate at the designated level based on your resources, there are a number of ramifications:

1. Where applicable, the United States Parole Commission will be notified.
2. You will not be eligible for a furlough.

3. You will not receive performance pay above the maintenance pay level, or bonus pay or vacation pay.
4. You will not be assigned to any work detail outside the secure perimeter of the facility.
5. You will not be permitted to remain on the UNICOR waiting list or work in UNICOR.
6. You will not be permitted to purchase any items in excess of \$25.00 per month, excluding stamps, telephone credits, Kosher/Halal certified shelf-stable entrees, and over-the-counter medications.
7. You will be quartered in the lowest housing status, unless there is a medical authorization from medical personnel.
8. You will not be placed in a community-based program (i.e. RRC, home confinement, etc.).
9. You will not receive a release gratuity.
10. You will not receive an incentive for participation in residential drug treatment programs (i.e. early release, financial awards, and maximum RRC placement).
11. Your responsibility score on the Custody Classification form (BP-338) will be zero for both Living Skills and Program Participation.
12. You will not be authorized a vacation from your work detail. 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, quarters assignments, and eligibility for community activities.

#### FEDERAL PRISON INDUSTRIES (UNICOR)

It is the policy of UNICOR to employ and train inmates within the Bureau of Prisons. Please send an Inmate Request to Staff (copout) to your Correctional Counselor if you are interested in being placed on one of the waiting lists to work in UNICOR. The waiting lists are: FPIPRI (prior UNICOR experience and meet certain guidelines); FPIFRP (for those who have fines in excess of \$1,000); FP24M (for those within 2 years of their projected release date); FPIVET (for inmates who are verified veterans of the U.S. Armed Forces; and FPIOTH for anyone who does not qualify to be placed on any of the other waiting lists. The UNICOR Factory currently produces military shorts

and is a textile sewing factory. Other positions within UNICOR include maintenance, packaging, quality assurance, business office, and warehouse (Outside Gate Pass Detail).

If you have Court-ordered financial obligations, and you work in UNICOR, 50 percent of your UNICOR pay is automatically withdrawn as a payment of your Court ordered obligation(s). If you do not participate in the Inmate Financial Responsibility Program (FRP), you cannot be placed on the UNICOR Waiting List nor can you work in UNICOR.

As employment needs arise, UNICOR Staff will place inmates on call out for an interview, selecting from the waiting lists above, as deemed appropriate, to fill vacancies.

## HEALTH CARE RIGHTS AND RESPONSIBILITIES

While in the custody of the Federal Bureau of Prisons you have the right to receive health care in a manner that recognizes your basic human rights.

### HEALTHCARE RIGHTS:

1. You have the right to access health care services based on the local procedures at your institution. Health services include medical sick call, dental sick call, and all support services. If inmate co-pay exists in your institution, health services cannot be denied due to lack (verified) of personal funds to pay for your care.
2. You have the right to know the name and professional status of your health care provider and to be treated with respect, consideration and dignity.
3. You have the right to address any concerns regarding your care to any member of the institution staff including the Physician, Health Services Administrator, members of your Unit Team, the Associate Warden, and the Warden.
4. You have the right to provide the Bureau of Prisons with Advanced Directives or a Living Will that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.
5. You have the right to be provided with information regarding

your diagnosis, treatment and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.

6. You have the right to obtain copies of certain releasable portions of your medical record.
7. You have the right to be examined in privacy.
8. You have the right to participate in health promotion and disease prevention programs, including programs providing education regarding infectious diseases.
9. You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.
12. You have the right to request a routine physical examination, as defined by BOP policy. If you are under the age of 50, once every three years. If over the age of 50 once a year, and within a year of your release.
13. You have the right to dental care as defined in Bureau of Prisons' policy to include preventative 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. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.
16. You have the right to question or appeal a co-payment charge for medical services rendered to you or to someone you injured.

## HEALTHCARE RESPONSIBILITIES:

1. You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you by health care providers. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.
2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
3. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form (Copout), or the accepted Inmate Grievance Procedures.
4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the responsibility to keep this information confidential.
6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the responsibility to comply with security procedures should security be required during your examination.
8. You have the responsibility to maintain your health and not endanger yourself, or others, by participating in activities that could result in the spreading or catching an infectious disease.
9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.
10. You have the responsibility to be honest with your health care provider (s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed items.
11. You have the responsibility to eat healthy and not abuse or waste food or drink.

12. You have the responsibility to notify medical staff you wish to have an examination.

13. You have the responsibility to maintain your oral hygiene and health.

14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow no smoking regulations.

15. You have the responsibility to be counseled regarding the possible ill effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

16. You are responsible for a \$2.00 payment for medical services you request and for services rendered to someone you injured according to BOP policy.

## MEDICAL CARE AND TRIAGE

### MEDICAL SICK CALL

If you are in need of routine, non-emergent medical attention, you will ordinarily go to the Health Services Department for Sick Call Monday, Tuesday, Thursday, Friday between the hours of 6:30 a.m. and 7:00 a.m. You are required to present your Commissary I.D. Card in order to sign up for Sick Call. You will be screened by the triage nurse or paramedic to assess the severity of your health issue and schedule an appointment in priority order. You will most likely NOT be treated at that time, but will be placed on callout for a future appointment. Inmates who request medical appointments will be charged a \$2.00 copay. You are advised to be prompt to any scheduled appointment; if you are late or do not show up for your appointment, it will be cancelled and you will need to reschedule through the Sick Call process and you will still be charged the \$2.00 copay. You may also be subject to disciplinary action for missing the appointment.

Inmates will not be charged a fee for referrals from medical staff, prescribed follow-up appointments, treatment of injuries (unless self-inflicted), emergency medical problems, treatment of infectious disease, chronic care clinics, or periodic health

assessments, or when you meet indigent status as determined by TRUWEB and indigent guidelines.

An “emergency” is defined as “a suddenly occurring medical or dental condition which, without immediate attention, may result in permanent disability or death.” Examples of medical emergencies include heart attack, inability to breathe, allergic reaction, or a serious injury. It is important that a staff member be notified immediately of a medical emergency in order for health services staff to respond. Emergency medical care can be provided in the Health Services department, and if necessary you may be transferred to a community-based emergency room. Many Over the Counter (OTC) Medications are available in the Commissary for your purchase. Inmates are encouraged to prepare for the flu and allergy seasons, recreational injuries, and other minor ailments by purchasing comfort medications ahead of time. Inmates, who are on indigent status, carrying a balance of less than \$6.00 in their accounts over the previous thirty days, may request OTC Medication through Sick Call. You may purchase OTC Medication on any shopping day in the Commissary. You must have a completed Commissary List (on regular shopping day) or an OTC Medications Only List (on non-shopping day). Inmates in Special Housing will utilize the same general procedure to request sick call appointments; Clinical staff will make rounds every morning to collect Sick Call Forms and will schedule appointments with your assigned provider according to national scheduling guidelines. Policies regarding Primary Care Provider Team (PCPT), copay and use of OTC Medications generally apply similarly to inmates in Special Housing Unit (SHU), with the exception of only one night of available Commissary shopping to purchase OTC Medications. Pill line is administered in SHU twice per day.

## DENTAL SICK CALL

Inmates with dental emergencies can be seen during Dental Sick Call on Mondays, Tuesdays, Thursdays, and Fridays. Inmates must request a Sick Call Form from the staff at the Pill Line Window, during Medical Sick Call hours. After completing the form, it must be turned in at the Pill Line Window. Dental

Sick Call will be triaged; urgent concerns will be addressed forthwith; less urgent concerns will be scheduled via Call-Out. Examples of dental emergencies include swelling, pain that interferes with normal eating and sleeping, and injuries. Dental Sick Call is for emergencies only, and treatment goals will be to relieve the symptoms.

## ROUTINE DENTAL CARE

Anyone desiring routine dental care may have their name added to the waiting list by sending an Inmate Request to Staff (Cop-Out) to the Health Services Department. The Bureau of Prisons uses a National Waiting List for routine dental care. If an inmate was placed on the National Routine Dental Care List at a previous institution, with no break in custody, they will retain their standing on the list at the new institution. Appointments for a "prophy" (cleaning) and a dental examination will be posted using the Call-Out system. A written treatment plan will be developed during the examination appointment. Recommended treatment, such as a "prophy," fillings, extractions, or dentures, will be performed at subsequent visits. Treatment options will be discussed during the treatment planning visit, and reasonable accommodations made. However, if the patient refuses what the dentist determines to be significant portions of the treatment plan, the dentist may terminate all but emergency dental care. Likewise, refusal of necessary diagnostic tests (such as x-rays) may be grounds to halt treatment.

For routine dental care, patients are seen in the order that their requests are received. In order to be fair to everyone, no individual will be moved ahead of another who has been waiting longer. Two missed appointments within a six month period will result in removal from the Routine Dental Care List. You will be required to submit a new request if you wish to be placed back on the list.

All necessary supplies to maintain good oral hygiene are available for purchase through the Commissary or monthly issue from the Laundry. The dental clinic does not supply toothbrushes, toothpaste, or dental floss. Inmates are required to demonstrate they are practicing adequate and proper oral hygiene prior to the delivery of non-emergency treatment. The dentist may discontinue care at any time if it becomes apparent the inmate is not practicing proper oral hygiene. Inmates will still have access to emergency dental care.

Partial dentures will be made only if the patient is missing a significant number of teeth (as determined by the dentist). Patients who desire an annual cleaning and dental exam must submit a new Inmate Request to Staff six months to one year after their initial cleaning.

### CHRONIC CARE APPOINTMENTS

During your intake physical, all medical conditions will be assessed by the Health Services Staff to determine if your medical conditions require regular monitoring. If so, you will be placed into a Chronic Care Clinic for your specific condition. During this clinic visit your condition will be assessed and you will be prescribed medications, testing and, if needed, restrictions given. Your clinic visit is very important because this allows for both you and our staff to assess the success of your treatment plan and make adjustments as needed. When you come to a clinic visit, you will need to bring all of your medications and restriction documentation.

### PRESCRIPTION MEDICATIONS

There are two types of prescription medications that can be provided to you by Health Services Staff. The first is a medication you can carry and take on your own. This medication must be kept in the container it is issued to you in. Do NOT put more than one medication in any container. The second is a medication that is not authorized to be taken outside of the Health Services Department (i.e. Pill line medication).

Below are the procedures you must follow to receive a pill line medication.

### PHARMACY SERVICES

Pharmacy hours are normally 7:30 a.m.-4:00 p.m., Monday through Friday except on federal Holidays.

Prescriptions written at a Sick Call visit will normally be filled and dispensed the same day. Instructions and information about the medications will be provided. If you have prescriptions that have been authorized for refills, you should submit a refill request via the TRULINCS Prescription Refill Service. Request a refill at least 2 or 3 days before you run out of medication. New and refilled prescriptions may be picked up at the pharmacy window at 11:30 a.m. Monday through Friday. You MUST bring your ID. There is no prescription pick up on weekends or holidays. A Pharmacy Open House will be conducted every Thursday between 11:30 a.m.-12:00 p.m. This open house is available for you to discuss any medication concerns and questions.

### OTC MEDICATIONS

Inmates are required to purchase Over the Counter (OTC) Medications from the Commissary for the symptomatic treatment of minor conditions such as complaints of occasional constipation, seasonal allergies, gastro-intestinal upset, dandruff, uncomplicated athlete's foot, acne, chapped lips, dry hands, muscle aches due to exertion. Indigent inmates will be referred to the OTC Program established by Health Services for minor ailments in lieu of going to the Commissary. A list of indigent inmates will be retrieved on a daily basis by Health Services Staff. Inmates who average a daily account balance of less than \$6.00 over the previous 30 days will be considered indigent for these purposes. Inmates in the Special Housing Unit will be allowed to purchase OTC Medications one day per week. Inmates in the general population may purchase OTC Medications during any shopping day in Commissary. A completed Commissary List is required (regular shopping day) or OTC Medications Only List (non-regular shopping day).

## PILL LINE PROCEDURES

You will be assigned to a specific Pill Line to receive medication not authorized to be on the compound. Pill Line medications are administered at the 6:30 a.m. and/or 7:10 p.m. Pill Lines Monday through Friday and at the 9:00 a.m. and/or 6:10 p.m. Pill Lines on weekends and holidays. **YOUR ID IS REQUIRED AT ALL PILL LINES.** No Over-the-Counter (OTC) or Self-Carry Medication will be given at Pill Line.

Current Pill Line times are:

Monday - Friday    Morning Pill Line  
6:30 a.m.    General Population

Evening Pill Line  
7:10 p.m.    General Population

Saturday/Sunday: Morning Pill Line  
9:00 a.m.    General Population

Evening Pill Line  
6:10 p.m.    General Population

A "diabetic only" Insulin Pill Line is held at 6:15 a.m. and 4:30 p.m. (when count clears) Monday-Friday; on Saturdays, Sundays, and Holidays, the "diabetic only" Insulin Pill Line is held at 8:45 am and 4:30 pm. (when count clears).

You are to report to Pill Line with your inmate ID Card. This card will be utilized to identify you and the specific medications you take. You can take a cup from the window and get water from the fountain next to the Pill Line window. Your medication will be crushed by the medical staff and then handed to you. You must take and swallow your medication in front of the medical staff. All medication and water cups will be disposed of in the trash bin next to the Pill Line window. You cannot remove either cup or any Pill Line medication from the Health Services area. Prior to leaving the area you will be required to open your mouth and hands to show that your medication is not being

concealed. If it is determined you have failed to follow the above procedures, you will be held accountable through the inmate disciplinary process. If you decide you do not want to take your Pill Line medication, you must report to the Pill Line to refuse the medication until you have signed a Medical Refusal Form. You must make an appointment through the normal Sick Call procedures to sign the Medical Refusal Form.

## TUBERCULOSIS (PPD) TESTING

All inmates new to the Bureau of Prisons are tested for Tuberculosis exposure via the placement of a PPD. All inmates with previous negative results from a PPD Test will be re-tested annually. Those inmates with a history of a positive PPD skin test will have a chest x-ray. Inmates will be placed on call-out for their appointments for testing and/or chest x-ray.

## IMMUNIZATIONS

The Bureau of Prisons follows the recommendations of the Centers for Disease Control (CDC) regarding immunization schedules and doses. Influenza (FLU) vaccinations are made available to all inmates each fall. Notification of the immunization availability and procedures for obtaining it is posted in each housing unit prior to the dates of immunization.

## INMATE DRESS CODE FOR SICK CALL & MEDICAL/DENTAL APPOINTMENTS

Inmates reporting for an appointment or call-out, Sick Call, or picking up prescriptions during daytime hours 6:00 a.m.- 4:00 p.m., must be dressed in institution greens or approved work clothing. Recreation attire, including sweatpants, shorts, and tennis shoes are not approved for visits to Health Services. Except in emergency situations, inmates reporting to Health Services will be refused care if dressed in non-approved clothing, and requested to return wearing appropriate attire. Inmates must have their institution ID Card with them during each visit to Health Services.

## PHYSICAL AND PERIODIC HEALTH EXAMINATIONS

New inmates to the BOP will receive a physical examination within 14 days of arrival. Routine physicals may be requested every 3 years for inmates under age 50 and every year for those over 50. Inmates will be placed on callout for physical examinations. Other preventive appointments, including physical and dental examinations, laboratory testing, PAP smears, mammograms, pregnancy testing and vision screening will be offered when clinically indicated. Those inmates transferring from other institutions will not undergo these initial tests again, unless a review of the medical record indicates that the tests are necessary for preventive healthcare or clinical indications.

## MEDICAL DUTY STATUS AND EQUIPMENT

Your Medical Duty Status will be assigned at the time of your initial physical. Changes in your health may require a change in your duty status, either permanently or temporarily. Likewise, recreation restrictions may be necessary. Medical equipment such as ACE wraps, canes, knee braces, etc. requires authorization from medical staff. Duty status and authorized equipment issued at another institution may not necessarily be continued at FCI Waseca, at the discretion of the clinical staff.

## MEDICAL IDLE AND MEDICAL CONVALESCENCE

A medical idle or "lay in" removes you from your job duty for up to three days. Medical convalescence removes you from your job duty for three or more days. This assignment is generally given for a period of recovery, respite, or long term disability which prevents you from working. Bed rest restriction means you must remain in your room. You may not wander around the unit or watch television.

During medical idle and bed rest restriction, you are restricted to the unit except for meals, visits, callouts, law library visits, and religious activities. You will be considered out of bounds if you are found to be utilizing any other area of recreation or found in an area of the institution in which you are not authorized to be

while on medical idle. You may receive an incident report and be returned to work status. During medical convalescence, you may be allowed to utilize other areas of the institution, depending on the reason for the convalescence status and subject to restrictions imposed and/or lifted by medical staff.

## OUTSIDE MEDICAL CONSULTATION

At times, your Health Care Provider may request a consultation from an outside medical provider. These consultations are reviewed by the Utilization Review Committee (URC) for approval or denial. Inmates will be notified of the Committee's decision via TRULINCS and approved consultations will be scheduled on the basis of urgency of need.

## SOFT SHOES

Soft shoes are authorized only when medically necessary. Clinical practitioners refer to a specific set of criteria when determining the need for soft shoes. Institution issued shoes have been approved as both an orthopedic shoe and a diabetic shoe and are designed to provide maximum comfort for those with special needs while meeting the need for a safety shoe as required in work areas. In rare instances, for certain conditions, a tennis shoe restriction may be authorized by medical. This is not the same thing as a soft shoe restriction. If you are issued a soft shoe restriction or a tennis shoe restriction from medical, you should plan to carry the medical authorization with you at all times outside of the housing unit, and produce it to any staff inquiring about your shoe status.

## LOWER BUNKS

Lower bunks are authorized only when medically indicated. Clinical Practitioners refer to a specific set of criteria for issuance of these permits. You will not automatically have a lower bunk continued from a previous institution. If you meet the criteria for a lower bunk one can be issued by your clinician.

## EYE CARE

If you arrive at the institution with unauthorized eyewear, you will be examined by the Optometrist and institution glasses will be issued. If you are having difficulty with your vision, please sign up for Sick Call Triage. Two pairs of glasses are allowed. The BOP will provide you with one pair every two years. You may not purchase glasses from an outside vendor or receive them from a family member. Tinted or transitional lenses are not approved unless medically indicated. Contact lenses are not authorized unless medically necessary and approved by an Optometrist and the Clinical Director. Sunglasses may not be worn inside any building unless medically indicated and authorized by Health Services. Inmates may request an eye examination every two years. If you are interested, submit a Request to Staff (cop-out) to Health Services. Inmates may request an eye examination every two years through the Sick Call Triage process.

## MEDICAL RECORDS - RELEASE OF INFORMATION

You may review your medical record in the presence of a clinical member of the Health Services Staff. With receipt of an Inmate Request to Staff (cop-out) to the Health Services Administrator or Medical Records, you may request copies of your medical record. Portions of your medical record may be Freedom of Information Exempt. You will be informed of exempted materials and provided information on how you may obtain these additional copies. The first 240 pages of your record are provided at no cost. Copies in excess of the 240 free pages are charged at the rate of ten cents per page after the first 100 and deducted from your commissary account. In order to maximize time effectiveness, please be specific when requesting materials, referencing either a particular time frame of care or specific documents.

## LIVING WILLS AND ADVANCED DIRECTIVES

Living Wills and Advanced Directives allow a competent person to make binding declarations regarding medical treatment and

care provided, in the event that the patient is no longer competent to make such decisions. Assistance with Living Wills and Advanced Directives can be obtained through the Health Services Administrator or through your private attorney.

## HIV AND AIDS

HIV stands for Human Immunodeficiency Virus. It is the virus that causes AIDS - Acquired Immunodeficiency Syndrome. HIV is spread from one person to another through sex and blood-to-blood contact. When someone becomes infected with HIV, the virus attacks that person's immune system. A person develops AIDS when her immune system becomes so damaged that it can no longer fight off diseases and infections. These diseases and infections can be fatal. Most people get infected with HIV by having sex or sharing needles with someone who already has the virus. It may take up to ten years or more for people who are infected with HIV to develop AIDS. They may look and feel healthy for years after becoming infected. They may not know they are infected. Even so, they may infect others. All inmates are tested for HIV upon intake. Thereafter, testing may be requested through the Sick Call process. Inmates will receive counseling after the test. If you think that you may be infected with HIV, or have risk factors, you may request a blood test. These tests look for the presence of HIV antibodies in the blood as a sign of the virus. Often it takes weeks or months to develop antibodies, and therefore be detected in the blood.

## HEALTH PROMOTION AND DISEASE PREVENTION

While you are in the custody of the Bureau of Prisons, every effort will be made to provide you with medical care of a similar level and quality that you would receive in the community. One of the most important changes occurring nationwide, both in the community and within the prison system, is an increasing emphasis on maintaining health and preventing disease rather than merely treating disease after it develops. Many of the leading causes of disease and death are conditions that can, at least to some degree, be prevented. The goal of a Health Promotion and Disease Prevention Program is to assist those

interested (and encourage those who aren't interested) to work toward attaining and maintaining a state of "wellness." We encourage you to exercise, eat properly, and maintain your spiritual and mental health. There are excellent programs available in Recreation, Psychology, Religious Services, and Health Services. Food Service offers heart healthy foods on the menu. The Health Services providers can offer advice on healthy lifestyles.

Health Services offers Open House hours conducted by the Health Services Administrator and/or Assistant Health Services Administrator every Thursday at 9:30 a.m. This Open House is to address concerns and questions about care and administrative questions. Inmates must obtain permission from their assigned detail foreman, if applicable, to attend Health Services' Open House.

#### DNA SAMPLE COLLECTION

This notice is to advise you that you are subject to DNA Sample collection. The Bureau's authorities to collect DNA Samples from persons in BOP custody are as follows:

- Title 42 U.S.C. § 14135a, Collection and use of DNA identification information from certain Federal offenders;
- Title 42 U.S.C. § 14135b, Collection and use of DNA identification information from certain District of Columbia offenders; and
- Title 28 C.F.R. § 28.12.

Pursuant to these authorities, the Bureau will collect DNA samples from persons in Bureau custody who are:

- Convicted of any federal offense (felony or misdemeanor);
- Convicted of any Uniform Code of Military Justice (military) offense (felony or misdemeanor);
- Convicted of a qualifying D.C. Code offense;
- Arrested or facing charges (pretrial inmates); and
- Non-United States persons who are detained under the authority of the United States (including the Bureau)

(persons who are not United States citizens and who are not lawfully admitted for permanent residence as defined by 8 C.F.R. § 1.1 (b)).

Staff should use reasonable efforts to confirm an inmate's claim she has previously provided a DNA Sample pursuant to the DNA Act. If an inmate states she has previously had a DNA Sample collected pursuant to the DNA Act, Unit Team will use reasonable efforts to contact the appropriate agency and confirm the claim.

Consequences for refusing to provide a DNA Sample include an incident report(s), progressive administrative sanctions, and possible criminal prosecution, See 42 U.S.C. § 14135a(a) (5). If these efforts fail, or the inmate is approaching her release date, standard "Use of Force" protocols (including standard confrontation avoidance procedures) must be invoked, using only the amount of force necessary to obtain a DNA sample. In instances where calculated use of force is necessary, it is recommended that a blood sample be obtained. In any instance where Use of Force is necessary, and the DNA blood collection method has to be used, Health Services Staff (Clinical Staff, non-contract) will obtain the sample.

#### SOCIAL WORKER

FCI Waseca has a licensed Social Worker on staff, whose duties include assisting pregnant inmates, assisting with discharge planning under certain circumstances, and assistance with accessing benefits for successful re-entry. The Social Worker on staff can also provide general information regarding the child welfare/custodial process in regards to child welfare concerns. In addition, the Social Worker conducts programming that assists in successful re-entry.

Appointments with the Social Worker are ordinarily initiated through a referral process by the Unit Team. However, the Social Worker offers Open House hours every Thursday from 9:30-10:30.

## INMATE CORRESPONDENCE

### INCOMING CORRESPONDENCE

First Class Mail is distributed Monday through Friday (except Holidays) evenings by the evening watch officer in each housing unit. Newspapers and magazines will generally be delivered at this time also. Legal and Special Mail will be delivered by a member of your Unit Team as soon as possible after it is received. The number of incoming letters you may receive will not be limited unless the number received places an unreasonable burden on the institution. No layered or musical are allowed. You may not have an accumulation of more than 25 letters (including greeting cards) in your living quarters. You may only receive 25 photographs (no Polaroids) per day. You may have 25 loose photographs in your living quarters; the rest must be placed in a photo album and stored in your assigned locker.

### SPECIAL MAIL

"Special Mail" is a category of correspondence which may be sent out to the institution unopened and unread by staff, which includes correspondence to: President and Vice-President of the United States, U.S. Department of Justice (including Bureau of Prisons), U.S. Attorney's Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts, U.S. Probation Officers, Members of the U.S. Congress, Embassies 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 Officers, Attorneys and Representatives of the news media.

Special Mail also includes mail received from the following: President and Vice-President of the United States, Attorneys, Members of U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons), other Federal law enforcement officers, U.S. Attorneys, State

Attorney Generals, Prosecuting Attorneys, Governors, U.S. Courts and State Courts.

A designated staff member opens incoming Special Mail in the presence of the inmate; this is usually done by a member of your Unit Team. These items will be checked for physical contraband and for qualification as special mail; the correspondence will not be read or copied if the sender has accurately identified himself/herself on the envelope as an attorney (the title "Esquire" does not qualify) and the front of the envelope clearly indicates that the correspondence is special mail only to be opened in the presence of the inmate. 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.

### OUTGOING SPECIAL MAIL AND LEGAL MAIL

Inmates must deliver their own outgoing special/legal mail directly to the Correctional Systems Officer who will be available by the Visiting Room elevator from 3:30 p.m. to 3:40 p.m. Monday through Friday, excluding Holidays. Special Mail may also be delivered during Correctional Systems Department Open House, Wednesdays and Thursdays from 11:30 a.m. to 12:00 p.m. The inmate must show their Identification/ Commissary Card to the Correctional Systems Officer at the time of delivery. If the piece of mail does not belong to you, if the return address on the envelope is inaccurate, or if it does not qualify as outgoing Special Mail (refer to the Correspondence Program Statement, 5265.14), it will not be accepted by the Correctional Systems Officer as Special Mail. Inmates housed in the Special Housing Unit (SHU) will continue to give their Special Mail to the SHU Officer and request it be treated as Special Mail. The Officer will then place the Special Mail in a designated mail bag to separate it from the general correspondence.

If Special Mail is considered a package i.e., weighs 16 ounces or more, a Form BP-329, Request for Authorization to Mail Inmate Package, must be obtained through your Unit Team. All

outgoing Special Mail will be subject to x-raying before leaving the institution.

### INMATE CORRESPONDENCE WITH REPRESENTATIVES OF THE NEWS MEDIA

You may write through Special Mail procedures to representatives of the news media if specified by name or title. You may not receive compensation or anything of value for correspondence with the news media. You 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 qualification as media correspondence, and for content which is likely to promote either illegal activity or conduct contrary to regulations.

### CORRESPONDENCE BETWEEN CONFINED INMATES

You 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 your immediate family (verified), or is party in a legal action (or witness) in which both parties are involved. The following additional limitations apply: Such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate).

Correspondence privileges must be approved at both facilities. This policy is not limited to federal institutions. It includes any known penal facilities, court-ordered residential treatment facilities, and residential reentry centers. To initiate this type of correspondence, see your Unit Team.

Unless you are restricted from utilizing TRULINCS email, correspondence via TRULINCS email may be possible between confined inmates in federal facilities. Generally, if written

correspondence is approved by both FCI Waseca and the federal institution of your correspondent, email correspondence can also be approved. Once approval is received from both institutions, a copy of the approval will be provided to Trust Fund, who will then add the contact in your TRULINCS Account. Both institutions' Trust Funds must add the respective contact into TRULINCS before email correspondence can occur.

### REJECTION OF CORRESPONDENCE

The Warden may reject correspondence sent by or to you if it is determined to be detrimental to the security, good order, or discipline for the institution, to the protection of the public, or if it might facilitate criminal activity. Examples include: Matter which is not authorized to be mailed under law or postal regulations; matter which depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption; information of escape plots, of plans to commit illegal activities, or to violate institution rules; direction of an inmate's business (prohibited act, Code 334). An inmate may not direct a business while confined; this does not, however, prohibit correspondence necessary to enable you to protect property or funds that were legitimately yours at the time of your commitment. Thus, for example, you may correspond about refinancing a mortgage for your home or sign insurance papers; however, you may not operate (for example) a mortgage or insurance business while confined in the institution. We encourage you to settle these matters as soon as possible after your arrival.

### NOTIFICATION OF REJECTION

The Warden or designee 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. You will also be notified of the rejection of correspondence and the reasons for it. You also have 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 department head responsible for the requested item as follows:

1. Release clothing -- See Correctional Counselor.
2. Orthopedic shoes, arch supports, prosthetic devices, hearing aids-- see Health Services Administrator.
3. Questionable item or items not covered in the other categories will be submitted to the Associate Warden for a decision.

The Department Head will inform the inmate of the decision. If the request is approved, the Department Head will complete the appropriate Authorization Form. The Mail Room Officer will not accept any item or package for delivery unless the Authorization form is on file.

Athletic and hobby craft items are available in the Commissary for purchase and may not be mailed in to an inmate except as a Special Purchase Order (SPO). SPO hobby craft items must be preapproved by Recreation staff. In other words, you may not receive tennis shoes, athletic clothing, hobby craft items, etc. from family or friends.

## INMATE MAIL

Your correct mailing address is listed on this page. It is your responsibility to inform your correspondents of it. If your incoming general correspondence is not properly addressed, it will be returned to sender as undeliverable. For outgoing mail, your Committed Name, Register Number, Federal Correctional Institution, Post Office Box, City, State, and Zip Code must be placed in the upper left return address portion of the envelope. If you fail to place the correct identification in the return address, your mail will be opened in an attempt to determine the sender. If the sender cannot be identified from either the envelope or its contents, the correspondence will be annotated as to the circumstances and filed for two years. After two years it will be destroyed. For outgoing mail, a TRULINCS-generated mailing

label will be used on all outgoing correspondence, unless the sender is housed in the Special Housing Unit (SHU).

Jane Doe  
123 Any Street  
All town, MN 55000

YOUR COMMITTED NAME & REGISTER NUMBER  
FEDERAL CORRECTIONAL INSTITUTION-WASECA  
P.O. BOX 1731  
WASECA, MN 56093

## SPECIAL/LEGAL MAIL

To the Inmate:

It is suggested you provide the following instruction for Special Mail privileges to your attorney(s) who is representing you.

To the Attorney:

The Bureau of Prison Program Statement on Correspondence provides the opportunity for an attorney who is representing an inmate to request that attorney-client correspondence be opened only in the presence of the inmate. For this to occur, Bureau policy requires that you adequately identify yourself as an attorney on the envelope and that the front of the envelope be marked "Special Mail-Open Only in the Presence of the Inmate" or with similar language clearly indicating that your correspondence qualifies as special mail and that you are requesting that this correspondence be opened only in the presence of the inmate. Provided the correspondence has this marking, Bureau staff will open the mail only in the inmate's presence for inspection for physical contraband and the qualification of any enclosure as special mail. The correspondence will not be read or copied if these procedures are followed. If your correspondence does not contain the required identification that you are an attorney, a statement that your correspondence qualifies as special mail and a request that the correspondence be opened only in the presence of the inmate, staff may treat the mail as general correspondence and may open, inspect, and read the mail.

## CHANGE OF ADDRESS/FORWARDING OF MAIL

The U.S. Postal Service will not accept Change of Address Cards for multiple user P.O. Boxes. You must contact the sending company of any subscriptions to notify them; newspapers, magazines, and bulk mail will not be forwarded. Special/Legal mail will be forwarded immediately. General Mail will be forwarded for only 30 days, while Special Mail will still be forwarded after 30 days. Any General Mail received after 30 days will be returned to sender.

## CERTIFIED/REGISTERED MAIL

Inmates desiring to use Certified Mail (with return receipt requested) should obtain them from the Correctional Systems (Mail Room) Staff during Open House, Wednesdays and Thursdays from 11:30 am to 12:00 pm. An inmate is not provided services such as express mail, private carrier services, or COD. You may not purchase stamp sets for the purpose of collecting from the Post Office.

## STAMPS

Inmates may purchase stamps through the Commissary. If you are indigent, you may request a limited number of stamps, via copout, to your Unit Manager. You may purchase 1 book of first class stamps per week in the Commissary. You may up to 60 stamps in your possession at any one time. Attempting to re-use stamps or re-affix stamps may result in your mail being returned by the Post Office.

## VISITING

You are encouraged to have visits in order to maintain family and community ties. Visiting is conducted on Friday from 4:30 p.m. to 8:30 p.m., and Saturday, Sunday and Federal Holidays from 8:30 a.m. to 3:00 p.m. Federal holidays are New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. These hours are subject to change based on the institution needs.

Inmate visitors are no longer allowed to wait in the Front Lobby or the institution parking lot for the Inmate Visiting Room to open. Visitors will be prohibited from entering on institution grounds prior to 8:15 A.M. and between the hours of 9:15 A.M. - 10:00 A.M., on weekends and holidays. On Fridays visitors may not enter the institution grounds prior to 4:15 P.M. Visitors failing to adhere to these procedures will be asked to leave until the appropriate designated time.

Visitors will be allowed \$20.00 per adult, cash or coin, for spending money, not to exceed \$60.00 per group. Clear plastic coin purses, no larger than 8 inches by 8 inches, may be used to store money. Inmates are never allowed to handle monetary instruments brought into the visiting room.

All persons must obtain permission to visit in advance of a planned visit. Once a person's name is placed on the approved list, the requesting party will be notified by the inmate. Visiting limitations may be imposed due to overcrowding or inclement weather. Usually only five adult persons and five children are permitted to visit an inmate at any one time. Exceptions must be approved in advance by the inmate's Unit Team and Captain.

**Valid** Government issued identification is required for visitors 16 and older. Visitors 16 years and older must have a current picture identification, such as a driver's license or passport with full names and signatures. Birth certificates are not considered proper identification. Additionally, Mexican Consular Identification cards (Articular Consular cards) are no longer accepted as a valid form of identification. Persons without proper identification will not be permitted to visit.

Visitors may be asked to submit to a search and will be checked with a metal detector. Visitors' coin purses, attorneys' briefcases, etc. may also be searched.

Items for infant needs (i.e., small receiving blanket, diapers, baby food, baby bottles, baby wipes and sippy cups) are permitted, but must be inspected for contraband prior to

permitting them into the Visiting Room. Any infant food product that has been opened will not be allowed to enter the institution. Pre-mixed bottles of infant formula will be allowed in the Visiting Room.

Ordinarily, only medicine which is necessary to sustain life, such as heart medication and asthma inhalers, will be allowed into the Visiting Room. **Visitors with a metal implantation will require a doctor's Medical Implant Alert ID Card stating such. It is your responsibility to advise your prospective visitors of this request.**

If a visitor incurs a name change different than what our visiting list indicates, the visitor will be required to submit a copy of their current government issued ID to the facility to update our records/visiting program.

### **DIRECTIONS TO THE FEDERAL CORRECTIONAL INSTITUTION, WASECA, MINNESOTA**

**FROM MINNEAPOLIS:** I-35 South to Exit 40 (Highway 14 West); drive approximately 13 miles along this route, then take the Exit Ramp to Waseca on the Right. At the bottom of the Exit Ramp, turn right onto Highway 13; follow the signs to the Federal Correctional Institution, Waseca, Minnesota.

**FROM IOWA:** I-35 North to Exit 40 (Highway 14 West); drive approximately 13 miles along this route, then take the Exit Ramp to Waseca on the Right. At the bottom of the Exit Ramp, turn right onto Highway 13; follow the signs to the Federal Correctional Institution, Waseca, Minnesota.

**FROM WISCONSIN:** I-90W to I-35 North; Exit 40 (Highway 14 West); drive approximately 13 miles along this route, then take the Exit Ramp to Waseca on the Right. At the bottom of the Exit Ramp, turn right onto Highway 13; follow the signs to the Federal Correctional Institution, Waseca, Minnesota.

**FROM CHICAGO:** I-94W to I-90W to I-35 North; take Exit 40 (Highway 14 West); drive approximately 13 miles along this route, then take the Exit Ramp to Waseca on the Right. At the

bottom of the exit ramp, turn right onto Highway 13; follow the signs to the Federal Correctional Institution, Waseca, Minnesota.

### **LOCAL MOTELS**

American Motel 1313 Highway 13 North Waseca, Minnesota 56093 (507) 835-4300	Crossings by GrandStay 2201 North State Street Waseca, Minnesota 56093 (507) 835-0022	AmericInn Motel 245 Florence Avenue Owatonna, MN 55060 (507) 455-1142
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### **LOCAL TAXI SERVICES**

The Taxi Connection Waseca, Minnesota (507) 833-5588	Tonna Taxi Owatonna, Minnesota (507) 451-4215
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All children under the age of 16 must be accompanied by a responsible adult who is on the Inmate's Visiting List. Visitors and inmates are responsible for the actions of their children while visiting. Visits may be terminated and/or sanctions taken if children are not supervised or affect the orderly running of the Visiting Room.

To maintain the morale of inmates and to develop closer relationships between inmates and family members or others in the community, all visitors are expected to display good judgment concerning clothing worn during visits. To implement this, specific consideration and limitations will be recognized and adhered to by all visitors of the inmate population. Specifically, all visitors will wear shoes in the Visiting Room to ensure their safety. Open toed shoes (i.e., sandals, etc.) for both male and female will not be allowed in the Visiting Room. All visitors will be expected to wear appropriate clothing for a correctional environment.

The following attire will not be allowed:

Tight clothing	Spandex clothing
Halter tops/sleeveless shirts	Holes in clothing
Hats or caps	Wrap-around skirts
Camouflage clothing	Transparent clothing
Tank tops	Open toed/open heeled shoes

Scarves

Gloves

Also, no:

Grey sweatpants, sweatshirts, thermals;

Plunging necklines that expose back, cleavage or chest;

Green, Khaki, or orange colored pants or shirts;

Shorts and skirts that are higher than the top of the knee when standing;

No attire with questionable wording (i.e. gang affiliation, profanity, etc.);

No shirts that hang less than 3 inches below the belt line.

Visitors are to be dressed in good taste. Visiting is a family activity and order must be maintained. All visitors must wear footwear. Short shorts, miniskirts, short culottes, halter tops, spandex clothing, sleeveless blouses or other apparel revealing in nature are prohibited (i.e. tight pants). Proper undergarments must be worn. Knee length shorts may be worn. The Lieutenant or Institution Duty Officer will determine if a visitor is improperly dressed.

Jackets, coats, or sweaters will only be allowed during the months of October 1 through June 1. Younger children will be allowed appropriate outer wear year round. Upon arrival in the Visiting Room, outer wear will be stored in a designated area.

The following items are not permitted in the Visiting Room; therefore, inmate visitors will refrain from bringing these items into the institution:

Handbags/Purses	Lotion	Paperwork
Wallets	Lipstick/Chapstick	Packages
Toys	Newspapers/Magazines	Greeting Cards
Food/Candy/Gum	Magazines	Photographs
Umbrellas	Wrist watches	Pagers
Infant Carriers	Baby Strollers	Tobacco Products
Diaper Bags	Cellular Phones	Gloves

Inmates receiving visits are required to wear clean institutional issued green clothes which are neatly pressed. Pregnant inmates will wear khaki institutional issued clothing. **SHIRTS ARE TO BE BUTTONED.** Except for pregnant inmates, **SHIRTS**

**ARE TO BE TUCKED IN.** Inmates are required to wear underwear and bras. Inmates must wear institution issued shoes. The inmate may have in her possession one handkerchief, one wedding ring, one comb and one pair of prescription glasses. Other than the items authorized and brought into the visiting room as stated above, inmates are not permitted to take any other items out of the Visiting Room .

Conduct in the Visiting Room will be maintained at a respectable level. Embracing and a kiss upon arrival and departure are permissible, however, physical contact, other than what is socially acceptable, is prohibited. Inmates and visitors may hold hands during visits, but no other physical contact is allowed. However, it may be appropriate for the inmate to hold small children. Unacceptable behavior will be cause for termination of the visit and an incident report may be processed on the inmate. Examples of inappropriate behavior are: crossing legs with each other, kissing other than at the start or finish of the visit, fondling, and lying on the furniture. It is the inmate's responsibility to control the actions of her visitors. Special seating arrangements will be required if conduct by either the inmate or visitor is questionable.

On occasion, inmates may receive special visits. Special visits ordinarily are for a specific purpose and ordinarily not of a recurring nature. Examples of special visitors would include, but not necessarily be limited to, attorneys, clergy, members of the media, and consular representatives. Perspective special visitors will be required to contact the facility and complete all required procedures prior to facilitation of the requested visit. The Unit Team will be responsible for arranging and supervising special visits. The Unit Team will submit a memorandum for the Warden's approval requesting a special visit.

Introduction of contraband of any kind into this institution or on its property is a violation of Federal Law (Title 18, U.S.C., Section 1791) requiring "a penalty of not more than ten years for any person who introduces or attempts to introduce into or upon the grounds of any Federal Correctional Institution or takes or attempts to take or send there from anything whatsoever without

knowledge and consent of the Chief Executive Officer of the institution."

Inmates are furnished all necessities, and visitors will not be allowed to bring articles or gifts of any kind. Cameras, cell phones, I-pods, I-pads, recording devices-both digital and audio, and watches which can take pictures, are not permitted in the Visiting Room. Inmates will not be permitted to sign or exchange any papers during the visit without prior authorization of the inmate's Unit Manager. Visitors will not be allowed to bring food or beverages into the visiting area. No items may be exchanged in the Visiting Room without prior approval by the appropriate staff member.

Any infractions of the Visiting Room rules noted by the Visiting Room Officer will be made known to the Operations Lieutenant and/or the Duty Officer. They may terminate any visit for improper conduct by the inmate or her visitor.

## ACCESS TO 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 ("Esquire" does not meet requirement) 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 her attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence. You will receive your legal mail from your Unit Team.

### ATTORNEY PHONE CALLS

In order to make an unmonitored phone call to an attorney, you must submit a "Request for Legal Call" form to your Unit Team. Your request will be reviewed by your Unit Manager for approval/denial. You may call your attorney on the regular inmate telephone system (ITS), but be aware these calls are subject to monitoring and recording.

## ATTORNEY VISITS

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

## LEGAL MATERIALS

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

## LAW LIBRARY

The Law Library contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prison's Program Statements, Institution Supplements, Indexes, and other legal materials. The Law Library is open during convenient non-working hours, including weekends and holidays. An Inmate Law Library Clerk is available for assistance in legal research. Legal materials are also available to inmates in detention or segregation status, ordinarily via a delivery system or satellite collection. You should also be reminded that inmates may assist each other with legal matters, but it is not permitted to pay or receive any gratuity for this assistance.

## OATH STAMP AND NOTARY PUBLIC

Under the provisions of 18 USC 4004, Case Managers are authorized to authenticate/verify signatures when necessary, allowing 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 Unit staff for notary public services. Ordinarily, a Unit Secretary can provide this service. Send an Inmate Request to Staff (copout) to your Unit Team for more information.

### COPIES OF LEGAL MATERIALS

In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. A Debitek operated copier is available in the Law Library for inmate's use, using a copy card, which is available for purchase in the Commissary. Individuals who have no funds and who can demonstrate a clear need for particular copies may submit a written request for a reasonable amount of duplication to their Unit Manager.

### UCC NOTIFICATION

Title 18 U.S.C. § 1521 established a criminal offense for filing, attempting to file, or conspiring to file, a false lien or encumbrance against the real or personal property of a Federal Judge or Federal law enforcement officer. Title 18 U.S.C. § 119 established a criminal offense for making publicly available "restricted personal information" about a "covered person" with the intent to threaten, intimidate, or incite a crime of violence against such person. "Covered person" includes court officers, jurors, witnesses, informants, and federal law enforcement officers, including Bureau of Prisons staff. Documents which can be used to harass or threaten "covered persons" including the filing of a lien against such persons, can constitute violations of these criminal statutes. Such documents are contraband and are not authorized for inmate possession.

All inmates are prohibited from obtaining, possessing, or creating UCC financing statements and similar forms. All inmates are also prohibited from obtaining or possessing any documents which contain unauthorized personal information, including but not limited to, home address, home telephone number, social security number, personal email, or home fax

number of any "Covered Person" or their immediate family members. If you have a legitimate reason for possession of such information, e.g., you are a relative of a "Covered Person," you should notify your Unit Staff of this fact. If you are found to be in possession of these types of documents or information without authorization the items will be confiscated. You will be subject to inmate discipline, and your case may be referred for possible federal criminal prosecution. You may use the Administrative Remedy Procedure to dispute the confiscation or rejection of these materials.

### CLAIM FOR DAMAGE, INJURY OR DEATH

If the negligence of institution staff results in personal injury to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. If the negligence of institution staff results in loss or damage to property, it can be the basis for a Small Claim for Property Damage or Loss under 31 USC 3723.

Either of these claims requires you to complete a Standard Form 95. You can obtain this form in the Law Library located in the Recreation Building. This claim form gets mailed directly to the Regional Office.

### FREEDOM OF INFORMATION/PRIVACY ACT OF 1974

The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the prior written consent of, the individual to whom the record pertained, except for specific instances. All formal requests for access to records about another person and/or agency record other than those pertaining to themselves (including Program Statements and Operations Memorandums) shall be processed through the Freedom of Information Act, 5 USC 552.

### INMATE ACCESS TO CENTRAL FILES

You may request review of disclosable portions of your Central File (including Presentence Report and/or Summary). Contact your Case Manager to review your Central File.

## INMATE ACCESS TO OTHER DOCUMENTS

You may request access to the "Non- Disclosed Documents" in your Central File and Medical File, or other documents concerning yourself that are not in your Central File or Medical File, by submitting a "Freedom of Information Act" request. The request must briefly describe the nature of records wanted and approximate dates covered by the record. You must also provide your register number and date of birth for identification purposes.

A request on behalf of an inmate by an attorney, for records concerning that inmate, will be treated as a "Privacy Act Request" if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

## EXECUTIVE CLEMENCY

The President of the United States is authorized under the Constitution to grant Executive Clemency by Pardon, Commutation of Sentence, or Reprieve. This clemency power is authorized by the Constitution for the Chief Executive Officer, who is the President of the United States for federal offenses.

A Pardon is an executive act of grace that is a symbol of forgiveness. It does not suggest or imply 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. A pardon may not be applied for until the expiration of at least five 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.

## COMMUTATION OF SENTENCE

A Commutation of Sentence is a reduction of sentence imposed after a conviction, which provides post-conviction relief to inmates during their incarceration. Commutation of Sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. Inmates applying for Commutation of Sentence must do so on forms which are available from the assigned Unit Team.

A Reprieve is the suspension of execution of a sentence for a period of time.

You should contact your assigned Case Manager for additional information regarding this application process. The rules governing these petitions are available in the Law Library located in the Recreation Building.

## PROBLEM RESOLUTION

### INFORMAL RESOLUTION

The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, you can resolve a problem informally by contact with staff members or "cop-outs." Additionally, nearly every Department hosts Open House hours, during which inmates are encouraged to discuss the issue/concern with the relevant Department in a good faith effort to informally resolve complaints. Inmates are encouraged to follow the "chain of command" while attempting to informally resolve a complaint. However, the Executive Staff at this facility do make themselves accessible to inmates and do accept copouts to address inmate concerns. When informal resolution is not successful, a formal complaint may 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 generally not accepted under the Administrative Remedy Procedures. The only exception for third party filing falls under the PREA guidelines (see below).

## ADMINISTRATIVE REMEDY PROCESS

The first step of the Administrative Remedy procedure is to attempt an informal resolution (BP-8) . BP-8 Forms are available from your Correctional Counselor. If the issue cannot be informally resolved, the Correctional Counselor will issue a BP-229 (BP-9) form. You will return the completed BP-229 to your Correctional Counselor, who will review the material to ensure an attempt at informal resolution was made. The BP-229 complaint must be filed within 20 calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time. Institution staff have 20 calendar days to act on the complaint and to provide a written response. This time limit for the response may be extended for an additional 20 calendar days, but you must be notified of the extension.

When a complaint is determined to be of an emergency nature and threatens your immediate health or welfare, staff shall respond no later than the third calendar day after filing.

If you are not satisfied with the response to the BP-229, you 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-229 response. The Regional appeal is written on a BP-230 (BP-10) form, and must have a copy of the BP-229 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. You will be notified of the extension.

If you are not satisfied with the response by the Regional Director, you may appeal to the Central Office of the Bureau of Prisons within 30 days of the BP-230 response. The National Appeal must be made on a BP-231 (BP-11) form and must have

copies of the BP-229 and BP-230 forms with responses. The BP-231 form may be obtained from the Correctional 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. A BP-229, BP-230, or BP-231 should contain the following information: 1) Statement of Fact; 2) Grounds for Relief; and 3) Relief Requested.

There are time limits (in calendar days) in most cases for filing an Administrative Remedy. The only exception to these time limits is when the concern involves an initial reporting of alleged sexual abuse.

Time Limits for Filing (in calendar days)

Filing:

BP-229: 20 days of incident

BP-230: 20 days from BP-9 response

BP-231: 30 days from BP-10 response

Response

BP-229: 20 days

BP-230: 30 days

BP-231: 40 days

Extensions

BP-229: 20 days

BP-230: 30 days

BP-231: 20 days

## SENSITIVE COMPLAINTS

If you believe a complaint is of such a sensitive nature that you would be adversely affected if the complaint became known to the institution, you may file the complaint (BP-10) 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 the complaint is sensitive, you will be advised in writing of that determination. If the complaint is not determined to be sensitive, it will be returned. You may then pursue that matter by filing a BP-229 at the institution.

## ADMINISTRATIVE REMEDY PROCESS FOR PREA

There is no time limit for an initial reporting of an allegation of sexual abuse. You may file a BP-9 directly, an “emergency BP-9” when a *substantial risk of imminent sexual abuse* exists, or a “sensitive BP-10,” directly to the Regional Office. For normal administrative processing regarding alleged sexual abuse, the agency has 90 days to respond with a final agency decision regarding an allegation of sexual abuse, but may claim an extension of time of up to 70 additional days to respond if the normal time period for response is insufficient to make an appropriate decision. If an “emergency BP-9” is filed, the inmate shall clearly mark “EMERGENCY” on the BP-9 and explain in writing the reason for filing as an emergency administrative remedy. The Administrative Remedy Coordinator (ARC) shall determine if the remedy request alleges a substantial risk of imminent sexual abuse. If the ARC agrees the remedy request meets the criteria for an emergency administrative remedy, the request shall be accepted, and an initial agency response will be provided within 48 hours, with a final agency decision/response within 5 calendar days. Third party filings on behalf of an inmate regarding allegations of sexual abuse are acceptable, but the facility/agency may require the alleged victim agree to have the request filed on her behalf, and may require the alleged victim to personally pursue subsequent steps in the administrative remedy process. You have the responsibility to use this program in good faith and in an honest and straight forward manner. The agency may discipline an inmate for filing a grievance related to alleged sexual abuse if it is found that the inmate filed the grievance in bad faith.

## SENTENCE COMPUTATIONS; FINES, COSTS, RESTITUTION; DETAINERS/IADA; AND TYPES OF RELEASES

### TYPES OF SENTENCES

An inmate’s sentence procedure is based upon the date their offense concluded:

Inmates with sentences that have a Date Offense Concluded on or after November 1, 1987, are sentenced under the Sentencing Reform Act (SRA) of 1984. Title 18 USC 3624 (b) governs the award of Good Conduct Time.

Inmates with sentences that have a Date Offense Concluded on or after September 13, 1994, are sentenced under the Violent Crime Control and Law Enforcement Act (VCCLEA). The Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA) mandated that the Bureau of Prisons notify state and local law enforcement of the release action of any inmate convicted of a crime of violence or drug trafficking. Your unit team will notify you, in writing, at your initial classification, if this act applies to you.

Inmates with sentences that have a Date Offense Concluded on or after April 26, 1996, are sentenced under the Prison Litigation Reform Act (PLRA).

An inmate may have only one of the above types of sentences or may have a combination of two or all three. Due to the exemplary compliance provisions of 18 USC 3624 (b), these sentences are not compatible regarding Good Conduct Time Disallowance, Forfeitures, and Vesting. Therefore, if a SRA sentence is aggregated with a VCCLEA sentence, deaggregation is required prior to any Discipline Hearing Officer (DHO) sanction affecting Good Conduct Time. Currently, SRA and VCCLEA may be aggregated, but deaggregation must occur prior to a DHO action. Deaggregation must also occur if an inmate with a VCCLEA sentence does not maintain a GED SAT education status. This applies to any SRA/VCCLEA aggregate, without regard to whether the VCCLEA is violent or nonviolent. If these sentences are deaggregated because of a DHO sanction or a change in GED status, they will remain deaggregated.

If an inmate has only a VCCLEA sentence, but one count is violent and one count is nonviolent, then the VCCLEA will be treated as a violent sentence. For DHO purposes the sentence will remain an aggregate sentence subject to the exemplary

compliance provisions. PLRA sentences will be aggregated with other PLRA sentences but will not be with SRA or VCCLEA sentences.

### EXEMPLARY COMPLIANCE (GED REQUIREMENT)

**VCCLEA - Nonviolent.** An inmate sentenced as VCCLEA Nonviolent without a high school diploma or a GED must be in GED SAT status for any GCT earned to vest. The maximum GCT is 54 days for each year served.

**VCCLEA - Violent.** The GED requirement for the vesting of GCT is the same as nonviolent. As part of the exemplary requirement provision of the VCCLEA, the available DHO sanctions for VCCLEA sentences are greater. The maximum GCT earning in one year is 54 days.

**PLRA.** GCT vests on the release date. An inmate without a high school diploma or a GED must be in a GED SAT status to earn the maximum of 54 days of GCT for each year served. If an inmate is in GED UNSAT, the maximum amount of GCT for each year served is 42 days. Available DHO sanctions are also greater.

### SENTENCE COMPUTATION

The Designation and Computation Center (DSCC) is responsible for the computation of your sentence. You will be given a copy of your sentence computation as soon as it is certified by DSCC. Any questions about good time, jail time credit, parole eligibility, full term dates, release dates, or periods of supervision, can be reviewed by Waseca Correctional Systems Staff upon an Inmate Request to Staff (copout) for clarification. Inmates, inmate's family and friends, or attorneys are not to contact the DSCC directly. Issues which are not resolved by Correctional Systems Staff can be appealed through the Administrative Remedy Process.

### FINES AND COSTS

In addition to Jail Time, the court may impose a Committed or Non-committed Fine and/or costs. Committed Fines mean the inmate can make payments while in prison and/or they can

make arrangements to pay the fine upon release, under provisions of Title 18 USC, Section 3569 (pauper's oath). Non-committed Fines and cost payments can also be made while in custody.

### RESTITUTION

The sentencing court may also impose restitution. The court will generally provide an expected payment schedule, to include the Inmate Financial Responsibility Program (IFRP).

### COST OF INCARCERATION FEE

The Cost of incarceration Fee (COIF) has been mandated by law to be enforced by the Bureau of Prisons. This act requires that each inmate who was sentenced after January 1, 1995, be reviewed to determine if he is eligible to pay for the cost of her incarceration. If you are required to pay for any portion of your incarceration, you will be notified at your Unit Team Meeting. Further, information is available on this program via the Cost of Incarceration Fee Program Statement which is available in the Inmate Law Library.

### DETAINERS

Warrants (or certified copies of Warrants) based on pending charges, concurrent, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions, will be accepted as detainers. Detainers and untried charges can have an effect on institutional programs. Therefore, it is very important that you initiate efforts to clear up these cases to the degree you can. Case Management Staff may give assistance to you in your efforts to resolve warrants and detainers, but do not act as your attorney or legal representative, and merely obtain verification of warrant status and act as a conduit of information between you and the agency having interest in you. The degree to which the staff can assist in such matters as these will depend on individual circumstances.

Federal and state detainers may be processed under the procedures of the "Interstate Agreement on Detainers Act"

(IADA). This agreement applies to all detainees based on pending charges which have been lodged against an inmate by a "member" state, including the U.S. Government, regardless of when the detainee was lodged. The IADA does not apply to probation, parole, or supervised release violation cases. For you to use this procedure, a detainee must be lodged with the institution. If no detainee is actually lodged at the institution, but you know of pending charges, it is important for you to contact the court and district attorney because, in some states, the detainee notice may start the time running for a Speedy Trial Act Agreement.

### GOOD CONDUCT TIME

Good Conduct Time applies to inmates sentenced for an offense committed after November 1, 1987, when the Comprehensive Crime Control Act became law. The two most significant changes in the new law deal with Good Time and Parole issues. There are no provisions under the new law for Parole. The only Good Time available is 54 days per year. This allocation may not be awarded until the end of the year, and may be awarded in part or in whole, contingent upon behavior during the year. Once awarded, it is vested and may not be forfeited. There is no Statutory Good Time or Extra Good Time for inmates sentenced for crimes committed after November 1, 1987. The Good Time discussions below do not apply to inmates sentenced under the new sentencing guidelines.

### GOOD TIME

"Good Time" awarded by the Bureau of Prisons under statutes enacted prior to November 1, 1987, has the effect of reducing the state 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 your release date. It has that effect only if you would not otherwise be paroled before the mandatory date. The behavior for which good time is awarded may also be considered by the Parole Commission in setting a parole date. This is not always done, however, and, even when it is, the

extent of the benefit to you may not be equivalent to the good time earned.

### STATUTORY GOOD TIME

"Statutory Good Time" applies only to inmates sentenced for an offense committed prior to November 1, 1987. Under 18 U. S. Code 4161, an offender sentenced to a definite term of six months or more is entitled to a deduction from her term, computed as follows, if the offender has faithfully observed the rules of the institution and has not been disciplined:

Not greater than one year - five days for each month of the not less than six months or more than one year sentence.

More than one year, less than three years - six days for each month of the stated sentence.

At least three years, less than five years - seven days for each month of the stated sentence.

At least five years, less than ten years - eight days for each month of the stated sentence.

Ten years or more - ten days for each month of the stated sentence.

At the beginning of your sentence, the full amount of statutory good time is credited, subject to forfeiture if you commit disciplinary infractions.

If the sentence is for five years or longer, 18 USC 4206(d) requires the Parole Commission to release an offender after he has served two thirds of the sentence, unless the Commission determines that he has seriously violated Bureau of Prisons rules or regulations or that there is a reasonable probability that he will commit a crime. For offenders serving sentences of five to ten years, this provision may mandate release before the date established by subtracting good time from the sentence. Statutory Good Time does not apply to life sentences or to those few inmates remaining who were sentenced under the Youth Corrections Act. It applies to a split sentence if the period of confinement is exactly six months; a shorter period does not qualify for good time under the statute and a longer period cannot be part of a split sentence.

## EXTRA GOOD TIME

"Extra Good Time" applies only to inmates sentenced for an offense committed prior to November 1, 1987. The Bureau of Prisons may award Extra Good Time credit for performing exceptionally meritorious service, or for performing duties of outstanding importance, or for employment in an industry or camp. You 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 Disciplinary Hearing Officer 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 no disciplinary context and only upon recommendation of staff. The Disciplinary Hearing Officer may also 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 a future consideration. A retroactive award of Meritorious Good Time may not include a month in which extra good time has been disallowed or terminated.

Any staff member may recommend to the Warden for 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 30 days. If the recommendation is for more than 30 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.

Extra Good Time is awarded at a rate of three days per month during the first twelve months, and at the rate of five days per month thereafter. In other words, 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 you were to stop working transfer from Industries to an institution job, or if Good Time was terminated for any reason, the time that you are not earning Good Time does not count in the calculation of the first 12 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. You may be awarded Extra Good Time even though some or all of your statutory good time has been forfeited or withheld.

Extra Good Time is not automatically discontinued while you are 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 your behavior warrants such action. An inmate committed for civil contempt is not entitled to Extra Good Time deductions while serving the civil contempt sentence. An inmate in an Extra Good Time earning status may not waive or refuse Extra Good Time credits. Once Extra Good Time is awarded, it becomes vested

and may not be forfeited or withheld or retroactively terminated or disallowed.

## PAROLE

"Parole" applies only to inmates sentenced for an offense committed prior to November 1, 1987. Parole is release from incarceration under conditions established by the U.S. Parole Commission. Parole is not a pardon or an act of clemency. A parolee remains under the supervision of a U.S. Probation Officer until the expiration of her full term. Inmates are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment (EXCEPTIONS: inmates sentenced before September 6, 1977, and inmates with a minimum parole eligibility of ten years). If you choose not to appear before the Parole Board within the first 120 days of commitment, a waiver must be given to your Case Manager prior to the time of the scheduled Parole Hearing. This waiver will be made part of the Parole Commission file and your central file.

All inmates who previously waived a Parole hearing are eligible to appear before the Parole Board at any regularly scheduled hearing after they waive, however, they must reapply. Application for a Parole hearing must be made at least 60 days before the first day of the month of hearings. Application to the Parole Commission for a hearing is the responsibility of the inmate. The Unit Team will assist you if necessary. Application forms may be obtained from your Case Manager. Following the hearing, you will be advised of the tentative decision reached in the case by the hearing examiners. The recommendations of the hearing examiners must be confirmed by the Regional Office of the Parole Board. This confirmation usually takes three to four weeks and is made through the mail on a form called a "Notice of Action". This decision may be appealed. Forms for appeal may be obtained from Unit Counselors or Case Managers. If granted a presumptive parole date (a parole date more than six months following the hearing), a Parole Progress Report will be sent to the Parole Board seven months before the parole date to

finalize the date. Parole may be granted to a detainer. If you are sentenced under the CCCA, you are not eligible for parole. It is imperative that you work in concert with your Unit Team to establish release plans including residence and employment. You should have an approved residence and an approved employer before being released on parole. If granted Parole by the U.S. Parole Commission, the Commission will require an approved parole plan prior to release.

## DISCIPLINARY PROCEDURES

It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Therefore, it is necessary for institution authorities to impose discipline on those inmates whose behavior is not in compliance with Bureau of Prisons rules. The provisions of this rule apply to all persons committed to the care, custody, and control (direct or constructive) of the Bureau of Prisons. Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committee (UDC) and, for more serious violations, the Disciplinary Hearing Officer (DHO). If a staff member observes or believes he or she has evidence that you have committed a prohibited act, the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against you. The incident report shall ordinarily be delivered to you within 24 hours of the time staff become aware of your involvement in the incident. An informal resolution of the incident may be attempted by staff. If an informal resolution is accomplished, the incident report will be removed from your central file. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an initial hearing.

**Initial Hearing:** You will ordinarily be given an initial hearing within five work days of the time staff issued you the incident report (excluding the day staff became aware of the incident, weekends, and Holidays). You are entitled to be present at the initial hearing and may make statements or present documentary evidence on your behalf. The UDC must give its decision in writing to you by the close of business the next work day. The UDC may request an extension of the time limits of

these procedures for good cause, and the Warden must approve any extension beyond five work days after the incident report is issued, excluding Federal Holidays and weekends . If an extension is necessary, you will be notified of the delay, and if appropriate, the reasons for the delay. The UDC will either make final disposition of the incident, or refer it to the Disciplinary Hearing Officer (DHO) for final disposition.

**Disciplinary Hearing Officer (DHO):** The Disciplinary Hearing Officer (DHO) conducts disciplinary hearings on serious or repetitive rule violations. The DHO may not act on a case that has not been referred by the UDC. You will be provided with advance written notice of the charges not less than 24 hours before your appearance before the DHO. You may waive this requirement. You may request a full-time staff member as staff representative of your choice to represent you at your DHO hearing.

You may make statements in your own defense and may produce documentary evidence. You may present a list of witnesses and request they testify at the hearing. You may not question a witness at the hearing: the staff representative and/or the DHO will question any witness for you. You may submit a list of questions for the witness(es) to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant. You have the right to be present throughout the DHO hearing, except during deliberations. You may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. Final disposition is made by the DHO.

**Appeals of Disciplinary Actions:** Appeals of UDC disciplinary decisions are made through Administrative Remedy Procedures. Appeals are made to the Warden (BP-9), then Regional Director (BP-10) and the General Counsel (BP-11). Appeals to DHO disciplinary actions are made through Administrative Remedy Procedures as well. Appeals are made

to the Regional Director (BP-10), and the General Counsel (BP-11). On appeal, the following items will be considered:

- Whether the UDC or DHO substantially complied with the regulations on Inmate Discipline;
- Whether the UDC or DHO based its decisions on a greater weight of the evidence;
- Whether an appropriate sanction was imposed according to the severity level of the prohibited act.

The staff member who responds to the appeal may not be involved in the incident in any way. These staff members include UDC members, the DHO, the investigator, the reporting officer, and the staff representative.

## SPECIAL HOUSING UNIT STATUS

There are two types of special housing. These are Administrative Detention (AD) and Disciplinary Segregation (DS).

Administrative Detention (AD) separates an inmate from the general population. To the extent practical, inmates in AD shall be provided with the same general privileges as inmates in general population. An inmate may be placed in AD 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 (DS) is used as a sanction for violations of Bureau rules and regulations. Inmates in DS status will be denied certain privileges. Personal property will usually be impounded. Inmates placed in DS are provided with blankets, a mattress, a pillow, toilet tissue, and necessary hygiene items. Inmates may possess legal and religious materials while in DS status. Also, staff shall provide a reasonable amount of non-legal reading material.

Inmates housed in the Special Housing Unit (SHU) shall be seen by a member of the Medical Staff daily, including

weekends and Holidays. A Unit Team member will visit the Special Housing Unit (SHU) daily, including weekends and Holidays. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular review of their housing status. Communication between inmates housed in the Special Housing Unit (SHU) and inmates in the general population is strictly prohibited.

SHU Rules prohibits inmates in SHU from communicating with other inmates in SHU by yelling from cell to cell or passing notes or any other items. The DHO and UDC may impose a loss of mattress sanction from lights on to lights off for inmates in the Special Housing Unit for infractions of the rules.

### TIME LIMITS IN DISCIPLINARY PROCESS

Ordinarily, after becoming aware of an inmate's involvement in an incident, staff will have a maximum of 24 hours to give the inmate notice of charges, by delivering an Incident Report. The UDC will ordinarily review the incident report within five work days after it is issued, not counting the day it was issued, weekends, and holidays. UDC review of the incident report may also be suspended if it is being investigated for possible criminal prosecution. After staff gives the inmate notice of charges, by delivering the Incident Report, there is a minimum of 24 hours before the Discipline Hearing Officer (DHO) Hearing, unless waived.

NOTE: These time limits are subject to exceptions as provided in the Inmate Discipline Policy. For example, staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while informal resolution is undertaken and accomplished. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings at the same state at which suspended. The requirements then begin running again, at the same point at which they were suspended.

### INMATE RIGHTS AND RESPONSIBILITIES

#### RIGHTS

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

## RESPONSIBILITIES

1. You have the responsibility for treating inmates and staff in a respectful manner.
2. You have the responsibility to know and abide by the rules, procedures and schedules concerning the operation of the institution.
3. You have the responsibility to recognize and respect the rights of others with regard to religious freedom, religious affiliation, and voluntary worship.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband, and not to violate the law or Bureau guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. It is your responsibility to use the services of an attorney honestly and fairly.
8. It is your responsibility to use the resources in the law library in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9. It is your responsibility to seek and utilize reading materials for education purposes and personal enjoyment for your personal benefit, without depriving others of their equal rights to the use of this material.
10. You have the responsibility to take advantage of activities which may help you live a successful and law abiding life within the institution and in the community. You will be expected to abide by the regulations governing participation in such activities.
11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and

court imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

## PROHIBITED ACTS AND SEVERITY SCALE

Prohibited acts are divided into four separate categories based on severity: Greatest, High, Moderate, and Low. Specific sanctions are authorized for each category. Imposition of a sanction requires that the inmate first is found to have committed a prohibited act. Aiding, attempting, abetting, or making plans to commit any of the prohibited acts is treated the same as committing the act itself. If you commit repetitive prohibited acts, increased sanctions may be imposed.

1) Greatest Severity Level of Offenses: The Discipline Hearing Officer (DHO) imposes one or more of sanctions A through E. Sanction B.1 must be imposed for a VCCLEA inmate rated violent (i.e., an inmate who, per the Violent Crime Control and Law Enforcement Act of 1994, committed a crime of violence on or after September 13, 1994) and for a PLRA inmate (i.e., an inmate who has been sentenced for an offense committed on or after April 26, 1996), the DHO may impose any available sanctions A-M in addition to sanctions A-E. All Greatest severity level offenses must be referred to the DHO.

2) High Severity Level of Offenses: The DHO imposes one or more of sanctions A-M, and, except as noted in the sanction, may also suspend one or more additional sanctions A-M. Sanctions B.1 must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. All High severity level offenses must be referred to the DHO.

Prohibited Act Code 225, Stalking, is for the purpose of punishing repetitive inmate behavior, e.g., loitering, staring, leering, inappropriate remarks (short of insolence, profanity, or sexual proposals), that are not clearly covered by another prohibited act code. When staff encounter such behavior, the inmate should be specifically warned that it is inappropriate and

must cease. If the behavior fits another prohibited act code provision, the inmate should be charged with violating that specific provision instead of stalking. Examples of other prohibited act code behavior that may be used instead of Code 225, Stalking, include, but are not limited to Insolence (Code 312), Being in an Unauthorized Area (Code 316), Threatening (Code 203), and Making a Sexual Proposal or Threat (Code 206).

3) Moderate Severity Level of Offenses: The DHO imposes at least one sanction A-M, but, except as noted in the sanction, may suspend any sanction or sanctions imposed. Sanction B.1 ordinarily must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. Except for charges referred to the DHO, the UDC shall impose at least one sanction F-M, but may suspend any sanctions imposed. The UDC ordinarily refers to the DHO a moderate severity level offense for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate has been found to have committed two moderate severity level offenses during his/her current anniversary year (i.e., the twelve month period for which an inmate may be eligible to earn good conduct time.) The UDC must document the reasons why a third charge for such an inmate was not referred to the DHO.

4) Low Severity Level Offenses: The DHO shall impose at least one sanction B.1, or D-M. The DHO may suspend any sanction or sanctions imposed; however, a B.1 sanction may not be suspended. The UDC shall impose at least one sanction F-M, but may suspend any sanction imposed. The UDC ordinarily shall refer to the DHO a low severity level offense for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate had been found to have committed three low severity level offenses during the inmate's current anniversary year (i.e. the twelve month period of time for which an inmate may be eligible to earn good conduct time.) The UDC must document the reasons why a third charge for such an inmate was not referred to the DHO. Sanction B.1 may be imposed on the Low severity level only if the inmate has committed a low severity level prohibited act

more than once within a six-month period (except for a VCCLEA inmate rated "violent" or a PLRA inmate).

In all categories of severity, aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, shall be considered the same as a commission of the offense itself. In these cases, the letter "A" is combined with the offense code.

When the prohibited act is Interfering with a Staff Member in the Performance of Duties (Code 198, 298, 398, or 498) or Conduct Which Disrupts (Code 199.299, 399, or 499), the DHO or UDC must specify the severity level of the conduct that is most comparable to an offense(s) at that severity level.

Suspensions of any sanction cannot exceed six months. Suspended sanctions may only be revoked and executed in the inmate is found to have committed a subsequent prohibited act. Only the DHO may execute, suspend, or revoke and execute suspension of sanctions A-E (B and B.1. may never be suspended). The DHO or UDC may execute, suspend, or revoke and execute suspensions of sanctions F through M. The DHO may execute UDC-suspended sanctions. However, the UDC may not execute DHO-suspended sanctions A-E.

When an inmate receives an Incident Report while on a DHO-imposed, but suspended sanction, the new Incident Report is to be forwarded by the UDC to the DHO both for a final disposition on the suspended sanction, and for disposition on the suspended sanction. This procedure is not necessary when the UDC informally resolves the new incident report. The DHO may return an incident report to the UDC if a decision not to execute the suspended sanction is made.

The UDC or DHO may impose increased sanctions for repeated, frequent offenses according to the guidelines presented in Table 1.

Noting that not all UDC or DHO decisions finding an inmate committed a prohibited act will result in a change to the inmate's security designation score, the Unit Team may recommend a greater security transfer, using their professional judgment, and in accordance with the policy on the Inmate Security Designation and Custody Classification.

Sanctions by severity of prohibited act, with eligibility for restoration of forfeited and withheld statutory good time are presented in the Program Statement on Inmate Discipline.

### GREATEST CATEGORY

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

### CODE-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 a 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 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, or introduction of a hazardous

tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade, body armor, maps, homemade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).

- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug abuse testing.
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by medical staff.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants or related paraphernalia, not prescribed for the individual by medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit or further a Greatest Category prohibited act.
- 198 Interfering with a staff member in the performance of duties. Conduct must be of the Greatest severity nature. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. Conduct must be of the Greatest severity nature. 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.

**SANCTIONS**

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

**HIGH CATEGORY****CODE-PROHIBITED ACTS**

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person.
- 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.
- 211 Possessing any officer's or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse work to work, or to participate in a work stoppage.
- 216 Giving or offering an official or staff member a bribe or anything of value.
- 217 Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited 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 the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g.

- DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g. use of the mail to commit or further a High Category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means, sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence.
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High Category prohibited act.
- 298 Interfering with a staff member in the performance of duties, most like another High severity prohibited act. This charge is to be used only when another charge of high severity is not accurate. The offending conduct must be charged as "most like" one of the listed High Severity prohibited acts.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons, most like another High severity prohibited act. This charge is to be used only when another charge of high severity is not accurate. The offending charge must be charged as "most like" one of the listed High Severity prohibited acts.

### **SANCTIONS**

- 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 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 CATEGORY**

#### **CODE-PROHIBITED ACTS**

- 300 Indecent exposure.
- 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 would be charged 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 toward 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 taking of count.
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized Contacts with the Public
- 328 Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
- 331 Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (tools not likely to be used in an 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 nonhazardous 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 education 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 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 act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another moderate severity prohibited act. This charge is to be used only when another charge of moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.

### **SANCTIONS**

- A Recommend parole date rescission or retardation
- B Forfeit earned statutory good time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra

good time (an extra good time sanction may not be suspended).

- B.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 CATEGORY

### CODE-PROHIBITED ACTS

- 402 Malingering, feigning illness
- 404 Using abusive or obscene language.
- 407 Conduct with a visitor in violation of Bureau regulations.
- 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 moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.
- 499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.

### SANCTIONS

- 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).
- D Make monetary restitution.
- E Monetary fine.
- F Loss of privileges (commissary, movies, recreation, etc.).
- 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.

### GCT SANCTIONS

541.4 Loss of good conduct sentence credit as a mandatory sanction.

(a) You will lose good conduct sentence credit as a mandatory disciplinary sanction if you are in one of the following two groups:

(1) **VCCLEA-violent inmates.** The date of your U.S. Code offense was on or after September 13, 1994, but before April 26, 1996, and you committed a "crime of violence" as defined by the Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA); or

(2) **PLRA inmates and D.C. Code offenders.** The date of your U.S. Code offense was on or after April 26, 1996, and, therefore, under the Prison Litigation Reform Act (PLRA), or the date of your District of Columbia (DC) Code offense was on or after August 5, 2000.

(b) If you are an inmate in one of the above groups and commit a prohibited act, you will lose good conduct sentence credit as a mandatory disciplinary sanction. The amount of good conduct sentence credit you will lose depends on the severity level of the prohibited act(s) committed, as follows:

(1) **Greatest Severity Level Offenses.** You will lose at least 41 days, or 75% of available credit if less than 54 days are available for the prorated period, for each act committed.

(2) **High Severity Level Offenses.** You will lose at least 27 days, or 50% of available credit if less than 54 days are available for the prorated period, for each act committed.

(3) **Moderate Severity Level Offenses.** You will lose at least 14 days, or 25% of available credit if less than 54 days are available for the prorated period, after committing two or more Moderate severity acts during the current year of your good conduct sentence credit availability.

(4) **Low Severity Level Offenses.** You will lose at least 7 days, or 12.5% of available credit if less than 54 days are available for the prorated period, after committing three or more Low severity acts during the current year of your good conduct sentence credit availability. Available Sanctions (upon finding the inmate committed the prohibited act(s) :

**(A) Recommend Parole Date Rescission or Retardation.** The DHO may recommend retardation or rescission of parole grants to the U.S. Parole Commission or respective parole authority.

**(B) Forfeit Earned Statutory Good Time, Non-vested Good Conduct Time, or Terminate or Disallow Extra Good Time.** *Forfeited good conduct time* (GCT) is not eligible for restoration. However, *forfeited statutory good time* (SGT) may be restored. Restoration of statutory good time is approved at initial eligibility only when the inmate has shown a period of improved good behavior. When the Warden (or designee) denies restoration of forfeited statutory good time, the Unit Team notifies the inmate

of the reasons for denial. The Unit Team establishes a new eligibility date, not to exceed six months from the date of denial. An application for restoration of statutory good time is forwarded from the inmate's Unit Team, through the DHO and Captain for comments, to the Warden for final decision.

Inmates who committed their crimes on or after November 1, 1987, and are sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act, are only eligible to receive 54 days GCT credit (18 U.S.C. 3624(b)). This credit is given at the end of each year served and, once given, is vested. For these inmates, the DHO's authority is final and subject only to review by the Regional Director to ensure conformity with the discipline policy and by inmate appeal through Administrative Remedy procedures.

The statutory good time available for forfeiture is limited to an amount computed by multiplying the months served at the time of the offense for which forfeiture is taken, by the applicable monthly rate specified in 18 U.S.C. 4161 (less previous forfeiture or withholding). The amount of GCT available for forfeiture is limited to total days in "non-vested" status at the time of misconduct (less previous forfeiture). Forfeiture of GCT may not be suspended.

Disallowance of extra good time is limited to extra good time for the calendar month in which the violation occurs. It may not be withheld or restored. The sanction of termination or disallowance of extra good time may not be suspended.

Forfeited GCT will not be restored. Authority to restore forfeited statutory good time is delegated to the Warden, and may not be delegated lower than the Associate Warden level. Limitations on this sanction and eligibility for restoration are based on the severity scale.

To ensure an inmate's case is not overlooked when statutory good time has been forfeited, the unit manager will ensure the

eligibility requirements are reviewed for restoration per the time frames in the Program Statement on Classification and Program Review of Inmates. A recommendation of the unit team for or against restoration is forwarded to the Warden through the DHO and Captain. Except as noted, eligibility for restoration of forfeited statutory good time is computed from the date of the withholding or forfeiture action by the DHO.

An inmate who has escaped and receives forfeiture at a subsequent in absentia hearing begins the eligibility for restoration period upon return to Bureau custody. The Warden refers to the Regional Director any case where exceptional circumstances support restoration of statutory good time before completion of the eligibility requirements. Sanction B does not apply to inmates committed under the Comprehensive Crime Control Act for crimes committed on or after November 1, 1987, and prior to passage of the Violent Crime Control and Law Enforcement Act of 1994 (September 23, 1994). For those inmates, the applicable sanction is B.1.

**(B.1) Disallowance of Good Conduct Time.** An inmate sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act (committed a crime on or after November 1, 1987) may not receive statutory good time, but is eligible to receive 54 days GCT credit each year (18 U.S.C. 3624(b)). Once awarded, the credit is vested, and may not be disallowed.

Crimes committed on or after September 13, 1994, and before April 26, 1996, (VCCLEA) credit is not vested unless the inmate has earned or is making satisfactory progress toward a high school diploma or equivalent degree (or is exempt because of a learning disability).

For crimes committed on or after April 26, 1996, (PLRA and SRAA) GCT credit toward an inmate's service of sentence vests on the date the inmate is released. Once disallowed, the credit may not be restored, except by immediate review or appeal as indicated below. Prior to this award being made, the credit may

be disallowed for an inmate found to have committed a prohibited act.

A sanction of GCT disallowance may not be suspended. Only the DHO can take action to disallow GCT. The DHO considers the severity of the prohibited act and the suggested disallowance guidelines in making a determination.

A decision to go above the guideline is warranted for a greatly aggravated offense or a repeated violation of another prohibited act within a relatively short time (e.g., within 24 months for a Greatest severity level prohibited act, 18 months for a High severity level prohibited act, and 12 months for a moderate severity level prohibited act). A decision to go below the guidelines is warranted for strong mitigating factors. A decision above or below the guidelines is justified in the DHO report.

VCCLEA inmates rated "violent" and PLRA inmates are ordinarily disallowed GCT for each prohibited act they are found to have committed at a DHO hearing, consistent with the following:

**Greatest Severity Level Offenses.** A minimum of 41 days (or, if less than 54 days are available for the prorated period, a minimum of 75% of available GCT) for each act committed.

**High Severity Level Offenses.** A minimum of 27 days (or, if less than 54 days are available for the prorated period, a minimum of 50% of available GCT) for each act committed.

**Moderate Severity Level Offenses.** A minimum of 14 days (or, if less than 54 days are available for the prorated period, a minimum of 25% of available GCT) for each act committed if the inmate has committed two or more moderate severity level offenses during the current anniversary period.

**Low Severity Level Offenses.** A minimum of 7 days (or, if less than 54 days are available for the prorated period, a minimum of

12.5% of available GCT) for each act committed if the inmate has committed three or more low moderate offenses during the current anniversary period.

Except for VCCLEA inmates rated “violent” or PLRA inmates, Sanction B.1 may be imposed on the Low severity level only where the inmate has committed a Low severity level act more than once within a six-month period.

GCT credit may only be given to an inmate serving a sentence of more than one year, but less than life. In the last year or part of a year of an inmate’s sentence, only the GCT available for the time remaining may be disallowed.

**(C) Disciplinary Segregation.** The DHO may direct that an inmate be placed or retained in disciplinary segregation.

Consecutive disciplinary segregation sanctions can be imposed for inmates found to have committed offenses that are part of different acts only. Limits on time in disciplinary segregation are based on the severity scale (see Tables 1 and 2).

Unless otherwise specified by the DHO, disciplinary segregation placements for different or separate prohibited acts are imposed consecutively.

**(D) Make Monetary Restitution.** The DHO may direct that an inmate reimburse the U.S. Treasury for damages to U.S. Government property that the individual caused or contributed to. The UDC is prohibited from imposing the sanction of make monetary restitution. Commissary privileges should be suspended by the DHO until restitution is made. See the Program Statement **Trust Fund/Deposit Fund Manual** for instructions regarding impoundment of inmate funds.

**(E) Monetary Fine.** The DHO may direct that an inmate pay a fine, as follows:

Greatest severity level offense – Up to \$500, or 75% of the inmate’s trust fund balance.

High severity level offense – Up to \$300, or 50% of the inmate’s trust fund balance.

Moderate severity level offense – Up to \$100, or 25% of the inmate’s trust fund balance.

Low severity level offense – Up to \$50, or 12.5% of the inmate’s trust fund balance.

Commissary privileges should be suspended until the fine is paid. See the Trust Fund/Deposit Fund Manual for instructions regarding impoundment of inmate funds. This sanction cannot be used as a form of monetary restitution. The UDC is prohibited from imposing the sanction of monetary fine.

**(F) Loss of Privileges (e.g., visiting, telephone, e-mail, commissary, movies, recreation).** The DHO or UDC may direct that an inmate forego specific privileges for a specified time. The DHO or UDC may impose non-contact visiting or immediate family-only visitation in addition to loss of visiting. Loss of recreation privileges (exercise periods) may not be imposed on inmates in a Special Housing Unit (SHU), but may be used for general population inmates. The DHO or UDC may impose a loss of mattress sanction from lights on to lights off for inmates in the SHU. Staff must ensure the inmate has a mattress from lights off to lights on.

**(G) Change Housing (Quarters).** The DHO or UDC may direct that an inmate be moved to other housing.

**(H) Remove from Program or Group Activity.** The DHO or UDC may direct that an inmate not participate in any program or group activity for a specified time.

**(I) Loss of Job.** The DHO or UDC may direct that an inmate be removed from his/her present job or assigned to another job.

**(J) Impound Inmate’s Personal Property.** The DHO or UDC may direct that an inmate’s personal property be stored in the institution for a specified time.

**(K) Confiscate Contraband.**

**(L) Restrict Quarters.** The DHO or UDC may direct that an inmate be confined to quarters or its immediate area for a specified time.

**(M) Extra Duty.** The DHO or UDC may direct that an inmate perform tasks other than those performed during his/her regular job.

**SANCTIONS FOR REPETITION OF PROHIBITED ACTS WITHIN SAME CATEGORY (TABLE 1)**

Category	Prior Offense (Same Severity Level) Within Time Period	Frequency of Repeated (Same Severity Level)	Additional Sanctions Available
Low (400 level)	6 months	2 <sup>nd</sup> offense	Low severity Sanctions, plus: 1. Disciplinary Segregation, up to 7 days.  2. Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended).
		3 <sup>rd</sup> or more Offense	Any available Moderate severity level sanction (300 series).

Moderate (300 level)	12 months	2 <sup>nd</sup> offense	Moderate severity Sanctions (A, C, E-N) plus: 1. Disciplinary Segregation, up to 21 days 2. Forfeit earned SGT or non-vested GCT up to 37 1/2% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3 <sup>rd</sup> or more offense	Any available High severity level sanction (200 series).
High (200 level)	18 months	2 <sup>nd</sup> offense	High severity sanction (A-M) plus: 1. Disciplinary segregation, up to 45 days. 2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3 <sup>rd</sup> or more offense	Any available Greatest severity level sanction (100 series).
Greatest (100 level)	24 months	2 <sup>nd</sup> or more offense	Disciplinary Segregation (up to 18 months).

## PART 301-INMATE ACCIDENT COMPENSATION

Section 4126 of Title 18, United States Code, authorizes Federal Prison Industries, Incorporated, to employ the Prison Industries Fund in paying compensation to inmates or their dependents for injuries suffered in any work activity in connection with the maintenance or operation of the institution where confined, pursuant to rules and regulations promulgated by the Attorney General. The authority to issue rules and regulations under this provision has been delegated by the Attorney General to the Board of Directors of Federal Prison Industries, or to such officer of the Corporation as the Federal Prison Industries, or to such officer of the Corporation as the Board may designate. See Title 28, Code of Federal Regulation (28CFR), Section 0.99. These regulations coincide with those published in 28 CFR Section 301.101 through 301.319.

### SUBPART A-General

Sec. 301.101 Purpose and scope. Pursuant to the authority granted at 18 U.S.C. 4126, the procedures set forth in this part govern the payment of accident compensation, necessitated as the result of work-related injuries, to federal prison inmates or their dependents. Compensation may be awarded via two separate and distinct programs: (a) Inmate Accident Compensation may be awarded to former federal inmates or their dependents for physical impairment or death resultant from injuries sustained while performing work assignments in Federal Prison Industries, Inc., in institutional work assignments involving the operation or maintenance of a federal correctional facility, or in approved work assignments for other federal entities; or, (b) Lost-time wages may be awarded to inmates assigned to Federal Prison Industries, Inc., to paid institutional work assignments involving the operation or maintenance of a federal correctional facility, or in approved work assignments for other federal entities for work-related injuries resulting in time lost from the work assignment.

Sec. 301.102 Definitions. (a) For purposes of this part, the term work-related injury shall be defined to include any injury, including occupational disease or illness, proximately caused by

the actual performance of the inmate's work assignment. (b)(1) For purposes of this part, the term release is defined as the removal of an inmate from a Bureau of Prisons correctional facility upon expiration of sentence, parole, final discharge from incarceration of a pretrial inmate, or transfer to a community corrections center or other non-federal facility, at the conclusion of the period of confinement in which the injury occurred. (2) In the case of an inmate who suffers a work-related injury while housed at a community corrections center, release is defined as the removal of the inmate from the community corrections center upon expiration of sentence, parole, or transfer to any non-federal facility, at the conclusion of the period of confinement in which the injury occurred. (3) In the case of an inmate who suffers a work-related injury while housed at a community corrections center and is subsequently transferred to a Bureau of Prisons facility, release is defined as the removal of the inmate from the Bureau of Prisons facility upon expiration of sentence, parole, or transfer to a community corrections center or other non-federal facility. (c) For purposes of this part, the term dependent is defined as the legally recognized spouse or child of an inmate for whose support the inmate is legally responsible in whole or part. (d) For purposes of this part, the term work detail supervisor may refer to either a Bureau of Prisons or a non-Bureau of Prisons supervisor. (e) For the purposes of this part, the phrase housed at or based at a "Bureau of Prisons institution" shall refer to an inmate that has a work assignment with a Bureau of Prisons institution or with another federal entity and is incarcerated at a Bureau of Prisons institution. For the purposes of this part, the phrase based at or housed at a "community corrections center" shall refer to an inmate who has a work assignment for a non-Bureau of Prisons federal entity and is incarcerated at a community corrections center.

Sec. 301.103 Inmate work assignments. The unit team of each inmate, which ordinarily designates work assignments, or whoever makes work assignments, shall review appropriate medical records, presentence reports, admission summaries, and all other available information prior to the designation of an inmate to a work assignment in an effort to preclude the

assignment of an inmate to a work assignment not compatible with the inmate's physical ability or condition.

Sec. 301.104 Medical attention. Whenever an inmate worker is injured while in the performance of assigned duty, regardless of the extent of the injury, the inmate shall immediately report the injury to his official work detail supervisor. In the case of injuries on work details for other federal entities, the inmate shall also report the injury as soon as possible to community corrections or institution staff, as appropriate. The work detail supervisor shall immediately secure such first aid, medical, or hospital treatment as may be necessary for the proper treatment of the injured inmate. First aid treatment may be provided by any knowledgeable individual. Medical, surgical, and hospital care shall be rendered under the direction of institution medical staff for all inmates based at Bureau of Prisons institutions. In the case of inmates based at community corrections centers, medical care shall be arranged by the work supervisor or by community corrections center staff in accordance with the medical needs of the inmate. Refusal by an inmate worker to accept such medical, surgical, hospital, or first aid treatment recommended by medical staff or by other medical professionals may result in denial of any claim for compensation for any impairment resulting from the injury.

Sec. 301.105 Investigation and report of injury. (a) After initiating necessary action for medical attention, the work detail supervisor shall immediately secure a record of the cause, nature, and exact extent of the injury. The work detail supervisor shall complete a BP-140, Injury Report (Inmate), on all injuries reported by the inmate, as well as injuries observed by staff. In the case of injuries on work details for other federal entities, the work supervisor shall also immediately inform community corrections or institution staff, as appropriate, of the injury. The injury report shall contain a signed statement from the inmate on how the accident occurred. The names and statements of all witnesses (e.g., staff, inmates, or others) shall be included in the report. If the injury resulted from the operation of mechanical equipment, an identifying description or photograph of the machine or instrument causing the injury shall be obtained, to

include a description of all safety equipment used by the injured inmate at the time of the injury. Staff shall provide the inmate with a copy of the injury report. Staff shall then forward the original and remaining copies of the injury report to the Institutional Environmental and Safety Compliance Manager for review. In the case of inmates based at community corrections centers, the work detail supervisor shall provide the inmate with a copy of the injury report and shall forward the original and remaining copies of the injury report to the Residential Reentry Center responsible for the particular community corrections center where the inmate is housed. (b) The Institution Environmental and Safety Compliance Manager or Residential Reentry Manager shall ensure that a medical description of the injury is included on the BP-140 whenever the injury requires medical attention. The Institution Environmental and Safety Compliance Manager or Residential Reentry Manager shall also ensure that the appropriate sections of BP-140, Page 2, Injury--Lost-Time Follow-Up Report, are completed and that all reported work injuries are properly documented.

Sec. 301.106 Repetitious accidents. If an inmate worker is involved in successive accidents on a particular work site in a comparatively short period of time, regardless of whether injury occurs, and the circumstances of the accidents indicate an awkwardness or ineptitude that, in the opinion of the inmate's work supervisor, implies a danger of further accidents in the task assigned, the inmate shall be assigned to another task more suitable to the inmate's ability.

#### SUBPART B-Lost-Time Wages

Sec. 301.201 Applicability. Lost-time wages shall be available only for inmates based at Bureau of Prisons institutions.

Sec. 301.202 Determination of work-relatedness. (a) When the institution safety manager receives notice, or has reason to believe, a work-related injury may result in time lost from the work assignment, he or she shall present BP-140, Pages 1 and 2 (with the appropriate sections completed) to the Institution's Environmental and Safety Compliance Committee at the Committee's next regularly scheduled meeting. The

Environmental and Safety Compliance Committee shall make a determination of the injury's work-relatedness based on the available evidence and testimony. The determination shall be recorded on BP-140, Page 2, a copy of which shall be provided to the inmate. (b) A determination of work-relatedness for purposes of awarding lost-time wages is not confirmation on the validity of any subsequent claim to receive compensation for work-related physical impairment or death.

Sec. 301.203 Payment of lost-time wages. (a) An inmate worker may receive lost-time wages for the number of regular work hours absent from work due to injury sustained in the performance of the assigned work. (b) Lost-time wages are paid for time lost in excess of three consecutively scheduled workdays. The day of injury is considered to be the first workday regardless of the time of injury. (c) An inmate may receive lost-time wages at the rate of 75% of the standard hourly rate of the inmate's regular work assignment at the time of the injury.

Sec. 301.204 Continuation of lost-time wages. (a) Once approved, the inmate shall receive lost-time wages until the inmate: (1) Is released; (2) Is transferred to another institution for reasons unrelated to the work injury; (3) Returns to the pre-injury work assignment; (4) Is reassigned to another work area or program for reasons unrelated to the sustained work injury, or is placed into Disciplinary Segregation; or, (5) Refuses to return to a regular work assignment or to a lighter duty work assignment after medical certification of fitness for such duty. (b) An inmate medically certified as fit for return to work shall sustain no monetary loss due to a required change in work assignment. Where there is no light duty or regular work assignment available at the same rate of pay as the inmate's pre-injury work assignment, the difference shall be paid in lost-time wages. Lost-time wages are paid until a light duty or regular work assignment at the same pay rate as the inmate's pre-injury work assignment is available.

Sec. 301.205 Appeal of determination. An inmate who disagrees with the decision regarding payment of lost-time wages may appeal that decision exclusively through the Administrative Remedy Procedure. (See 28 CFR part 542.)

28 CFR 542 refers to the Program Statement on Administrative Remedy Procedure for Inmates.

#### SUBPART C--Compensation for Work-Related Physical Impairment or Death

Sec. 301.301 Compensable and non-compensable injuries. (a) No compensation for work-related injuries resulting in physical impairment shall be paid prior to an inmate's release. (b) Compensation may only be paid for work-related injuries or claims alleging improper medical treatment of a work-related injury. This ordinarily includes only those injuries suffered during the performance of an inmate's regular work assignment. However, injuries suffered during the performance of voluntary work in the operation or maintenance of the institution, when such work has been approved by staff, may also be compensable. (c) Compensation is not paid for injuries sustained during participation in institutional programs (such as programs of a social, recreational, or community relations nature) or from maintenance of one's own living quarters. Furthermore, compensation shall not be paid for injuries suffered away from the work location (e.g., while the claimant is going to or leaving work, or going to or coming from lunch outside of the work station or area). (d) Injuries sustained by inmate workers willfully or with intent to injure someone else, or injuries suffered in any activity not related to the actual performance of the work assignment are not compensable, and no claim for compensation for such injuries will be approved. Willful violation of rules and regulations may result in denial of compensation for any resulting injury.

Sec. 301.302 Work-related death. A claim for compensation as the result of work-related death may be filed by a dependent of the deceased inmate up to one year after the inmate's work-related death. The claim shall be submitted directly to the Claims Examiner, Federal Bureau of Prisons, 320 First Street NW., Washington, DC 20534.

Sec. 301.303 Time parameters for filing a claim. (a) No more than 45 days prior to the date of an inmate's release, but no less

than 15 days prior to this date, each inmate who feels that a residual physical impairment exists as a result of an industrial, institution, or other work-related injury shall submit a FPI Form 43, Inmate Claim for Compensation on Account of Work Injury. Assistance will be given the inmate to properly prepare the claim, if the inmate wishes to file. In each case a definite statement shall be made by the claimant as to the impairment caused by the alleged injury. The completed claim form shall be submitted to the Institution Environmental and Safety Compliance Manager or Residential Reentry Manager for processing. (b) In the case of an inmate based at a community corrections center who is being transferred to a Bureau of Prisons institution, the Residential Reentry Manager shall forward all materials relating to an inmate's work-related injury to the Institution Environmental and Safety Compliance Manager at the particular institution where an inmate is being transferred, for eventual processing by the Environmental and Safety Compliance Manager prior to the inmate's release from that institution. (c) Each claimant shall submit to a medical examination to determine the degree of physical impairment. Refusal, or failure, to submit to such a medical examination shall result in the forfeiture of all rights to compensation. In each case of visible impairment, disfigurement, or loss of member, photographs shall be taken to show the actual condition and shall be transmitted with FPI Form 43. (d) The claim, after completion by the physician conducting the impairment examination, shall be returned to the Institution Environmental and Safety Compliance Manager or Residential Reentry Manager for final processing. It shall then be forwarded promptly to the Claims Examiner, Federal Bureau of Prisons, 320 First Street NW., Washington, DC 20534. (e) It is the responsibility of each claimant to advise the Claims Examiner of his or her current address, in writing, at all times during the pendency of a claim for Inmate Accident Compensation. (f) When circumstances preclude submission in accordance with the provisions of paragraph (a) of this section, a claim may be accepted up to 60 days following release. Additionally, a claim for impairment may be accepted up to one year after release, for good cause shown. In such cases the claim shall be

submitted directly to the Claims Examiner, Federal Bureau of Prisons, 320 First Street NW., Washington, DC 20534.

Sec. 301.304 Representation of claimant. (a) Any person may represent the claimant's interest in any proceeding for determination of a claim under this part, so long as that person is not confined in any federal, state or local correctional facility. Written appointment of a representative, signed by the claimant, must be submitted before the representative's authority to act on behalf of the claimant may be acknowledged. (b) It is not necessary that a claimant employ an attorney or other person to assert a claim or effect collection of an award. Under no circumstances will the assignment of any award be recognized, nor will attorney fees be paid by Federal Prison Industries, Inc.

Sec. 301.305 Initial determination. A claim for inmate accident compensation shall be determined by a Claims Examiner under authority delegated by the Board of Directors of Federal Prison Industries, Inc., pursuant to 28 CFR 0.99. In determining the claim, the Claims Examiner will consider all available evidence. Written notice of the determination, including the reasons therefore, together with notification of the right to appeal the determination, shall be mailed to the claimant at the claimant's last known address, or to the claimant's duly appointed representative.

Sec. 301.306 Appeal of determination. (a) An Inmate Accident Compensation Committee (hereafter referred to as the "Committee") shall be appointed by the Chief Operating Officer, Federal Prison Industries, Inc., under authority delegated by the Board of Directors of Federal Prison Industries, Inc., pursuant to 28 CFR 0.99. The Committee shall consist of four members and four alternate members, with any three thereof required to form a quorum for decision-making purposes. (b) Any claimant not satisfied with any decision of the Claims Examiner concerning the amount or right to compensation shall, upon written request made within 30 days after the date of issuance of such determination, or up to 30 days thereafter upon a showing of reasonable cause, be afforded an opportunity for either an in-person hearing before the Committee, or Committee

reconsideration of the decision. A claimant may request an in-person hearing or reconsideration by writing to the Inmate Accident Compensation Committee, Federal Bureau of Prisons, 320 First Street NW., Washington, DC 20534. (c) Upon receipt of claimant's request, a determination will be made regarding the timeliness of the filing. If the request is timely filed, or if reasonable cause exists to accept the request filed in an untimely manner, the request shall be accepted. Once accepted, a copy of the information upon which the Claims Examiner's initial determination was based shall be mailed to the claimant at the claimant's last known address, or to claimant's duly appointed representative, provided the release of such information is not determined to pose a threat to the safety of the claimant, any other inmate, or staff.

Sec. 301.307 Notice, time and place of committee action. (a) Committee action shall ordinarily occur within 60 days of the receipt of claimant's request, except as provided in this section. Notice of the date set for Committee action shall be mailed to the claimant at the claimant's last known address, or to claimant's duly appointed representative. All Committee action shall be conducted at the Central Office of the Bureau of Prisons, 320 First Street NW., Washington, DC 20534. (b) A hearing or reconsideration may be postponed at the option of the Committee, or, if good cause is shown, upon request of the claimant. A claimant may change the request from either hearing to reconsideration or reconsideration to hearing, provided notice of such change is received at least 10 days prior to the previously scheduled action.

Sec. 301.308 Committee reconsideration. If the claimant elects to have the Committee reconsider any decision of the Claims Examiner, the claimant may submit documentary evidence which the Committee shall consider in addition to the original record. The Committee must receive evidence no less than 10 days prior to the date of reconsideration, and may request additional documentary evidence from the claimant or any other source.

Sec. 301.309 In-person hearing before the committee. (a) The appeal shall be considered to have been abandoned if the claimant fails to appear at the time and place set for the hearing and does not, within 10 days after the time set for that hearing, show good cause for failure to appear. (b) In conducting the hearing, the Committee is not bound by common law or statutory rules of evidence, or by technical or formal rules of procedure, but may conduct the hearing in such manner as to best ascertain the rights and obligations of the claimant and the government. At such hearing, the claimant shall be afforded an opportunity to present evidence in support of the claim under review. (c) The Committee shall consider all evidence presented by the claimant, and shall, in addition, consider any other evidence as the Committee may determine to be useful in evaluating the claim. Evidence may be presented orally and/or in the form of written statements and exhibits. (d) A representative appointed in accordance with the provisions of this section may make or give, on behalf of the claimant, any request or notice relative to any proceeding before the Committee. A representative shall be entitled to present or elicit evidence or make allegations as to fact and law in any proceeding affecting the claimant and to request information with respect to the claim. Likewise, any request for additional information, or notice to any claimant of any administrative action, determination, or decision, may be sent to the representative of such claimant, and shall have the same force and effect as if it had been sent to the claimant. (e) In order to fully evaluate the claim, the Committee may question the claimant and any witness(es) appearing before the Committee on behalf of the claimant or government. (f) Claimant, or claimant's representative, may question the Committee or any witness(es) appearing before the Committee on behalf of the government, but only on matters determined by the Committee to be relevant to its evaluation of the claim. (g) The hearing shall be recorded, and a copy of the recording or, at the discretion of the Committee, a transcript thereof shall be made available to the claimant upon request, provided such request is made not later than 90 days following the date of the hearing.

Sec. 301.310 Witnesses. (a) If a claimant wishes to present witnesses at the hearing, the claimant must provide the Committee, no less than 10 days before the scheduled hearing date, the name and address of each proposed witness, along with an outline of each witness' testimony. The Committee may limit the number of witnesses who may appear at a hearing, however, the Committee has no authority to compel the attendance of any witness. (b) Any person confined in a Federal, State, or local penal or correctional institution at the time of the hearing may not appear as a witness, but that person's testimony may be submitted in the form of a written statement.

Sec. 301.311 Expenses associated with appearance at committee hearing. Federal Prison Industries, Inc., may not assume responsibility for any expenses incurred by the claimant, claimant's representative, or any witness appearing on behalf of the claimant in connection with attendance at the hearing, as well as any other costs relating to any representative, witnesses, or evidence associated with a hearing before the Committee.

Sec. 301.312 Notice of committee determination. The Committee shall mail written notice of its decision to affirm, reverse, or amend the Claims Examiner's initial determination, with the reasons for its decision, to the claimant at the claimant's last known address, or to claimant's duly appointed representative, no later than 30 days after the date of the hearing unless the Committee needs to make a further investigation as a result of information received at the hearing. If the Committee conducts further investigation subsequent to the hearing, the decision notice shall be mailed no later than 30 days after the conclusion of the Committee's investigation.

Sec. 301.313 Chief Operating Officer review. Any claimant not satisfied with the Committee's reconsidered decision or decision after a hearing may appeal such decision to the Chief Operating Officer, Federal Prison Industries, Inc., 320 First Street NW., Washington, DC 20534. A written request for such an appeal must be received no later than 90 days after the date of notice

of the Committee's decision. The Chief Operating Officer shall review the record and affirm, reverse or amend the Committee's decision no later than 90 days after receipt of claimant's notice of appeal. Written notice of the Chief Operating Officer's decision shall be mailed to the claimant's last known address, or to the claimant's representative.

Sec. 301.314 Establishing the amount of award. (a) If a claim for Inmate Accident Compensation is approved, the amount of compensation shall be based upon the degree of physical impairment existent at the time of the claimant's release regardless of when during the claimant's period of confinement the injury was sustained. No claim for compensation will be approved if full recovery occurs while the inmate is in custody and no impairment remains at the time of release. (b) In determining the amount of accident compensation to be paid, the permanency and severity of the injury in terms of functional impairment shall be considered. The provisions of the Federal Employees' Compensation Act (FECA) (5 U.S.C. 8101, et seq.) shall be followed when practicable. The FECA establishes a set number of weeks of compensation applicable for injuries to specific body members or organs (section 8107). (c) All awards of Inmate Accident Compensation shall be based upon the minimum wage (as prescribed by the Fair Labor Standards Act). (1) For body members or organs covered under section 8107, the minimum wage applicable at the time of the award shall be used as the basis for determining the amount of compensation. Awards regarding injury to body members or organs covered under section 8107 shall be paid in a lump sum. Acceptance of such an award shall constitute full and final settlement of the claim for compensation. (2) For body members or organs not covered under section 8107, awards will be paid on a monthly basis because such awards are subject to periodic review of entitlement. The minimum wage applicable at the time of each monthly payment shall be used in determining the amount of each monthly payment. Monthly payments are ordinarily mailed the first day of the month following the month in which the award is effective.

Sec. 301.315 Review of entitlement. (a) Each monthly compensation recipient shall be required, upon request of the Claims Examiner, to submit to a medical examination, by a physician specified or approved by the Claims Examiner, to determine the current status of his physical impairment. Any reduction in the degree of physical impairment revealed by this examination shall result in a commensurate reduction in the amount of monthly compensation provided. Failure to submit to this physical examination shall be deemed refusal, and shall ordinarily result in denial of future compensation. The costs associated with this examination shall be borne by Federal Prison Industries, Inc. (b) Inasmuch as compensation awards are based upon the minimum wage, any income received by a compensation recipient which exceeds the annual income available at the minimum wage (based upon a 40 hour work week), including Social Security or veterans benefits received as the result of the work-related injury for which Inmate Accident Compensation has been awarded, shall be deemed excessive. The amount of compensation payable to a claimant with an income deemed excessive shall be reduced at the rate of one dollar for each two dollars of earned and benefit income which exceeds the annual income available at minimum wage. Each monthly compensation recipient shall be required to provide a statement of earnings on an annual basis, or as otherwise requested. Failure to provide this statement shall result in the suspension or denial of all Inmate Accident Compensation benefits until such time as satisfactory evidence of continued eligibility is provided.

Sec. 301.316 Subsequent incarceration of compensation recipient. If a claimant, who has been awarded compensation on a monthly basis, is or becomes incarcerated at any federal, state, or local correctional facility, monthly compensation payments payable to the claimant shall ordinarily be suspended until such time as the claimant is released from the correctional facility.

Sec. 301.317 Medical treatment following release. Federal Prison Industries, Inc., may not pay the cost of medical, hospital treatment, or any other related expense incurred after release

from confinement unless such cost is authorized by the Claims Examiner in advance, or the Claims Examiner determines that circumstances warrant the waiver of this requirement. Generally, the payment of such costs is limited to impairment evaluations, or treatments intended to reduce the degree of physical impairment, conducted at the direction of the Claims Examiner. The amount of a payment for medical treatment is limited to reasonable expenses incurred, such as those amounts authorized under the applicable fee schedule established pursuant to 42 U.S.C. 1395w-4 for the Department of Health and Human Services Medicare program.

Sec. 301.318 Civilian compensation laws distinguished. The Inmate Accident Compensation system is not obligated to comply with the provisions of any other system of worker's compensation except where stated in this part. Awards made under the provisions of the Inmate Accident Compensation procedure differ from awards made under civilian workmen's compensation laws in that hospitalization is usually completed prior to the inmate's release from the institution and, except for a three-day waiting period, the inmate receives wages while absent from work. Other factors necessarily must be considered that do not enter into the administration of civilian workmen's compensation laws. As in the case of federal employees who allege they have sustained work-related injuries, the burden of proof lies with the claimant to establish that the claimed impairment is causally related to the claimant's work assignment.

Sec. 301.319 Exclusiveness of remedy. Inmates who are subject to the provisions of these Inmate Accident Compensation regulations are barred from recovery under the Federal Tort Claims Act (28 U.S.C. 2671 et seq.). Recovery under the Inmate Accident Compensation procedure was declared by the U.S. Supreme Court to be the exclusive remedy in the case of work-related injury. U.S. v. Demko, 385 U.S. 149 (1966).

Despite a well-managed and progressive safety program it is not possible to prevent every accident and injury sustained by

an inmate worker. The above information contains the authority and procedures for reporting work related accidents, for preparation of claims, and for payment of compensation to inmates who have sustained impairment as a result of a work assignment in Federal Prison Industries, Inc., or an institutional work assignment.

#### ADDITIONAL SAFETY TIPS

1. Always use common sense.
2. Always wear available protective equipment.
3. Always ask your Supervisor if you are unsure or need clarification.
4. Never feed an animal on the compound. Never touch an animal or try to capture an animal on the compound. Animals can be feral and can carry disease. They may also bite.
5. Do report an animal, whether it be dead or alive, to your Supervisor for safe removal.

#### UNIT RULES AND REGULATIONS

Updated: June 2016

All unit regulations are intended to insure the orderly running of the unit. Each inmate is expected to do her part in complying with the rules and guidelines as outlined below:

1. Personal Conduct: Inmates are restricted from hand holding, embracing, kissing, and the placement of arms around shoulders or waist or other forms of physical contact, including unauthorized physical contact for the purpose of sexual gratification. This includes playing with another inmate's hair; petting another inmate's head, hair, or other body part; applying makeup to another inmate; and/or massaging another inmate. Additionally, inmates may not straddle each other while sitting from behind, from the side, or face to face. Legs and arms should not be intertwined. Inmates shall not sit or lay in the same bed at any time.
2. Grooming: Hair styling, including braiding, is only allowed in the inmate bathrooms on the housing unit. Inmates are not

allowed to cut their own hair or another inmate's hair on the housing unit. Random bits of hair fallout from combing/brushing or styling hair shall be cleaned up and disposed of by the owner.

3. Trash and Recycling: Trash receptacles are placed throughout the Unit. Do not throw liquids in the trash. Liquids poured into drains should be free of food particles, etc. Recycling is encouraged for paper and box material, plastics, cans, and batteries. These recycling containers are available on the housing unit for your use.

4. Rooms: Rooms will be ready for inspection each morning at 7:30 a.m., Monday through Friday. This includes the floors being swept and mopped. Exceptions to this rule are those inmates who are on a medical convalescence.

a. Beds will be made with 6 inch collars and hospital corners. The bed is to be made by 7:30 a.m. each morning, Monday through Friday. On Weekends and Holidays, the bed is to be made once the individual is up for the day. Inmates on scheduled days off may sleep on top of the properly made bed. At no time are inmates allowed to sit/lay or put feet upon a bed assigned to another inmate. At no time will inmates sit/lay or put any items or feet upon an empty (unassigned) bed nor store items under an empty (unassigned) bed.

b. NOTHING will be hung, pasted, taped, etc. to walls. No rugs, blankets, or towels are to be placed on the floor.

c. Lockers, shelves, and desk tops will be clean and orderly. Chairs will not contain any markings, stickers, or other identifiers or symbols. Issued metal chairs must be brought to and from the television rooms for use; issued metal chairs left unaccompanied in the television rooms will be subject to confiscation.

d. Windows, screens, and ledges must be kept clean. No items are to be passed through opened windows, or stored outside the windows. The window shades will be pulled up the window at least halfway during the day time. The lights will be

turned off when the room is unoccupied. All windows will be no more than halfway open while the room is unoccupied, when the heat is not on. When the heat is on, windows may not be opened. Energy conservation is mandatory.

e. Range/room trash cans are to be emptied daily and kept clean. No paper or plastic bags are to be used as liners in trash cans.

f. NOTHING will be hung, pasted, taped, or tied to bed frame or bedposts, including any article of clothing, towel, clothing, blanket, hobby craft, or art materials. Exception: A personal fan, purchased from commissary, may be attached to bed. A second blanket may be neatly folded and placed at the foot of the bed. No makeshift clotheslines are allowed. No “tenting” is allowed.

g. Quiet hours will begin promptly at the completion of the 9:00 p.m. count, seven days a week. Monday through Friday, quiet hours will conclude at 6:00 a.m. Saturdays, Sundays, and Holidays, the quiet hours will conclude at 7:00 a.m. The ceiling lights in the rooms will be turned off during quiet hours, and will be turned on at the conclusion of quiet hours. There is to be no congregating with each other in the bathroom areas, nor will visiting with each other be permitted near the telephone areas nor the TRULINCS terminal areas once quiet hours begin.

h. Room inspections will be conducted during normal duty hours by staff to ensure the highest possible sanitation levels are maintained.

i. No board game or card game playing in the rooms will be allowed once the 9:00 p.m. count begins.

j. The room layout of beds and lockers is permanent and will not be rearranged by inmates.

k. One metal type storage locker is authorized per inmate. No items are to be placed in vacant lockers. Any items found in vacant locker(s) will be considered contraband and

confiscated. Inmates shall not store their personal items in the locker of another inmate. The exterior of inmate personal property lockers have a bulletin board area for appropriate postings/pictures. Postings containing magazine cutouts, offensive language or content, nudity, gang related material, as well as depictions of alcohol use or drug use will be confiscated. Original photographs of family/friends are appropriate, but copies of photographs are not allowed. A calendar may be posted here, or a greeting card may be appropriate, but no hobbycraft may be posted here. All appropriate postings on this bulletin board shall fit within the confines of the bulletin board. All other outside surface area of the lockers shall be absent of postings, stickers, etc. No extra shelves are allowed inside the lockers. “Locker buddies” may be purchased in commissary. Homemade “locker buddies” are not authorized and will be considered nuisance contraband. Inmates will store all property in their assigned locker, which coincides specifically with the quarters assignment. The only exceptions for property storage are as follows:

- One laundry bag on side of locker or on assigned hook
- Soiled towel on assigned hook
- Robe on hook (or in locker)
- Up to five sets of pressed inmate uniforms on side of locker or assigned hook
- Up to five books, five magazines, and five newspapers, and current education materials on assigned shelf (or in locker)
- Shoes under bed
- Legal material in assigned locker or legal box if authorized
- Winter coat on assigned hook
- Water jugs may be neatly stored beside the lockers
- Personal fans may be neatly stored on or near the beds
- A craft tote, if properly assigned and utilized, may be stored beside the lockers or on top of the lockers
- (1) 12-pack of soda may be stored under the bed

Excess property will be confiscated and disposed of in accordance with established Federal Bureau of Prisons policy.

No additional hooks may be installed or existing hooks moved without approval of the Unit Manager.

l. No wooden or cardboard boxes are authorized for inmate retention in the rooms.

m. All room/bed changes will be requested via Copout to the Unit Counselor.

5. Smoking: The use of all tobacco products is prohibited per I.S. 1640.04e.

6. Unit Visiting: There is no inter-room visiting. The only person(s) authorized to be in the room, are the inmates assigned to that room. Visiting in other units is also not authorized.

7. Inmate Mail: Inmate mail-call will be conducted by the Unit Officer once the 4:00 p.m. count has cleared.

8. Unit Showers/ Toilets: At no time should more than one inmate occupy a shower and/or toilet stall. Every inmate is required to pick up/clean up after herself. All unit showers are open from after the 5:00 a.m. count clears until 7:30 a.m. AM Food Service workers are excepted, and may quietly use the shower in the morning hours if they work the 4:30 a.m. or 5:30 a.m. shifts, but must respect the established quiet time and be present in their assigned quarters for count. All unit showers are closed at 7:30 a.m. for cleaning. Unit showers open again from 9:00 a.m. until 10:30 p.m., seven days a week, excluding count times. Please note, alternating bathrooms and shower areas may be closed for cleaning during the evening hours. Shower use during normal work hours should be minimal; however, inmates will be allowed to shower during normal work hours for religious or documented medical reasons. See your Unit Manager if you fall in one of these categories. Water conservation is mandatory. Programmable Water Technology (PWT) limits showers to 7 minutes. Showers are available on a first come, first serve basis. Reserving a shower for yourself or others is not allowed.

YOU MAY NOT BE IN THE SHOWER AREA DURING COUNT, AND YOU SHOULD NOT ENTER THE SHOWER AREA UNTIL COUNT CLEARS. Although the showers remain open until 10:30 p.m., you are reminded not to be in the shower at designated count times, announced count times, unit census, or lockdown census. You are also reminded that quiet hours begin at 9:00 p.m. Persons using the showers after the 9:00 p.m. count clears are expected to respect established quiet hours. Failure to do so will result in the showers being closed early.

9. Unit Bulletin Boards: Items of interest are placed on the unit bulletin boards on a regular basis. It is the inmates' responsibility to check the bulletin boards daily. This will ensure inmate awareness of policy revisions, callouts, work assignment changes, unit and institution activities, etc.

10. Unit Dress Code: Inmate clothing at all times must conceal the buttocks, midsection and the breasts. All inmates assigned to work details will wear issued uniforms between the hours of 7:30 a.m. and 4:00 p.m. Monday through Friday. Green shirts must be tucked in. A brown t-shirt must be worn under the green shirt or jumper. Inmates attending callouts, at any time, are expected to be in issued uniform. Inmates in off duty status may wear athletic clothing or casual clothing such as sweat pants, t-shirts, or shorts in the housing units, in recreation areas and enroute between the two. Upon departure from your room you must, at a minimum, be wearing authorized pants/ jumper dress or shorts, a shirt, and undergarments. At no time should inmates be in the TV rooms, at the telephone banks, at TRULINCS banks, or approaching the unit officer or other unit staff wearing pajamas, robes, thermals, or less than the minimum required attire listed above. Tied bathrobes with undergarments is considered acceptable dress to and from the shower area only. Inmates may remove their bras only while in their rooms prior to bedtime and must sleep in their nightshirts.

11. Musical Instruments: No musical instruments will be stored in the housing unit, with the only exception being the harmonica. All musical instruments will be played outside the housing unit,

within the designated areas. Presently, these designated areas are the Chapel and the Recreation music room.

12. Hobby Craft Items: Any hobby craft items produced in the unit will be mailed out of the institution upon completion. Mailing will be at the inmate's expense, through the Recreation Department. Inmates enrolled in unit hobby craft may request a hobby craft tote for storing authorized hobby craft materials. No paints or painting related items will be allowed in the unit. All authorized unit hobby craft items, as determined by the current Institution Supplement governing Inmate Recreation Programs and supplemental FCI Waseca Unit Hobby Craft Tote Rules, will be secured in the inmate's hobby craft tote while not in use.

13. Unit Laundry: Inmates are encouraged to use the Institutional Laundry whenever possible to save wear and tear on the unit washers and dryers, which require frequent maintenance. Blankets, sheets, and institutional clothing will be taken to the Laundry Department for efficient operation. The unit washers and dryers are not industrial strength and cannot accommodate washing/drying heavy blankets or over-large loads without damaging the units.

Underclothing, pajamas, and other personal clothing are suitable for the unit washers and dryers. A unit laundry schedule is posted in or near the unit laundry room. Switching laundry times with another inmate without authorization is prohibited. Additionally, inmates are expected to do their own laundry only. Inmates are expected to follow instructions posted on the washers/dryers, and avoid overloading the washers/dryers. Switching laundry times with another inmate without authorization is prohibited. Irons are provided for personal use and may be checked out with your ID from the Unit Officer for a limited use period. However, misuse of the irons may result in a loss of this privilege.

14. Unit Television Rooms: The television rooms may be utilized during the scheduled daily open periods. The unit television rooms will be secured at 10:30 p.m. Monday through Friday. On Saturdays, Sundays, and Federal Holidays, the TV Rooms will be secured at 11:30 p.m. However, the television room which houses the unit washers/dryers may remain open, **if needed, for the purpose of accommodating the posted laundry schedule only, and secured thereafter.** The televisions will not be on during this time. If any Unit Management Staff determine the television room(s) are not being used appropriately, he/she may close the room(s) completely. Additionally, the Unit Officer, in consultation with the Lieutenant, may lockdown a TV room or all TV rooms for purposes of maintaining proper order.

15. Fire Alarm/Evacuation: Fire evacuation routes are posted in English/Spanish throughout the unit. Under no circumstances will inmates be permitted to remain in the unit during a fire alarm activation. The unit officer and any available staff will assist in unit evacuation. All inmates will follow staff instructions without hesitation.

16. Severe Weather Procedures: In the event of a tornado warning, inmates are to assemble in the Unit hallways in a seated position and await staff instructions.

17. Recreation: The Recreation Department will periodically offer scheduled tournaments, movies, events, games, etc., within the unit. Board games and cards are available for check out with the unit officer. Unit hobby craft is available on a limited basis, as defined in Item #12 above. There is no exercising allowed within the housing units.

18. Inmate Telephone Usage: It is not acceptable for inmates to use the telephone to engage in criminal activity. Telephones will be monitored and disciplinary action, as well as possible

referral for prosecution, will be initiated when unlawful activity is discovered. Additionally, three-way calling is prohibited as is circumventing phone monitoring in any way. Never allow another inmate to use your telephone minutes and never share your PAC number with another inmate. Misuse of the inmate telephone will result in disciplinary action including, but not limited to loss of telephone privilege and loss of good conduct time.

19. TRULINCS terminals: TRULINCS terminals are available on the housing unit to create, update, and edit inmate contact lists; check commissary, telephone, and release savings accounts, read notices from the electronic bulletin board, send and receive electronic Inmate Requests to Staff, email family and friends in the community, purchase/download music for personal MP3 players, and schedule Video Sessions. As a reminder, email correspondence with confined inmates outside of FCI Waseca requires prior approval, and is subject to limitations stipulated by P.S. 5265.14, Correspondence and P.S. 4500.11 Trust Fund/Deposit Manual.

20. MP3 charging stations: MP3 charging stations are available on the unit for the purpose of charging MP3 players. Inmates can purchase and download songs from TRULINCS terminals. Never use TRULINCS terminals to charge your MP3 player. In order for all inmates to have an opportunity to charge their MP3 player, please be courteous and remove your device once charged.

**U.S. 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 and sexual harassment. 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.

Contact your local Rape Crisis Center (RCC): Your institution may have a Memo of Understanding (MOU) with a local RCC. If so, Psychology Services can provide you with the contact information. If no MOU exists, you may seek services through Psychology Services.

## **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  
Central Office  
National PREA Coordinator  
320 First Street, NW, Room 554  
Washington, D.C. 20534**

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

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

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

**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)

## IMMEDIATE FAMILY VISITING REQUEST

List all requested information of immediate family members you wish to have added to your approved visiting list. Immediate family members are defined as: **(Mother, Father, Brothers, Sisters, Spouse and Children)**

Return this completed request to your assigned Counselor who will verify your relationship with the requested visitors prior to placing them on your approved list. You will be advised when your approved visiting list has been established. It is your responsibility to notify family members not to visit until they are authorized.

INMATE NAME \_\_\_\_\_

REGISTER NUMBER \_\_\_\_\_

Name		Name	
Relation		Relation	
Birth Date		Birth Date	
Race		Race	
Phone		Phone	
Address		Address	
City/State/Zip		City/State/Zip	

Name		Name	
Relation		Relation	
Birth Date		Birth Date	
Race		Race	
Phone		Phone	
Address		Address	
City/State/Zip		City/State/Zip	

Name		Name	
Relation		Relation	
Birth Date		Birth Date	
Race		Race	
Phone		Phone	
Address		Address	
City/State/Zip		City/State/Zip	