

*Federal Correctional Complex*  
Yazoo City, Mississippi

**Admission and Orientation Handbook**



Last Revised: October 2011

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## PREFACE

This booklet is a guide for all newly arrived inmates at this institution. We encourage you to review it completely and let staff know if you have questions or need for further information.

We want your time spent here at FCC Yazoo City to be productive. This is a unique facility due to its design, mission, and programs. You have the opportunity to serve your sentence in a Complex consisting of a Medium, Low, and Minimum Security facility with numerous programs and services available to all inmates.

We stress open communication, respect and cooperation between staff and inmates. You will find the staff willing to assist you throughout your stay. In return, we expect all inmates to take responsibility to fulfill their obligations. Particularly, we expect your full cooperation in properly conducting yourself.

Our goal is to help you achieve release and to accept your place back in the community.

/s/  
Archie B. Longley  
Warden

**FCC Yazoo City, Mississippi  
Admissions & Orientation Inmate Handbook  
Federal Bureau of Prisons**

**Introduction**

The purpose of this handbook is to provide incoming inmates with general information regarding programs, services, rules and policies established at this facility. Detailed information will be made available during the institution's Admission and Orientation Program.

**Location**

The Federal Correctional Complex (FCC) is located at 2225 Haley Barbour Parkway about 40 miles north of Jackson, Mississippi, in Yazoo County, adjacent to Highway 3.

**Addresses**

FCC Yazoo City (**Medium**)  
P.O. Box 5000  
Yazoo City, MS 39194-5888

(Include your Name, Register Number and Unit)

FCC Yazoo City (**LOW**)  
P.O. Box 5000  
Yazoo City, MS 39194-5000

(Include your Name, Register Number and Unit)

FCC Yazoo City (**SCP**)  
P. O. Box 5000  
Yazoo City, MS 39194-5000

(Include your Name, Register Number and Unit)

Regional Office  
Southeast Regional Office  
3800 Camp Creek Parkway, S.W.  
Building 2000  
Atlanta, GA 30331-6226

Central Office - Federal Bureau of Prisons  
Director, Federal Bureau of Prisons  
320 First Street, NW  
Washington, D.C. 20534

Pardon Attorney  
U.S. Pardon Attorney  
1425 New York Avenue, NW  
Suite 1100  
Washington, D.C. 20530

Designation, Sentence Computation Center (DSCC)  
U.S. Armed Forces Reserved Complex  
346 Marine Forces Drive  
Grand Prairie, TX 75051

## UNIT MANAGEMENT

### Unit Team and the Classification Process

Upon arrival at FCC Yazoo City, you will be initially assigned to the Admission and Orientation (A&O) Program. While in A&O, you will learn about the programs, services, policies, and procedures regarding this facility. Almost all Bureau of Prisons institutions are organized into a Unit Management System. There are six housing units and a Satellite Camp at FCC Yazoo City. A unit is a self-contained inmate living area which is staffed by a Unit Team directly responsible for those inmates living in that unit. You will be assigned to a specific Unit Team that will consist of the Unit Manager, Case Manager, and Correctional Counselor. The Education Advisor and Unit Officer are also considered to be unit staff and may sit on the Unit Team meetings.

Generally, the resolution of issues or matters of interest while at the institution are most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while in prison. Ordinarily, a member of the Unit Staff will be at the institution weekdays from 7:30 a.m. to 9:30 p.m., and during the day on weekends and holidays.

## UNIT TEAM DUTIES

**The Unit Manager** is the administrative head of the general unit 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 is a member of the Unit Discipline Committee. Additionally, the Unit Manager has direct responsibility for the sanitation of the unit by coordinating closely with the Unit Officer and Correctional Counselor.

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

**The Counselor** provides counseling and guidance for inmates in areas of institutional adjustment, personal difficulties, and plans for the future. He/She plays a leading role in all segments of unit programs, safety, security, and sanitation of the unit. He/she is a voting member of the Unit Team. The Counselor will visit inmate work assignments regularly and is the individual to approach for the resolution of daily problems. The Counselor is a frequent member of the Unit Discipline Committee.

**The Unit Secretary** performs clerical and administrative duties relating to the functions of the unit. It is important to note that Secretarial Staff are not resource persons for inmates.

**The Unit Officer** has direct responsibility for day to day supervision of inmates and enforcement of rules and regulation. They have safety, security, and sanitation responsibilities in the unit. Unit Officers are jointly supervised by the Unit Manager and the Captain during their unit assignment. The Unit Officer is a member of the Unit Team, whose input is solicited for inmate team meetings.

## COMMUNICATION

**Communication:** The unit bulletin boards contain written communication of interest to inmates. Town Hall meetings will be held by the Unit Manager to foster improved communications within the unit. These meetings are held to inform inmates of upcoming activities and to discuss policy and procedures. Inmates are encouraged to ask pertinent questions. These questions should pertain to the unit as a whole, rather than personal questions or problems. Personal issues will be resolved on an individual basis by Unit Staff members during the regular working hours which are posted in each unit. Unit Staff work schedules, weekly Food Service menus, call-outs, change sheets, Program Review dockets, and unit rules and policies will be posted on the unit bulletin boards. It is recommended that you check the bulletin boards daily.

## SCHEDULE OF UNIT SERVICES AND ACTIVITIES

A Schedule of Unit Activities and Programs is posted on each unit bulletin informing you of the particular activities and programs (groups) in your respective unit.

**Provisions for Housing Disabled Inmates:** For those inmates that have disabilities, see your Unit Manager for any housing or other needs you feel are necessary.

## PROGRAM REVIEWS

If you have twelve (12) months or less remaining to serve on your sentence, you will have a scheduled program review every (3) months. If you have more than twelve (12) months remaining to serve on your sentence, you will be scheduled for a program review every (6) months. These meetings are held by the Unit Teams to review program participation, work assignments, transfers, custody classification, institutional adjustment, etc. Check the daily call-out for your scheduled time and date. **You should be appropriately dressed in your uniform when attending team.**

## UNSCHEDULED PROGRAM REVIEWS

Pursuant to CFR 524.14, upon request of either the inmate or staff, a Program Review may be advanced. An inmate must provide a compelling reason to the Unit Team, demonstrating his need for an unscheduled Program Review. The Unit Manager is the approving official.

## POSTAGE FOR INDIGENT INMATES

An inmate who has neither funds nor sufficient postage, and upon verification of this status by staff, may be provided the postage stamps for mailing a reasonable number of letters at government expense to enable the inmate to maintain community ties. The request for postage will be made to the Unit Manager.

## UNMONITORED LEGAL PHONE CALLS

In the event unmonitored legal correspondence is not practicable, an inmate may request an unmonitored legal telephone call. Unmonitored legal calls will be scheduled in advance with a member from your Unit Team. The call will take place in the Unit Team Conference Room.

### **INMATE REQUEST TO REVIEW CENTRAL FILES**

An inmate seeking to review his Central File shall submit a request to his Case Manager via Inmate Request to Staff Member form (Cop-Out). The inmate's request will be acknowledged and be permitted to review the file when applicable. All file reviews must be done under constant and direct staff supervision. Those materials which have been determined to be non-disclosable shall be removed from the folder before inmate review.

### **INMATE SAVINGS ACCOUNT**

An inmate may maintain a savings account at a local commercial bank and the counselor will assist the inmate in maintaining the account. Any interest accrued in the savings account is accrued in the inmate's name and becomes part of the account.

Once the funds are placed in the savings account, they may only be withdrawn upon release, except in case of an emergency. Passbooks and other documents relating to the savings account shall be retained in the inmate's central file and given to him upon release.

Arrangements must be made with the savings facility to mail statements regarding deposits, interest payments, and withdrawals directly to the inmate.

### **RESIDENTIAL REENTRY CENTER PLACEMENT**

Inmates eligible for Residential Reentry Center (RRC) placement will normally be submitted for consideration 17 to 19 months before their release. Refusal to participate in RRC placement will be considered as refusing a program. See your Case Manager for further information.

### **PROCEDURES FOR FOREIGN NATIONAL INMATES TO HAVE ACCESS TO THEIR DIPLOMATIC REPRESENTATIVE**

The phone number and addresses for the consulates are listed on the Unit Bulletin Boards. The calls should be handled similarly to the Unmonitored Legal Calls. However, the inmates are encouraged to place their consulate on their telephone list. Consulates' visits are scheduled through the Case Management Coordinator.

### **TRANSFER OF OFFENDERS TO OR FROM FOREIGN COUNTRIES**

If you are not a U. S. citizen, you may be eligible for a transfer to your home country to serve the remainder of your sentence. This is only possible if your country has a formal prisoner exchange treaty with the United States. The Case Manager is the source of information about these transfers and can tell you if your home country has signed this kind of agreement and how to apply.

### **RELEASE PREPARATION PROGRAM**

While Release Preparation begins at initial classification, you should enroll in the Release Preparation Program no later than 18 to 24 months prior to release to the community. This program will assist you in developing plans for your personal life and for reintegration into the community. There are two (2) separate programs offered: a unit-based program and an institutional program. Your Unit Team will assist you with program enrollment.

## **INMATE FINANCIAL RESPONSIBILITY PROGRAMS (IFRP)**

The Inmate Financial Responsibility Program requires inmates to demonstrate a responsible effort toward payment of identified financial obligations. During initial classification and subsequent program reviews, the Unit Team will evaluate your financial obligations and will work with you to establish an acceptable payment plan. Obligations will normally include, but are not limited to, the following: court ordered fines, assessments, restitution, cost of incarceration fee, and child support. Your payment plan is designed to reflect a “responsible effort” toward payment of the identified obligations. Your outside resources and institutional earnings will be identified to satisfy any obligation. If you refuse to meet your financial obligations, you will lose certain privileges to include no assignment to or removal from UNICOR, no Residential Reentry Center placement, and you will not qualify to receive performance pay above the maintenance pay level.

## **PROBLEM RESOLUTION/ADMINISTRATIVE REMEDY PROCESS**

**Inmate Request to Staff Member:** The Bureau form BP-ADMIN-148, “Inmate Request to Staff Member”, commonly called a “Cop-Out”, and is used to make a written request to a staff member. Any type of request can be made with this form. “Cop-Outs” may be obtained in the living units from the Correctional Officer on duty or the Unit Team. Staff members who receive a “Cop-Out” will answer the request in a “reasonable” period of time. The answer will be written on the bottom of the request form.

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

The first step of the Administrative Remedy procedure is the documentation of the informal resolution attempts. Inmates may obtain this form, commonly referred to as a BP8½, from their Correctional Counselor only. On this form, the inmate will briefly state the nature of the problem and list the efforts made to resolve the problem informally.

After this form is completed and the issue cannot be informally resolved, the Counselor will issue a BP-229 (BP-9) form (usually within 48 hours of the time the inmate approached the employee with the problem). The inmate will return the completed BP-9, along with the informal resolution form to the Counselor. The Unit Manager will review the material to ensure an attempt at informal resolution was made. The BP-9 complaint must be filed within twenty (20) calendar days from the date on which the basis for the incident or complaint occurred, unless he has a legitimate and good reason why he could not. Institution staff has twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. The time limit for the response may be extended for an additional twenty (20) calendar days, but the inmate must be notified of the extension.

If the inmate is not satisfied with the response to the BP-9, he may file an appeal to the Regional Director. This appeal must be received in the Regional Office within twenty (20) calendar days



from the date of the BP-9 response. The Regional Appeal is written on a BP-230 (BP-10) form, and a copy of the BP-9 form and response must be attached. The BP-10 may be obtained from the Correctional Counselor. The Regional Appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. The inmate must be notified of the extension.

If the inmate is not satisfied with the response by the Regional Director, he may appeal to the General Counsel in the Central Office of the Bureau of Prisons. The National Appeal must be made on a BP-231 (BP-11) form within thirty (30) calendar days from the date of the BP-10 response and must include copies of the BP-9 and BP-10 forms with responses. The BP-11 form can be obtained from the Correctional Counselor. The National Appeal must be answered within forty (40) calendar days, but the time limit may be extended an additional twenty (20) days. The inmate will be notified of the extension in writing. In writing a BP-229, BP-230, or BP-231, the form should be prepared in three (3) sections:

- (1) Statement of Facts
- (2) Grounds for Relief
- (3) Relief Requested

Time Limits (in calendar days) for filing:

- BP-9: 20 days from incident
- BP-10: 20 days from BP-9 response
- BP-11: 30 days from BP-10 response

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

### **DAILY INMATE LIFE**

**Sanitation and Quarters Rules:** The following rules and regulations have been established for safety, sanitation and uniformity throughout the institution. Your cooperation is necessary in adhering to these rules in order to maintain the high standard of housekeeping practiced at FCC Yazoo City. The housing units are inspected regularly by the Warden, Operations/Activities Lieutenant, Associate Wardens, Duty Officer and Safety Manager. Also, housing units will be inspected daily by the Unit Team members. Deficiencies will be noted and each inmate will be notified of the deficiencies and will be required to correct them. Repeated deficiencies will result in disciplinary action.

Sanitation supplies are available in the units. The Unit Counselor or Unit Officer will dispense authorized supplies to the unit orderlies to maintain the cleanliness of the unit. There will be no chemicals or cleaning materials stored in the cubicles/cells. Each inmate is responsible for making his bed (in a "military style") prior to the 7:30 a.m. work call. Inmate rooms will be clean and

neat, and each inmate is responsible for sweeping and mopping his personal living area daily. On weekends and holidays, beds must be made prior to 10:00 a.m. Inmates assigned to the night shift will be allowed to sleep on top of their made beds during the day, but not under blankets or sheets. Mattresses and pillows will not be removed from the cubicles nor will they be placed on the floors. ***A photograph is displayed on the Unit Bulletin Board to show you how each cubicle/cell should be properly maintained.***

All inmate property must be kept in your locker and only shoes are to be stored underneath beds. Lockers must be neatly arranged inside and out. You are permitted to neatly hang two sets of khakis, your towels and one laundry bag on the hooks provided in the designated areas. Dirty clothing will be properly stored in a laundry bag and no items will be left out on beds, desks, tops of lockers, or underneath beds at any time. There should be no items, other than laundry, stored in laundry bags.

Wastebaskets will be emptied and cleaned daily. No plastic trash liners are permitted in your room. You are responsible for contraband found in your area and for the cleanliness of your personal living area. No cardboard, plastic, excess paper or empty containers are permitted in your living area. Window sills may not be used as shelves nor may any obstructions be placed on the windows. No items will be taped on the outside of lockers, under the bed or on walls. Nude or sexually suggestive photographs, magazines, clippings, or drawings or other items with such depictions are not permitted. Food items that are left open create a health hazard. These items must be properly sealed at all times. Empty jars may not be used as drinking containers and are to be thrown away. Ice machines are provided in the unit for inmate use. No items are to be stored in these machines.

Provisions for Housing Disabled Inmates will be addressed between the inmate's Unit Team Members and Medical staff. Any psychological areas of concerns will be addressed with the Psychology Department.

Televisions may be viewed during established hours. During count, inmates will be counted in their assigned rooms. Inmates may return to television viewing upon completion of the count.

Personal "walkman" radios may be played in the units, provided headphones are utilized.

Showers are available daily. You may not be in the shower during an official count. Unit showers will close daily at specific times in order to allow for cleaning by unit orderlies. Two showers in each pod may remain open for Food Service Workers and others with irregular work shifts during the day, as long as showering does not interfere with the cleaning of the unit or an official count. Inmates are expected to be dressed appropriately when going to and from showers. Pants, shirts, and footwear, at a minimum, will always be worn in the common areas of the units.

### **USE OF WASHERS AND DRYERS**

***Laundry Plant Operating Hours:*** The Laundry Plant is open Monday thru Thursday during the breakfast and noon meals for laundry drop-off and laundry pick-up.

***Linen Exchange:*** Dates and times are posted on the unit bulletin board. Camp inmates will wash their linen in the Camp laundry room.

## WAKE-UP

General wake-up at FCC Yazoo City is 6:00 a.m. Monday through Friday. At this time, the unit will be opened for breakfast by the Unit Officer. You will be given a reasonable amount of time to leave the unit if you desire breakfast. It is your responsibility to report to work on time. Late sleepers who are unable to maintain their living areas or arrive at work on time will be subject to disciplinary action. Inmates are expected to be appropriately dressed when exiting their units.

## SMOKING POLICY

**The entire FCC Yazoo City Complex is totally TOBACCO FREE. There will be no smoking or tobacco products allowed at this facility or on the surrounding grounds. This policy is strictly enforced. Any inmate who does not adhere to this policy will be subject to disciplinary action. No matches or lighters are permitted.**

## INMATE PERSONAL APPEARANCE

You are required to maintain good personal hygiene and present a neat, clean appearance at all times. You may select the hairstyle of your personal choice; however, hair must be clean and well-groomed. Mustaches and beards are allowed. Barber services will be available under the supervision of Correctional Services and a schedule of operation will be posted on unit bulletin boards. Tattooing, branding, or disfiguring any part of your body is strictly prohibited.

Standard health and hygiene items were issued when you were processed into the institution. Replacement items may be purchased through the institution Commissary.

Appropriate clothing must always be worn, including during leisure activity, in the living area, and when sleeping.

All inmates who depart their housing units will be dressed in proper institutional clothing during the hours of 7:30 a.m. to 4:00 p.m., Monday through Friday, regardless if it is an inmate's day off (with the exception of federal holidays). Any inmate who works Evenings or Weekends is also expected to be in the approved uniform. A proper uniform shall consist of the following (all clothing should be free of holes):

- Khaki Shirt
- Khaki Pants
- T-shirt (optional)
- Sweatshirt (optional)
- Khaki Jacket (weather dependent)
- Belt velcro buckle
- Black work boots (unless in possession of a current soft shoe permit)

Inmates are prohibited from wearing clothing that is excessive in size, i.e., inmates wearing clothing two or three times their size. Additionally, pants are to be worn to the waist level, and cannot sag or ride the hips.

Khaki shirts (a sweatshirt or T-shirt may be worn under the khaki shirt) must be tucked into the pants. Mixing of institution clothing with personal clothing is prohibited, with the exception of sweatshirts, sweat pants, and shorts purchased from the commissary. Name-tags must be visible and maintained on institutional clothing. At no time, while working, are inmates allowed to wear headphones, or are headphones authorized in the dining facility or while attending a call-out.

The wearing of colors is not authorized. Doo-rags are only authorized for use inside the housing unit. **Caps (with the exception of religious headgear or on duty Food Service workers) are not authorized to be worn inside of any building at any time.**

At no time are inmates authorized to enter any area other than recreation from 7:30 a.m. to 4:00 p.m., Monday through Friday (except federal holidays), unless in the proper uniform. Inmates who are participating in recreational activities or are on day off status may wear shorts, sweats, etc.; however, they are still required to tuck their shirts in unless in an approved recreation area. Leisure attire (warm-ups, sweat suits, shorts and T-shirts with sleeves) that are neat and clean in appearance may be worn on weekends, holidays, and after normal working hours (usually after 4:00 p.m.), Monday through Friday. Inmates authorized to be in the recreation areas during normal working hours will be permitted to wear leisure attire in these areas. Leisure attire is not authorized in the Visiting Room at any time.

Sunglasses are not authorized to be worn inside any building unless authorized by the Clinical Director.

Any deviation from the standards of the inmate dress code will be dealt with in accordance with approved disciplinary guidelines.

#### **HYGIENE ISSUE FOR INDIGENT INMATES AND COP-OUT PROCEDURE**

Dates and times for issue of hygiene products to **indigent inmates only** are posted on the unit bulletin board. *Indigent inmates must have a cop out signed by the unit manager to obtain additional hygiene items.* Inmates may purchase their own hygiene items from the institution commissary.

#### **PERSONAL PROPERTY / GOVERNMENT ISSUED PROPERTY / STORAGE LIMITS**

All inmate property must be stored neatly inside of the inmate locker from 7:30 a.m. - 4:00 p.m., including clothing, with only the following exceptions:

- Three pair of shoes stored neatly under the bed.
- Only one white mesh laundry bag may hang outside of the locker on an authorized hook. (Only dirty clothes may be stored in this white mesh bag.)
- Only one clothes hanger may be maintained outside of the locker. The only items that may be hung on the clothes hanger outside of the locker are a wet towel and/or washcloth on the authorized hook.
- Bedding.
- Authorized jug.

There will be no accumulation of excessive property that would constitute a fire hazard.

The authorized institutional radio is the head phone, walkman type.

The value of accumulated commissary items may not exceed the monthly spending limitation.

Inmates are not permitted to have currency in any form (cash or coins). Inmates may have 60 first class stamps in their possession. Inmates may be subject to disciplinary action for violation of this policy.

Softball and /or Baseball Fielders Gloves and Mesh Bags (non-white) may have been purchased at another institution, but are not approved for retention at FCC Yazoo City.

If an inmate is placed in Administrative Detention, all personal property and institution issued clothing and shoes will be inventoried by the Unit Officer. Inventoried property will be given to the Special Housing Unit Officer, who will sign a receipt for the property. This property will be held in the property room of the Special Housing Unit until the inmate is released.

Approved legal reference materials must not exceed three cubic feet and must be placed neatly in your personal locker. If additional storage of active/approved legal material is required, contact the Unit Team. Any legal material involving active ongoing litigation must but stored inside of the locker. As for any legal material that cannot fit inside of the locker, inmates are to submit a request to the Unit Team for alternative storage elsewhere in the Unit.

A list of personal property items are identified on the following page. Items not on this list will be mailed out of the institution or disposed of as contraband.

# INMATE PROPERTY LIST

## CLOTHING & LINEN:

Bathrobe, White or Gray (no hoods) - 1  
Belt, Velcro (no metal buckle) - 1  
Cap, Baseball (no logos) - 2  
Cap, Knit, Winter (gray) - 1  
Gloves (non leather, commissary purchased only) - 1 pair  
Handkerchief, White - 5  
Jacket - 1 (Seasonal)  
Laundry Bag (white & mesh) - 2  
Pants, Uniform - 4  
Rain Poncho, Clear - 1  
Shirts, Uniform - 4  
Shoes, Cleats (Black, White, or Black & White) - 1 pair  
Shoes, Tennis (Black, White, or Black & White) - 2 pair  
Shoes, Shower - 1 pair  
Shoes, Slippers (non plastic/rubber) 1 - pair  
Shoes, Work - 1 pair  
Shorts, Gym, White or Gray - 2  
Socks, Tube, White - 5  
Sweatshirt, Gray (cotton/pullover/no hoods/no logos) - 2  
Sweatpants, Gray (cotton/no logos) - 2  
T-Shirts/Undershirts (no logos) (includes tank top t-shirts) - 7  
Towel, Body (white) - 2  
Towel, Wash (white) - 2  
Underwear, White or Gray - 7  
Underwear, Insulated - 2 pair  
Blanket - 2  
Mattress - 1  
Pillow Case - 1  
Pillow - 1  
Sheet - 2

## PERSONALLY OWNED ITEMS:

Address Book - 1  
Alarm Clock (non-electric) - 1  
Batteries, Individual (not including those stored in devices) - 8  
Books (hard/soft) - 5  
Bowl (plastic/24 oz. or less) - 2  
Calculator, small (electronically unsophisticated, inexpensive, non-print feature/battery or solar operated) - 1  
Calendar, small - 1  
Chocolate (instant) - 10 packets  
Clothes Hanger - 4  
Coffee (instant/jar/container) - 2  
Coffeemate (jar/container) - 2  
Comb / Pick (plastic) - 2  
Combination Lock - 1 (plus one for a legal locker, if applicable)  
Cup (plastic see through) - 1 (cannot deface see through surface. Name and number can be engraved on bottom)  
Dentures - 1 set  
Doo Rag (wave cap) - 1  
Earplugs (commissary purchased only) - 1 set  
Envelopes - 1 box  
Eyeglasses (no stones) - 2 pair  
Eyeglass Case - 2  
Hairbrush - 1  
Headphones - 1  
ID Card Holder - 1  
Jug (plastic/up to 1 gal/see through) - 1 (cannot deface see through surface. Name and number can be engraved on bottom)  
Language Translator, (small, electronically unsophisticated, inexpensive, non-print feature/battery, or solar operated) - 1  
Letters - 25  
Magazines - 5  
Mirror (small/plastic) - 1  
Newspapers - 5  
Pen, Ballpoint (black or blue only, commissary purchased) - 2  
Pencils - 2  
Photo Album / Scrapbook with photos that properly fit in album - 1  
Photos, Loose (single-faced) - 25  
Picture Frame, (clear plastic) - 2  
Playing Cards - 2 decks  
Radio with Earplugs (walkman-type) - 1 (radio must be engraved with register number).  
Reading Light - 1  
Shoe Polish / Wax - 2  
Soda (cans) - 4 Six Packs  
Spoon, Plastic - 2  
Stamps - total value equivalent to 60, 1st Class Stamps  
Sunglasses (non-reflective) - 1  
Tea (instant jar/container) - 2  
Watch (\$100 maximum value, no stones, electronically unsophisticated, i.e., inability to send signals) (must be

engraved with register number) - 1  
Wedding Band (plain - no stones/white/yellow metal) - 1  
Writing Tablet - 2

## HYGIENE ITEMS:

Beard Trimmer - 1  
Brushless Shave - 2  
Conditioner / Hair - 2  
Cotton Swabs - 1 box  
Dental Floss and/or Pick (unwaxed) - 1 container  
Denture Adhesive - 1  
Denture Brush - 1  
Denture Cleaner/Powder - 1  
Denture Cup - 1  
Deodorant - 2  
Fragrance Oil - 2  
Hair Oil/Gel (non-flammable, non-alcoholic) - 1  
Insect Repellent - 1  
Laundry Detergent - 2  
Lens Cloth - 1  
Lotion, Skin (moisturizing) - 1  
Mouthwash - 2  
Nail Clippers (no file) - 2  
Ponytail Holders - 1 package  
Powder, Body & Foot - 2  
Razor - 1 pack  
Scissors, Mustache (blunt tip) - 1  
Sewing Kit - 1  
Shampoo - 2  
Shaving Bag - 1  
Shaving Cream / Lotion - 2  
Shower Cap - 1  
Soap, Bar - 3  
Soap Dish - 1  
Sun Block - 1  
Toothbrush - 2  
Toothbrush Holder - 1  
Toothpaste - 2 tubes  
Tweezers (blunt tip) - 1

## RECREATIONAL ITEMS:

Athletic Supporter - 2  
Bag, Athletic Tote (no logo) - 1  
Eye Protection - 1  
Gloves (athletic) - 2  
Headbands / Sweatbands - 2  
Knee Wraps - 2  
Knitting / Crochet Needles - 1  
Mouth Piece - 1  
Racquetballs - 4  
Tools for Bead Work - 1  
Weightlifting Belt - 1  
Weightlifting Gloves - 1  
Weightlifting Wraps - 2  
Yarn, Embroidery, Hoops / Needles - 1 set

**NOTE:** The total of government issued and commissary purchased items cannot exceed the personal property limit. For instance, inmates are authorized 7 T-Shirts. If an inmate purchases 5 T-Shirts, he may only have 2 issued from the laundry in his possession, for a total of 7 authorized for possession.

Except for bedding, shoes, one jug, one towel and wash cloth on the hook to dry, authorized items on the bulletin board, and a laundry bag with dirty clothes only, all other property is required to be placed inside of the locker between the hours of 7:30 a.m. through 4:00 p.m. on regular work days. Commissary items, or other items purchased at another institution, that are not listed above must also be able to fit neatly inside the lock



**U. S. Department of Justice  
Federal Bureau of Prisons**

Federal Correctional Complex  
2225 Haley Barbour Parkway  
Yazoo City, MS 39194

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April 20, 2012

**To: INMATE POPULATION**  
**From: ARCHIE B. LONGLEY, WARDEN**  
**Subject: Property of INS detainees**

**BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) DETAINEES.**

ICE has placed limitations on the amount of personal property for detainees who will be deported. Consequently, detainees who transfer to other facilities should have their property limited to the following items:

.Wedding Band (plain, no stones). Prescribed Medication  
.Legal Materials (ongoing case) .Photographs (10)  
.Shoes (1 pair) .Currency/Negotiable Instruments  
.Religious Medal and/or Medallion..Watch (value less than \$100.00)  
.Prescription Eyeglasses .Personal Letters (5)  
.Soft-back Bible

Any items not authorized for transport by ICE must be mailed at the inmate's expense. If abandoned by the inmate, the property will be disposed of in accordance with Justice Management Regulations.

**DETENIDOS DE LOS SERVICIOS DE CIUDADANÍA E INMIGRACIÓN DE ESTADOS UNIDOS (ICE, siglas en inglés).**

ICE ha establecido límites sobre la cantidad de propiedad personal para detenidos quienes serán deportados. Como resultado, los detenidos que son trasladados a otras instalaciones deben limitar su propiedad a lo siguiente:

. Anillo de matrimonio (simple, sin piedras) . Medicamentos recetados  
. Materiales legales (para casos vigentes) . Fotografías, (10)  
. Zapatos (1 par) . Efectivo Títulos de Crédito . Prenda  
. Medallón Religioso . Reloj (con un valor menos de \$100)  
. Anteojos recetados . Cartas personales (5)  
. Biblia de pasta blanda

Cualquier artículo no autorizado para ser transportado por ICE debe ser enviado por correo al costo del reo. Si el reo abandona la propiedad, esta será desechada de acuerdo con los Reglamentos de Administración del Departamento de Justicia.

## TELEPHONE CALLS

Telephones are located in the housing units. All charges for calls will come from your ITS account. Collect and direct calls are limited to fifteen (15) minutes. Funds from the Commissary account are allowed to be transferred to the ITS accounts twice per day. A collect call system is available and will still require the use of your personal PAC number. One telephone in each housing unit is designated for use from 6:00 a.m. through 11:00 p.m. daily. All telephones in each housing unit are operational during the weekends and holidays from 6:00 a.m. through 11:30 p.m. Telephones are not available during institution count times. During the work week (Monday - Friday), the following schedule is implemented: 6:00 a.m. until 7:30 a.m.; 10:30 a.m. until 12:30 p.m. and 4:30 p.m. until 11:00 p.m. See your counselor to add or make changes to your telephone list.

All phone calls are subject to being monitored and recorded, except where approval for unmonitored legal calls has been obtained. Unmonitored, unrecorded phone calls to attorneys may be arranged through your Unit Team with approval by the Unit Manager. Three-way calls are prohibited. Telephones are not to be used to conduct a business. Conducting a business, in any way, is a prohibited act.

You are to submit a signed Inmate Request to a Staff Member to the Inmate Telephone System Department if you experience any problem with your telephone calls on the ITS System. The request must be submitted within a 15-day calendar period in order for proper research to be conducted. You are to document any codes or statements provided by the operator, the date of the call, approximate time of the call, the telephone number called, and the specific nature of the problem(s) experienced.

You may obtain a copy of your telephone listing in the ITS system by submitting a signed Inmate Request to a Staff Member to the Trust Fund Technician. There is a charge of \$3.00 for each 30-day period for up to the 120 days for a copy of your ITS account history. You must see your Unit Counselor to complete a "Request for Withdrawal of Funds." The form is to be made out to "U.S. Treasurer."

## INMATE ACCOUNTABILITY

For accountability purposes, it is necessary to conduct counts on a regular basis. The official count schedule is listed below:

Weekdays:      12:01 a.m.  
                      3:00 a.m.  
                      5:00 a.m.  
                      4:00 p.m. (Stand up count)  
                      10:00 p.m. (Stand up count)

Weekends & Holidays: An additional count will be conducted at 10:00 a.m.

## STAND UP COUNT

During the count, inmates are required to be at their assigned beds. The only exception to this is if you have been placed on an "out-count" at your work site. **The 4:00 p.m. & 10:00 p.m. count is a standing count and all inmates are expected to be standing next to their beds.** There will be no inmate movement during the count. All televisions and radios will be turned off prior to the count and inmates will cease talking during the count.

**Controlled Movement:** Controlled movement is conducted at the Medium and Low facilities seven (7) days a week, including holidays. At the Medium and the Low movement is on the hour. Inmates are required to walk on paved sidewalks only and loitering will not be permitted. The only Housing Unit you may enter is the one to which you are assigned. **There is no controlled movement for the Camp.**

**Emergency Responses:** When Staff are responding to any type of emergency, remain in place and stay out of the way. The majority of responses are to assist inmates who are being assaulted or have some sort of medical emergency or to separate those involved in a fight or other serious incident. It is your responsibility to stay out of the way. If not, it may be perceived that you are involved in the incident and you will be held accountable as such.



**If staffs are responding to any type of emergency, ALL inmates are to get down on one knee. You are to remain in this position until; a supervisory staff member gives you further instructions.**

***Adverse Weather: During adverse weather, an announcement may be made to close the compound. Please follow the instructions given by institutional staff.***

**Call-Outs / Change Sheets:** After 4:00 p.m. each weekday, a daily call-out and change sheet is posted on bulletin boards located in your housing unit. The call-out will list any scheduled appointments and the change sheet will list work detail changes for the next work day. It is the inmate's responsibility to check the call-out and change sheets each day. Failure to comply with noted changes and to keep scheduled appointments could result in disciplinary action.

**Contraband:** Contraband is defined as any item not issued or approved through the proper channels, or authorized property over the specified limit. Inmates may not purchase items from other inmates or possess items belonging to other inmates. Contraband will be confiscated and disposed of according to policy. The possession of contraband could result in disciplinary action. Altering or damaging government property is a violation of institutional rules and the cost of the damage will be levied against the violator.

**Shakedown:** Any staff member may search an inmate's living area for any reason or to retrieve contraband or stolen property. It is not necessary for the inmate to be present when his room is inspected. The property and living area will be left in the same general condition as found, and these inspections will be unannounced and random. Inmates are not allowed to stay in the area during a shake down.

**Drug Surveillance:** The Bureau of Prisons operates 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 fails to comply, that inmate will be subject to disciplinary action.

**Alcohol Detection:** A program for alcohol surveillance will also be used at FCC Yazoo City. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test or refusal to submit to a test will result in disciplinary action.

**Identification Cards:** Upon arrival at FCC Yazoo City, each inmate is given an inmate account card, which is commonly known as a commissary card. This card is also used for identification purposes and must be in the possession of the inmate at all times when he is out of his housing unit.

## **VISITING**

Visiting procedures have been established to permit meaningful visits with relatives, friends and associates. Visits will be conducted in a supervised manner which will contribute to a relaxed visiting atmosphere, while maintaining the security of the institution. You will need to contact your assigned counselor to establish your visiting list and to make any necessary additions or deletions. Additionally, it is your responsibility to send a copy of the institution visiting regulations and directions to all of your visitors. You should also advise your visitors that you are permitted no more than four (4) adult visitors and four (4) dependent children (age 16 and under) visitors. If you have more than four (4) dependent children, contact your Counselor in advance for arrangements.

### **Camp Facility**

The Visiting Room will operate: Saturdays, Sundays, and Federal Holidays from 10:00 a.m. to 5:00 p.m.

### **Low and Medium Facilities**

The Visiting Room will operate on Fridays from 5:00 p.m. to 8:30 p.m.; Saturdays, Sundays, and Federal Holidays from 8:00 a.m. to 3:00 p.m.

Vending machines are available in the visiting area for visitors. Inmates may consume vending machine items; however, they are not permitted in the immediate area of the machines. No items purchased from the vending machines will be removed from the Visiting Room.

Each inmate will be permitted five (5) visiting points per month. One point will be assessed for each visit. Once you have reached your five (5) point limit, no further visits will be

permitted during the month. Points cannot be carried over to the next month. It is your responsibility to monitor your visiting so your visitors are not denied due to a lack of available visiting points. Should overcrowding in the Visiting Room occur, the Shift Lieutenant or Duty Officer may authorize termination of visits to allow other visitors to visit.

You will be permitted to briefly kiss and embrace your visitors at the beginning and end of each visit. Holding hands is permitted during the visit; however, kissing, petting or other types of physical contact will not be allowed during the visit and this type of conduct will result in termination of the visit. When your visit ends, you are subject to a visual search prior to departure from the Visiting Room.

It is your responsibility to know all of the visiting regulations and to advise your visitors of them. The penalty for violation of visiting regulations by any act or effort may result in disciplinary action against you, which may include the denial of future visits, possibly for an extended period of time. Additionally, criminal prosecution may be initiated against you and/or your visitor(s), in the case of criminal violations.

**Attire (Inmates):** Inmates entering the visiting area will be dressed in institution clothing, with approved shoes. All inmates will be required to wear their khaki uniform with a belt and the shirt tucked in.

**Attire (Visitors):** Your visitors will be required and expected to wear clothing which is within the bounds of good taste when visiting you at this facility. The Duty Officer will be consulted prior to denying a visitor's entry into the institution because of his/her attire. Short shorts, halter tops, and other clothing of a suggestive or revealing nature will not be permitted in the visiting room (sleeveless blouses, shorts/skirts not meeting the knee, absence of undergarments, jeans with holes, see-through clothing, etc.). Shirts with profanity, racially motivated slogans or other items of this nature will not be worn in to the institution. Footwear must be worn by all visitors. Thong sandals and flip flops are not permitted. All sandals must be secured with ankle straps.

**Permitted Visitor Items:** Visitors may be asked to submit to a search. Visitors' purses, attorneys' briefcases, or other approved items may also be searched. Other personal articles must be left in the visitor's car. Visitors are permitted to bring a reasonable amount of diapers (5), infant care items, and feminine hygiene products into the Visiting Room. No food may be brought into the Visiting Room since vending equipment is conveniently located. Review the Institutional Supplement on Visiting Regulations regarding other items not listed in this section.

The following are the only items an inmate may take into the Visiting Room:

- 1 - Comb
  - 1 - Authorized religious medallion (with chain)
  - 1 - Wedding band (plain)
  - 1 - Approved religious head gear (no knit or homemade caps)
  - 1 - Pair of glasses (prescription)
  - 1 - Handkerchief
- (Required medication-Asthma inhaler and/or Nitroglycerin, will be left at the Officer Station)

Visitors are required to maintain control of children at all times. Failure to do so may result in termination of the visit. All visitors and inmates are expected to conduct themselves in a responsible manner. Conduct which disrupts the orderly atmosphere of visiting or offends other adults or children may be grounds to terminate the visit.

Special visits may be requested through the Unit Manager via an Inmate Request to Staff Member. Details of the reasoning for this visit must be contained in your request.

## **PROGRAM AND SERVICES**

**Job Assignments:** All inmates are assigned to a job assignment and are expected to report to their work detail daily and on time. Monthly work reports will be completed by the staff supervisor of your detail and will be forwarded to your Unit Team. Poor work reports could result in the loss of certain privileges and programs. Inmates who continually receive poor

work reports or who damage or tamper with work detail equipment will be referred to the Unit Manager or receive disciplinary action.

The only authorized clothing allowed on the work site is institutional clothing. At no time will headphones, reading materials, cups, thermos containers, or any other items be allowed to accompany you to work. **Normally, an inmate will be assigned to a job for a ninety (90) day period before he is eligible to request a job reassignment.**

If you have special job skills such as painting, plumbing, electronics, clerical, landscaping, etc., submit an "Inmate Request to Staff Member" (Cop-Out) to the Department Head over the requested job/program. Upon approval, the form should be routed to the Unit Team for consideration and final approval.

### **UNICOR**

The official mission and chief function of Federal Prison Industries (UNICOR) is to provide training and employment to inmates confined to federal institutions. The employment of inmates in UNICOR allows them an opportunity to acquire knowledge and skills in a trade, vocation or occupation, which may provide a means of earning a livelihood upon release. This is a voluntary program and inmates must request to be placed on a waiting list and must submit a UNICOR application through their Unit Team. The application will be forwarded to UNICOR after Unit Team reviews and signs the application. Once UNICOR receives the application the inmate's name will be on the UNICOR waiting list. Inmates will be hired into UNICOR from the waiting list in the order that they apply. UNICOR are the only staff authorized to place an inmate on a UNICOR waiting list. The waiting list is explained as follows:

- \* **UNICOR "Priority" Waiting List:** Inmates who were working in UNICOR, as their last work assignment, prior to transferring to FCC Yazoo City. However, inmates who have transferred for disciplinary reasons, parole violators, and Residential Reentry Center program failures are **not eligible** to be placed on the priority list.
- \* **UNICOR "General" Waiting:** All others.

### **GENERAL COMMENTS:**

- A. All inmate workers in UNICOR must wear safety shoes.
- B. The hiring list will be updated bi-weekly and posted outside the UNICOR Factory for review by the inmate population.
- C. A manufacturing facility, by nature, is a hazardous area. Inmates observed participating in horseplay, failing to follow proper safety procedures while operating machinery, or unauthorized use of any machine, will result in disciplinary action, including removal.
- D. Inmates who have special skills should submit a "Cop-Out" to the Factory Manager indicating their experience and what skills they possess. Testing will be required of inmates who apply for special skilled assignments, such as clerical and Quality Assurance positions.
- E. The Factory is out of bounds to all inmates who do not work in UNICOR. UNICOR staff will be available at the lunch mainline to address questions or concerns. You may also submit a cop-out to UNICOR staff for a response.

### **FOOD SERVICE**

**Meals:** You will be provided three (3) nutritionally balanced meals per day. Self-service meal operations include a salad bar and a beverage bar in addition to a hot bar, which contains an assortment of hot beans, rice, soup, pasta, and vegetables. Special religious meals may be received through the Religious Diet Program. Removal of food from the dining room is not permitted.

**Dining Room Rules:** The rules of the dining room are established based on institution policies.

- No portable radios are allowed inside of the Food Service Department at anytime.
- No personal cups or thermos containers are allowed at anytime inside of the Food Service Department.
- Reserving of seats/tables is prohibited.
- No food is to be removed from Food Service.
- Common fare food items will be consumed in the dining room and not removed at any time.
- The only headgear that will be authorized other than that of the Food Service workers will be that headgear which is “approved” by the Religious Services Department.
- Shower shoes are not authorized.
- Inmate dress codes will be strictly enforced and monitored during mainline. (shirt tails tucked in, unauthorized headgear removed, pant legs rolled down).
- Jogging/sweat suits will not be authorized for wear Monday through Friday, during normal duty hours.
- No commissary items will be brought into Food Service.
- Religious diets will be provided to those participants that are authorized by the staff Chaplain. This program is closely monitored by Religious Services staff, as well as the Food Service staff.

**Note:** Effective April 1, 2008, the Food Service Department will implement the Meal Trac System. All inmates will be required to bring identification cards with them to mainline. This system is being implemented to prevent “double backs” during the serving of inmate meal.

If you arrive at mainline without your identification card, you will be sent back to the housing unit to obtain your card before you can eat. Finally, any inmate who attempts to obtain a second meal will receive an incident report.

### **EMPLOYMENT OPPORTUNITIES**

Food Service is an equal opportunity employer. If you have special skills that apply to the Food Service industry, submit a “Request to Staff Member” to either the Assistant Food Service Administrator or the Food Service Administrator.

Food Service offers a wide range of skills and requires workers to perform to the best of their abilities. While personal hygiene and cleanliness are a must in any service industry, it is paramount in the Food Service industry.

As with any job in the institution, workers will be given specific duties to perform and will occasionally be called upon to perform other duties as needed.

### **SHIFT WORK**

Food Service will work various shifts throughout the day. Workers will be assigned to shifts as needed, based on qualifications.

### **MEDICAL AND DENTAL SERVICES**

**Program Objective:** The expected result of this program is that Health care will be delivered to inmates in accordance with proven standards of care without compromising public safety concerns inherent to the agency’s overall mission.

**Availability and Accessibility:** The Federal Correctional Complex provides primary health care for acute and chronic conditions including diagnosis, treatment, education, and counseling for inmates. Our staff includes: physicians, mid-level practitioners, nurses,

dentists, a pharmacist, and administrative support staff. Most radiological procedures are done onsite with the support of a consultant radiologist. All laboratory specimens are sent to referral laboratories for analysis, except for finger sticks for blood glucose and urine dip sticks. Consultants from the specialties of optometry, surgery, dermatology, psychiatry, ophthalmology, internal medicine and dietician evaluate patients at the institution on a regularly scheduled basis. Any additional care needs as determined by the Clinical Director will be provided in the local community or by a Federal Medical Center.

Primary Care Provider Teams: Healthcare is delivered by an assigned team of medical providers. Upon arrival to FCC Yazoo City each inmate is assigned to a team consisting of a primary mid-level provider (PA/ARNP), nurse (RN/LPN), and a physician. FCC inmates are assigned to a team by their register number. Specifically, the last two digits of the first five numbers of their register number (i.e.00025-000). A complete listing of healthcare team providers and the inmate population register numbers they provide primary services to will be posted on each unit bulletin board (A & B side). FPC inmates are assigned to a single team given the population size of the unit.

**YOU MUST PRESENT YOUR INMATE IDENTIFICATION CARD TO RECEIVE ANY SERVICES AT THE HEALTH SERVICES DEPARTMENT. NO EXCEPTIONS.**

Inmate Copayment Program : In accordance with Program Statement P6031.02 you must pay a fee of \$2.00 for health care services (includes medical and dental services), charged to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested, except for services described below:

We will not charge a fee for the following:

1. Health care services based on health care staff referrals;
2. Health Care staff-approved follow-up treatment for a chronic condition;
3. Preventive health care services;
4. Emergency services;
5. Prenatal care;
6. Diagnosis or treatment of chronic infectious diseases;
7. Mental health care; or
8. Substance abuse treatment.

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

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

Requested appointments which qualify for a fee assessment include Sick Call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf for a health service not listed above, you will be charged a \$2.00 copay fee for that visit. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit. Your health care provider will determine if the type of appointment scheduled is subject to a copay fee. If you are considered indigent at the time of your appointment, you will not have the copay fee deducted from your Inmate Commissary Account. An indigent inmate is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days. If you are NOT indigent, but you do not have sufficient funds to make the copay fee on the date of the appointment, a debt will be established by

TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.

**Sick Call Hours:** Medical sick call hour appointments are routinely scheduled from 7:30 a.m. until 2:30 p.m. daily (Monday - Friday) with the following exceptions:

At the FCC, Wednesday's are administrative days when only physical examinations, specialty services, and emergencies are seen. All A & O processing is routinely performed on this day.

On week-ends and holidays, only emergency cases will be evaluated.

**Appointments:** Sick call sign up for medical and dental complaints will be held from 6:30 am to 7:45 a.m., on Mondays, Tuesdays, Thursdays, and Fridays. Inmates will fill out sick call forms and put the in the sick call box in the Health Services Department. The sick call forms will be triaged by medical staff. Inmates with urgent medical needs will be seen on the same day. Inmates who present during regular sick call sign-up with minor medical issues will be given a future appointment by a health care provider. Appointments will be scheduled via sick call appointment slip or a call-out appointment. All request for sick call or routine medical care received prior to 7:45am will be processed the same day and returned to you via the evening institutional mail call with your scheduled appointment time/date noted. Those received after 7:45am will be processed the next work day. Appointments will be given in accordance with sick call triage guidelines (i.e. Same Day, 1-2 days, 3 days, and 7-14 days). Patients arriving late for appointments will not be seen and are subject to disciplinary action. It is your responsibility to check the call-outs (appointment system) on a daily basis to include week-ends and report for your appointment at the proper time. Sick call rounds in the Special Housing Units will be performed daily each morning without exception.

**After-Hour Treatment:** Only emergencies will be evaluated.

**Normal Duty Hours:** 6:30 a.m. until 4:00 p.m., Monday through Friday, with the exception of weekends and holidays.

**Emergencies:** The following procedure will be followed in the event of a medical emergency. First, notify your work supervisor/correctional officer. Then a staff member will notify the medical practitioner on duty who will assess the urgency for treatment.

**Medical Personnel:** Names and titles are posted in the front lobby of the Health Services Department. When addressing or requesting the attention of a staff member you are to use their title or Mr., Mrs., Dr., etc. followed by their last name. The practice of first name usage is not allowed.

**Translators:** In an effort to facilitate and provide you with quality health care, translators are available in various languages upon your request.

**Temporary Medical Classifications:**

**IDLES:** These are generally short-term, not to exceed 72 hours, for acute injuries or illnesses. This is a non-working status. You must remain in your unit with the following exceptions: You may attend meals, religious services and sick call.

**CONVALESCENCE:** These are generally long-term, not to exceed 30 days, for surgical procedures or rehabilitation. This is a non-working status. You may leave the unit after clearance of the Unit Officer. You will not be allowed to participate in any sports unless otherwise indicated by the practitioner.

**Pharmacy Services:** Prescriptions written for you during sick call visits or follow-up appointments are to be picked up by you no later than 72 hours after your appointment. Refills are to be turned in during the first pill-line of the day. Pill line hours are clearly posted at the pharmacy window. Over the counter medications such as aspirin, Tylenol and common cold preparations are available at the commissary for your purchase. An evaluation is

required for all medications dispensed at the pharmacy that require a prescription.

**Physical Examinations:** All newly committed inmates, halfway house failures and parole violators will have a physical examination in accordance to criteria set forth in Program Statement 6031.01. As an inmate in this category you may not refuse any part of the initial physical or testing. Routine medical assessments will be completed following the Medical Director's established criteria for Preventive Health Care. Inmates preparing to be released may have an exiting physical upon written request to the Health Information Department. The request cannot be more than 6 months prior to release or less than one month prior to release.

**Immunizations:** Unless otherwise documented, all inmates are required to receive a tetanus and PPD upon arrival at the institution. Yearly influenza vaccine is offered to the population with emphasis placed on those "at risk". Hepatitis B vaccine series will be offered to those inmates working in potentially hazardous areas, and Pneumococcal vaccine is offered when clinically indicated only.

**Health Promotion/Disease Prevention Program:** This facility fully supports patient education, disease prevention programs and your active participation in your health care. In order to facilitate these programs your unit team, psychology department, recreation department and health services department has joined efforts to provide you **with a variety** of written material, videos, audio tapes, oral presentations, workshops, and exercises to assist and guide you in your total body care.

**Medical Record Copies:** Requests for copies of your medical file should be submitted on an INMATE REQUEST TO A STAFF MEMBER FORM and sent via the institutional unit mail to the Health Services Department, specifically addressed to the Medical Records Department. The cop-out should provide the specific items that you are requesting copies of from your file. You will then be placed on institution call out when your copies are ready.

**Special Care Items:** Institutional eye glasses will be provided at government expense following the optometrist evaluation. Inmates who wish to have eye glasses mailed from an outside source must have the Health Systems Administrator's approval. The inmate will send the Health Systems Administrator a "Cop-Out," requesting to complete a "Special Package Authorization" form. Medical shoes will be authorized by the Clinical **Director** and purchased by the Health Systems Administrator. If soft shoes are required during duty hours, blue bus shoes shall be worn.

**Open House:** The Health Systems Administrator and Assistant Health systems administrator do not have a time set for "Open House." Inmate may address their concerns during "Main Line" and/or by sending a "Cop-Out," in which they will be placed on "Call Out" to discuss their concerns.

**Advance Directive:** You may request a "Living Will" be placed in your Health Record. An Advance Directive is a document which provides a means for competent inmates at FCC Yazoo City to make a declaration of preferences or instructions regarding health care decisions in a legal and binding document. At no time will the preferences indicated in the Advance Directive be activated at FCC Yazoo City.

**Health Care Rights and Responsibilities:** While in the custody of the Federal Bureau of Prisons you have the right to receive health care in a manner that recognizes your basic human rights, and you also accept the responsibility to respect the basic human rights of your health care providers. A copy of the Health Care Rights and Responsibilities is posted in the front lobby of the Health Services Department and is provided for your review with this booklet. It is in your best interest to involve yourself in your care and treatment as prescribed/ordered.

1. **Right** - You have the right to access health care services based on the local procedures at your institution. Health services include medical, dental and all support services. If inmate co-pay system exists in your institution, Health Services cannot be denied due to lack (verified) of personal funds to pay for your care.

**Responsibility** - 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. **Right** - You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.

**Responsibility** - You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.

3. **Right** - You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden and the Warden.

**Responsibility** - You have the responsibility to address your concerns in the accepted format, such as the *Inmate Request to Staff Member* form, main line, or the accepted *Inmate Grievance Procedures*.

4. **Right** - You have the right to provide the Bureau of Prisons with **Advance Directives or a Living Will** that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.

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

5. **Right** - 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.

**Responsibility** - You have the responsibility to keep this information confidential.

6. **Right** - You have the right to obtain copies of certain releasable portions of your health record.

**Responsibility** - You have the responsibility to be familiar with the current policy and abide by such to obtain these records.

7. **Right** - You have the right to be examined in privacy.

**Responsibility** - You have the responsibility to comply with security procedures should security be required during your examination.

8. **Right** - You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.

**Responsibility** - You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.

9. **Right** - 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.



**Responsibility** - You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your 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. **Right** - You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.

**Responsibility** - 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 item.

11. **Right** - You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.

**Responsibility** - You have the responsibility to eat healthy and not abuse or waste food or drink.

12. **Right** - You have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).

**Responsibility** - You have the responsibility to notify medical staffs that you wish to have an examination.

13. **Right** - You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative services, emergency care and routine care.

**Responsibility** - You have the responsibility to maintain your oral hygiene and health.

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

**Responsibility** - 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 smoking regulations.

15. **Right** - You have the right to refuse medical treatment in accordance with Bureau of Prisons' Policy. Refusal of certain diagnostic test 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.

**Responsibility** - You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

### **Dental Services**

**Dental Mission Statement:** The mission of Dental Services is to stabilize and maintain the inmate population's oral health by providing oral health education, requiring acceptable oral hygiene practices, and providing controlled access to essential urgent or treatment planned dental care, consistent with professional standards, to the greatest number of patients within available resources.

**Availability and Accessibility:** Dental care at this institution is provided pursuant to the policies of the Federal Bureau of Prisons. Emergency or urgent dental care is performed first, then, access to elective care is provided as resources of staff, time, and materials are available and commensurate with your ability and desire to maintain good oral health. Because of the tremendous demand and limited available resources, access to care is controlled by the use of a

treatment waiting list. You will be required to demonstrate you are practicing adequate and proper oral hygiene prior to the delivery of any elective care. The extent of treatment planned is dictated by your response to treatment and continued interest in your oral health. The treating dentist may discontinue care at any time if it becomes apparent you are not practicing proper oral hygiene. Partial dentures are only provided in a periodontal healthy (outstanding self-care and healthy gums) environment, after all restorative work (fillings) is completed and only when the functional need is determined by the dentist.

### **Types of care:**

1. Emergency Dental Care - are measures necessary to alleviate diagnosable acute severe pain (draining a large abscess, appropriate medications, etc.), life threatening infection, and/or the treatment of major acute trauma. Minor toothaches, lost fillings, bleeding gums, and sensitive teeth are not emergencies and will be evaluated during the next available sick-call time. During normal operational hours, an institutional staff member can contact the dental clinic staff to determine if access is needed for this type care. After normal operational hours the medical staff on duty will provide this evaluation.
2. Dental Sick-Call - (Urgent Dental Care) - Requests for Dental sick call should be written out indicating your sick call complaint and submitted on an INMATE REQUEST TO STAFF FORM (blank forms are available in the unit). All request forms will be collected by the morning nurse from 6:30 a.m. to 6:45 a.m. The inmates will sign the dental sign-up sheet and be instructed to report back to the Health Services waiting area at 8:00 a.m. Triage will be conducted by dental staff at that time. The inmates will then receive treatment as required or will be directed to the proper procedure to have their need managed. Dental sick-call was not designed to be and it will not be allowed to become a short cut to routine or elective dental care. Inappropriate use of dental sick-call reduces the time available for elective care.
3. Routine or Elective Care - Requests for and access to routine dental care begin with you requesting to have your teeth cleaned and be evaluated for routine elective dental care. Inmates must submit an INMATE REQUEST TO STAFF FORM with written specifics of their request to be placed on the waiting list for a dental cleaning. Again, all requests are to be placed in the appropriate box. You will be placed on callout when the waiting list works down to your name. You will then receive a cleaning, oral hygiene instructions, and comprehensive exam. After the cleaning process is successfully completed you will be referred to the routine care waiting list with the dentist(s) for your routine dental care needs, where your name will remain until indicated treatment is completed, and as time and staffing permit. Access to this type care is provided if you are maintaining an adequate level of self-care.
4. Accessory Dental Treatment - This type treatment is not ordinarily provided to the inmate population. It is dentally acceptable treatment, but not dentally necessary and includes, but is not limited to, the following: orthodontic tooth movement(braces), crowns and bridges(caps), dental implants, edentulous ridge augmentation, orthognathic surgery, and TMJ surgery.

**Dental Appliance Repair Services:** Requests for partial or complete denture repairs are to be submitted on an INMATE REQUEST TO A STAFF MEMBER FORM and placed in the appropriate dental metal box. Requests are to be submitted on dental sick call days prior to 7:30am, and as outlined above.

## FINANCIAL MANAGEMENT

When you entered this institution, you will have two accounts set up, a deposit fund account and an ITS II phone account. The deposit fund account will be used to keep track of all deposits and withdrawals made to your account. Your ITS II phone account will be used to keep track of all phone transactions.

**Inmate Funds:** Deposit fund accounting is the area responsible for all functions related to the inmate's personal funds on deposit while here. This includes withdrawals and deposits and Inmate Requests to Staff Member for information about his account.

**Receiving Funds:** The institution mail room will no longer accept funds received from outside the institution. Any funds received will be returned to the sender with specific directions on how to send the funds to the national Lock Box. Funds should be sent to the Lock Box at the following address:

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

Approved Types of Negotiable Instruments are money orders, government checks, foreign negotiable instruments (U.S. currency only), cash and business checks. The lockbox processes funds within 24 hours of receipt unless the negotiable instrument is rejected. Only negotiable instruments should be sent to the Lock Box address. Any and all enclosures with the negotiable instruments (letters, pictures, etc.) will be discarded.

### TRANSFER OF MONEY WITHIN THE BOP

Once you have been designated to an institution, that institution will be able to receive your money from your last institution through the Trust Fund Accounting and Commissary System (TRUFACS). Through TRUFACS, the inmate account will automatically transfer to the gaining facility.

**Inmate Earnings:** While incarcerated each inmate will be assigned to a work detail for which they will receive a monthly job performance evaluation and be paid for the hours which they worked that month.

The inmate performance pay is compiled by the work detail supervisors. It is turned into the Department Head for approval and routed to Financial Management. Staff is responsible for overseeing the payroll both for compilation and for posting. The payroll will be sent to the Supervisor of Education, for verification of compliance with GED requirements, and to the Case Management Coordinator for verification of FRP requirements, then to the Associate Wardens and Warden for final approval prior to being posted to the inmates' accounts.

\* The UNICOR pay is compiled by UNICOR staff and will be posted to inmate accounts upon verification of GED and FRP compliance. Inmates may be listed on any of three payrolls. They may receive UNICOR wages - for all UNICOR hours worked, Commissary wages - for hours worked in Commissary, and regular Performance Pay - for all other details. All payrolls will be posted by the 10th working day of each month. Inmates do not receive a receipt for their performance pay. Prior to the pay being released to the inmate accounts, all FRP contract payments will be taken from the earnings.

- \* IATM - (Inmate Account Transfer Module) Inmates already in the Federal Prison System may have funds posted to their account in another institution. Upon their transfer to FCC Yazoo City, the previous institution is required to transfer the funds within five days after notification of the inmate's transfer. Upon receipt of these funds at this institution, they will be processed and posted to the inmate's account. Funds will be automatically transferred to an inmate's deposit fund for those inmates transferring from an institution utilizing the Trust Fund and Accounting System (TRUFACS).

**Withdrawals from Inmate Accounts:** Withdrawals may be accomplished at the inmate's request for various reasons. Inmates may request withdrawals to order books and magazines, to send money to their families, pay court ordered fees, etc. Except in the case of an IRS ordered lien or a Prison Litigation Reform Act court-ordered fee, no funds may be withdrawn from an inmate's account without his consent.

**All requests for fund withdrawals must be completed in the presence of a staff member (the counselor). All requests for fund withdrawals must be either typewritten or printed in ink. After the inmate has signed the withdrawal form, at no time can it be handled by an inmate.**

Request for Withdrawal of Inmates' Personal Funds - This form is used by the inmate for all withdrawals except:

- Commissary Sales
- Special Purpose Orders (SPO)
- Payments upon Release
- Transfers between Institutions
- Inmate Financial Responsibility Program
- PLRA Payments

The form is completed and forwarded to the Accounting Technician by the unit team for processing. If the inmate does not have sufficient funds to cover the withdrawal, the form is marked "Insufficient Funds", the current account balance available is noted on the form and returned to the unit. If the form is processed, the second copy of the form is returned to the inmate as his receipt. All original forms are kept on file in the Accounting Technician's office.

Once processed the Accounting Technician will prepare a payment voucher and forward it to the appropriate Certifying Officer for certification. Withdrawal requests which require enclosures to be sent with the payment may be accepted under the following conditions: the Request for Withdrawal of Inmates' Personal Funds (with all appropriate signatures) shall be submitted along with a stamped and addressed envelope attached. Forms submitted with enclosures which do not have a stamped and addressed envelope attached will be voided and returned to the unit. This method should be used whenever the inmate is ordering magazines, books, newspapers, any other materials which require enclosures and payments sent out of the country. By policy, these forms will be processed and scheduled at least once a week.

**Inmate Financial Responsibility Withdrawal Request (FRP):** FRP payments are processed once each month, as soon as the monthly Inmate Performance Pay has been posted. Payments are classified as Single Payment, Repetitive Monthly Payments, or Repetitive Quarterly Payments. Quarterly payments are taken in the third month of each calendar quarter (March, June, September, and December). Once processed these payments are forwarded to the Central Office via the OPAC system. No receipts are issued to the inmate for these payments. Confirmation of payment will be received by the Unit Management Staff from the U.S. Attorney. All forms are maintained in the Accounting Technician's files.

**RELEASES AND TRANSFERS:** Transportation of inmates to a release destination must be accomplished by the most economical method. Public transportation must be arranged as far in advance of the inmate's release date as feasible. Release transportation shall be determined and reserved in advance of preparation of the Release and Gratuity Form. The correctly completed and signed form shall be forwarded to the Accounting Technician no later than five working days prior to the inmate's release. At that time, the Accounting Technician shall make arrangements to close the inmate's account and have his personal funds available on his release date. The FPPOS Accounting Technician will coordinate the closure of the inmate's ITS account with the ITS Accounting Technician, so that all the inmate's funds can be paid to him at the time of his release.

The inmate's phone account and commissary account will not be closed until one business day prior to his release. He will be able to shop and use the phone until that day.

Inmates transferring to other Bureau of Prisons facilities utilizing the TRUFACS system will have their personal funds transferred to them automatically via TRUFACS. Inmates transferred to other Bureau of Prisons facilities utilizing the Federal Prison Point of Sales System (FPPOS), will have their personal funds forwarded to them via IATM. The FPPOS Accounting Technician will coordinate the closing of the inmate's ITS account with the ITS Accounting Technician and forward all the funds to the inmate's new location. If the inmate is transferred to a contract facility, the money will be forwarded by U.S. Government check.

**Commissary:** The institution commissary is under the supervision of the Inmate Trust Fund Supervisor. The Commissary is a privilege established to allow inmates to purchase items from an approved shopping list. The items sold in the Commissary are approved by the Warden.

Inmates are allowed to shop once a week on their designated shopping day. Shopping days rotate quarterly and the schedule is posted at the commissary. The Commissary shopping lists will be provided by the Commissary. All prices are subject to change without notice. A list will be provided each time an inmate shops or upon request during Commissary hours. An inmate must have a completed shopping list and his Inmate Account Card in order to shop in the Commissary. Completed shopping lists will not be returned to an inmate once the shopping list has been given to the Commissary staff. Inmates are not allowed to leave the Commissary line without permission from the Commissary staff member after a shopping list has been turned in. No-shows will not be allowed to shop until the following week.

Inmates receive a total validation of \$290.00 per month to spend. Postage stamps are not charged against the monthly spending limit. All other sales, including SPO's, will be deducted from the monthly spending limit.

Inmates that are on the Financial Responsibility Program (FRP) Refusal status are re-validated only for the \$25.00 spending limit.

It is the inmate's responsibility to note quantity limits and non-transferable items identified on the Commissary shopping list. It is also important for inmates to review the out-of-stock list on the Commissary bulletin board prior to submitting a shopping list.

If an inmate's radio is stolen, lost or broken, he will not be able to purchase another one unless he has written approval from his Unit Team. The Unit Team's approval is also required for purchase of the same style athletic shoe within a 9-month period.

In the event that an inmate desires to return a warranty product to the vendor, the item must be shipped at the inmate's expense from the institution via package authorization through the Unit Counselor.

**Other Rules While Shopping at the Commissary:**

- \* Each inmate must prepare his own Commissary list.
- \* Radios are prohibited in the sales area.
- \* Inmates can only shop once per week, with the exception of Friday SPO sales.
- \* Inmates are responsible to ensure their receipts are accurate and each inmate must sign the original receipt and return it to the sales person. Inmates are responsible for safeguarding their receipts as duplicate receipts cannot be provided for warranty items.
- \* Inmates may not purchase items for other inmates.
- \* All sales are final. Once an inmate shopper leaves the window, there will be no exchanges, adjustments, or refunds. Commissary staff members are authorized to consider replacing or refunding defective radios and headphones if the items are returned within a two-week period from the date of sale and the merchandise has not been tampered with. Athletic shoes will be

considered for replacement or refund within a two-week period if the shoes have not been worn. Questions concerning your inmate account will not be answered during sales. Inmates may view their balance and the last twenty transactions to their accounts on the Automated Inquiry Machine (AIMS) located next to the Commissary. All other questions pertaining to inmates' Commissary accounts must be submitted on an "Inmate Request to a Staff Member" addressed to the Accounting Section.

New items will be considered by the Commissary Advisory Committee once a quarter. Inmates are to submit an "Inmate Request to a Staff Member" addressed to the Commissary Advisory Committee for any new items that they would like for the committee to consider selling in the Commissary.

**Trust Fund Sales Unit Commissary Workers and Inmate Photographers:** If an inmate desires to work in the Commissary, he is required to submit to a Commissary staff member an "Inmate Request to a Staff Member." The inmate's name will be placed on the Commissary Waiting List if he has at least six months remaining until projected release, has not had any disciplinary actions within 12 months of applying for a position, has a General Equivalency Diploma (GED), and is not on the Financial Responsibility Program (FRP) "Refuse" status. The inmate will be interviewed in the order of receipt of an "Inmate Request to a Staff Member" (the form will be date stamped by the receiving staff member). If the inmate is found satisfactory during the interview, the Commissary staff member will verify his potential with his unit team. The "Inmate Request to a Staff Member" will be given back to the inmate in order for the inmate to secure the approving signature of the releasing detail Department Head and the Trust Fund Supervisor, prior to being assigned to the Commissary work detail.

The Commissary Waiting List will be purged January 1<sup>st</sup> and July 1<sup>st</sup> of each year to afford all inmates an opportunity to be considered for work on the Commissary Work Detail. All inmates interested in the Commissary Work Detail must reapply for consideration for a position during this time period.

If an inmate desires to be considered for an inmate photographer position, the inmate is required to submit an "Inmate Request to a Staff Member" to the Recreation Supervisor when there is a posted announcement of a vacancy. There is no waiting list for Inmate Photographers. The inmate will be considered if he has at least six months until projected release date, has not had any disciplinary actions within 12 months of applying for a position, has a General Equivalency Diploma (GED), and is not on the Financial Responsibility Program (FRP) "Refuse" status.

The pay grades for the Trust Fund Sales Unit Commissary Workers and Inmate Photographers are Commissary Pay Grade 4 at \$.55 per hour. Inmates will be considered for the maximum pay grade of Commissary Pay Grade 3 at \$.75 per hour, if warranted and if the inmate has worked a total of 495 hours.

### **ITS II - Inmate Telephone System:**

- \* The Inmate Telephone System (ITS) is a means for inmates to supplement written correspondence for maintaining family and community ties. The daily processing for ITS is handled by the ITS Accounting Technician. The office is in the ITS room located in Financial Management.
- \* **PROCEDURES** - The Associate Warden with oversight responsibility of Financial Management is responsible for overseeing the ITS. Inmates may only use the telephones in their housing units. Telephones are to be used to maintain family and community ties. Use of the telephone is a privilege and disciplinary sanctions may be imposed for abuse. Upon arrival, an inmate will be assigned a Phone Access Code (PAC). This nine-digit number allows an inmate access to the ITS. It is the responsibility of the ITS Accounting Technician to establish a PAC number, provide the PAC number in a sealed envelope, and deliver to the respective Unit Team within one working day after the inmate's arrival. The Unit Team staff is responsible for delivering the PAC number to the inmate.

The PAC number is a confidential code and should not be shared with any other inmate. If an inmate feels his PAC has been compromised, he should report it to a member of the Unit Staff. Unit Staff will contact the Trust Fund Supervisor, who will restrict the phone system for the affected inmate until a new PAC is established. The Special Investigative Supervisor (SIS) will also be contacted for investigative purposes. The inmate must submit a Request for Withdrawal of Inmates' Personal Funds, for a \$5.00

charge payable to U.S. Treasury to establish the new number.

During Admission and Orientation, the inmate will receive from the Financial Management representative a copy of the "Inmate Dialing Instructions." These are instructions to place local, long distance, and international calls. In order for an inmate to access his telephone account on the inmate telephone, he is to dial 118, enter his PAC code, and follow the instructions. He will be able to access his ITS balance, Commissary balance, make transfers in whole dollar amounts from his Commissary account to his ITS account, determine the cost of the last call, and obtain the number of call minutes remaining.

In transferring funds, it is the inmate's responsibility to ensure the correct amount desiring to transfer before he presses "1" to confirm the amount as ITS funds cannot be transferred back to the Commissary account.

Unit Staff is responsible for providing the inmate with the Telephone Number Request Form on which the inmate may request up to thirty telephone numbers for both collect and debit calls. In order for the ITS system to process a call, the number must be keyed to the inmate's individual telephone account. Once the inmate has completed the form, he is required to submit it to Unit Staff. The form must be hand delivered to a staff member or it will not be processed. Unit Staff are required to review, approve, and submit the form to the ITS Accounting Technician normally within one working day. Spanish-speaking inmates must annotate on the form their requirement for their prerecorded instructions to be in Spanish. They are also required to indicate "Spanish" next to each called party that is to receive the prerecorded announcement in Spanish. Otherwise, the prerecorded announcement heard by the called party will be in English.

The completed and approved request form will be personally delivered by a Unit Staff member to the ITS Accounting Technician. The phone list will be keyed normally within two working days for new arrival inmates. Any additional changes or updates (including area code changes) to the telephone request lists will be processed in the same manner as reflected above. All updates will be keyed into the inmates' account within five working days, excluding the date of submission. Changes to inmates' telephone accounts cannot be accomplished via the "Inmate Request to a Staff Member" form.

Inmates may request a copy of their telephone numbers on the ITS system by submitting an "Inmate Request to a Staff Member" form. There is no charge for this document. However, in order to obtain a written report of telephone charges for any 30-day period within the past 120 days, the inmate must submit a Request for Withdrawal of Inmate Personal Funds for \$3.00, made payable to the U.S. Treasury charge for each 30-day period requested.

If for any reason the inmate wishes to exceed the thirty number limit, he must obtain approval from the Associate Warden with oversight responsibility of Financial Management. This approval will be in the form of a written memorandum from the Associate Warden to the Trust Fund Supervisor.

**Phone Usage/Availability:** One telephone in each pod is designated for use from 6:00 a.m. through 11:00 p.m. daily. All telephones in each housing unit are operational during the weekends and holidays from 6:00 a.m. through 11:30 p.m. Telephones are not available during institution count times. During the work week (Monday - Friday), the following schedule is implemented: 6:00 a.m. until 7:30 a.m.; 10:30 a.m. until 12:30 p.m. and 4:30 p.m. until 11:00 p.m.

**Toll-free telephone numbers and telephone numbers to conduct a business or for gambling purposes are not authorized on the Inmate Telephone System.**

Telephone calls are limited to fifteen minute intervals, and at the end of fourteen minutes a tone will warn the caller that there is one minute remaining. After fifteen minutes the call will automatically be disconnected. There is an automatic duration of 30 minutes between calls for each inmate. Inmates will be allowed to place a total of 300 minutes of either collect, direct, or any combination of telephone calls. Minutes will not rollover to the following month.

The prerecorded announcement and intermittent call branding notifying the recipient that "This call is

from a Federal Prison” is on all direct and collect calls. It is a standard message at all prisons utilizing the Inmate Telephone System - II. However, the called party will not have to press five (5) to accept direct international telephone calls. As a result of international telephone calls not having the called party block option, communication will begin immediately when the called party answers the telephone and inmates will be charged for answering machines. Inmates will not be authorized a refund for answering machines on international calls. For all other calls, if the called party blocks future calls by pressing “77”, the number will stay blocked until the Inmate Telephone System staff receives a written request from the called party to unblock their numbers. Letters sent directly to the inmates to unblock the called party telephone numbers will not be accepted by the Inmate Telephone System staff. “Inmate Request to a Staff Member” cannot be used to unblock telephone numbers as the form is not providing consent from the called party.

Inmates are allowed two transfers from their Commissary account to their ITS account per day. Credits are available for immediate use. However, inmates are only able to access their accounts from 4:30 p.m. to 11:00 p.m. Monday through Friday; 10:30 a.m. to 4:00 p.m. and 4:30 p.m. to 11:30 p.m. Saturday, Sunday, and federal holidays.

**Call Types:** There are three different call types; incoming calls, staff assisted calls, and collect calls.

**Incoming Calls:** Incoming telephone calls will not be accepted. In an emergency, the calling party may contact the inmate's unit team and advise them of the emergency. During non-business hours, the Lieutenant or Institution Duty Officer will coordinate emergency calls.

**Staff Assisted Calls:** With the exception of approved emergencies, attorney/client, or indigent calls, no inmate calls will be made from staff telephones. The ITS does not affect the way in which legal calls are placed.

**Collect Calls:** Inmates will receive their PAC number the next working day after their arrival at the institution. An inmate may place a collect call after the telephone number is keyed to his individual telephone account. The “Inmate Dialing Instructions” passed out during the Admission and Orientation process provides the dialing procedures for placing collect calls.

**Rates for Direct Dialed Telephone Calls:** The rates for placing direct dialed international, long distance, and local telephone calls are standard in all Bureau of Prisons institutions that are currently using the Inmate Telephone System - II. These rates are posted on the bulletin board in the housing units. The local rates are defined by the Public Utilities Commission and subject to change.

**Special Housing:** Inmates housed in Administrative Detention and Disciplinary Segregation will be given one telephone call every thirty days.

**Reimbursements for Valid Claims:** Inmates are required to submit a signed “Inmate Request to a Staff Member” to the ITS staff regarding any problem that they are experiencing with the Inmate Telephone System. The request must specify the date of the call, approximate time of the call, the telephone number called, statement or code given by the telephone recording or the operator, and the specific nature of the problem. All requests for refunds are investigated to determine the validity of a claim. If a call is connected to any person or an answering machine at the telephone number the inmate is calling, the telephone call will be considered complete and no refund will be given.

If an inmate is unable to reach his called party and the operator notes a code 5 or a code 15 on the inmate's telephone account record, this signifies that the called party has a matter that needs to be addressed with their local telephone company or with VAC. Staffs from the Bureau of Prisons are not authorized to get involved with these types of situations. If it is a code 5, then the called party must contact their local telephone company. If it is a code 15, then the called party must contact Evercom at 1-800-844-6591.

If an inmate telephone is not working properly, inmates are to notify their unit team staff, who will notify the ITS staff.

**Laundry:** The laundry will provide inmates with their clothing, shoes, bed linens, and coats. Items



will be exchanged for the indigent inmates on a one-for-one basis, and empty tubes of toothpaste and shaving cream in addition to combs, razors, and toothbrushes must be returned to receive similar items. Inmates must adhere to the posted schedules for their exchanges.

- Inmate account cards must be presented for identification purposes.
- Exchanges will not be permitted for style reasons.
- If there is intentional destruction of the clothes, you will be subject to disciplinary action.
- Inmates may not exchange another inmate's clothing for any reason. Clothing in need of mending can be returned to the laundry on any weekday between 6:00 a.m. to 7:30 a.m.
- Hygiene items for *indigent inmates only* may be picked up on your regularly scheduled exchange day. The following items are available for exchange/issue:

Toothbrush	1 only
Toothpaste	2 only
Soap	3 only
Comb	1 only
Shaving Cream	1 only
Razors	8 only

### **CORRECTIONAL SYSTEMS DEPARTMENT**

Open House for the Correctional Systems Department (Mail Room, Receiving and Discharge, and Records) will be on:

**Wednesday - 11:00 a.m. to 12:00 p.m.**

**Thursday - 12:00 p.m. to 1:00 p.m.**

Any questions regarding inmate mail, personal property, or record related concerns should be referred to Correctional Systems during this period.

**Correspondence:** In most cases, you are permitted to correspond with the public, family members, and others without prior approval or the maintenance of a correspondence list. Outgoing general correspondence is placed in mailboxes located in each housing unit. The outgoing envelope must have your name, register number, complete spelling of institution, i.e., Federal Correctional Complex and return address in the upper left hand corner.

You must assume responsibility for the contents of all your letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of federal laws. Inmates may be placed on restricted correspondence status based on misconduct or as a matter of classification. You will be notified of this placement and have an opportunity to respond.

There is no mail service at this institution on weekends and holidays.

**Incoming Correspondence:** First class mail is distributed Monday through Friday (except holidays) by the Evening Watch Officer in each Unit. Newspapers and magazines may also be delivered at this time. Inmates will be placed on call-out Tuesday through Thursday and paged on Friday by Correctional Systems staff to pick up legal and special mail. Inmates in the Special Housing Unit will receive their mail by the Unit Team. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution.

To aid in the prompt delivery of your mail, please advise those writing to you to put your register number and unit on the envelope.

All inmate packages received at the institution must have prior authorization, or be marked on the front of the package as to contents, if authorized by BOP policy. (i.e., Magazines Enclosed, Authorized Reading Material, Legal Material.)

**Incoming Publications:** The Bureau permits inmates to subscribe to and receive publications without prior approval. The term "publication" means a book and single issues of a magazine or newspaper. Inmates may receive hardcover publications and newspapers only from the publisher, a book club, or a bookstore. Additionally, at medium security, high security, and administrative institutions, an inmate may receive soft-cover publications (for example, paperback books, newspaper clippings, magazines, and other similar items) only from the publisher, a book club, or a bookstore. At minimum security and low security institutions, an inmate may receive soft-cover publications (other than newspapers) from any source. Publications printed on pulp-like paper stock, folded and/or divided into sections are considered newspapers.

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

- \* It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.
- \* It depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of Bureau of Prisons' institutions.
- \* It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.
- \* It is written in code.
- \* It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.
- \* It encourages or instructs the commission of criminal activity.
- \* It is sexually explicit material.

**Special Mail:** "Special Mail" is a category of correspondence which may be sent out of 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 Attorney Generals, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other federal and state law enforcement officers, attorneys and representatives of the news media.

**Incoming Special Mail:** A designated staff member opens incoming Special Mail in the presence of the inmate. This is usually done by a unit team member. 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, 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:** Special/Legal mail will be sealed by the sending inmate with the sender's name and correct return address on envelope. The inmates housed at the Medium/Low facilities will hand deliver their outgoing Special/Legal Mail to staff at Receiving & Discharge (R&D), Monday-Friday between 6:15 a.m.- 6:30 a.m. Inmates housed at the Camp or in Special Housing Unit will hand deliver outgoing Special/Legal mail to the Evening Watch Officer, Monday-Friday, for processing. Special/Legal mail weighing 16 ounces or greater will be sealed by the inmates, and processed according to the Mail Management Supplement. All Special/Legal mail will be scanned by X-Ray daily prior to be taken to the local Post Office.

**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 you. 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. The following limitations apply:

Such correspondence may always be inspected and read by staff at the receiving institution.

The appropriate Unit Manager at each institution must approve the correspondence, if both inmates are housed in federal institutions and both inmates are members of the same immediate family, or are a party or witnesses in a legal action in which both inmates are involved.

The Warden will be apprised of any unusual circumstances pertaining to a request to correspond for members of the same immediate family or for inmates who are a party or witness in the same legal action. When denying an inmate's request to correspond, the Unit Manager shall document the reason(s) for the denial. The approval of such correspondence privileges for both inmates will ordinarily remain in effect even if either inmate is transferred within the Bureau of Prisons.

The Wardens of both institutions must approve of the correspondence if one of the inmates is housed at a non-federal institution or if approval is being granted on the basis of exceptional circumstances.

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

- \* Matter which is non-mailable under law or postal regulations.
- \* Information of escape plots, of plans to commit illegal activities, or to violate institution rules.
- \* Direction of an inmate's business (prohibited act 408). A sentenced 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 (i.e., refinancing a mortgage for your home or sign insurance business). However, while confined in the institution, you may not operate a business.

**Notification of Rejection:** The Warden will give written notice to the sender concerning the rejection of mail and the reason 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, and you also have the right to appeal the rejection. The Warden shall refer the appeal to a designated officer other than the one who originally disapproved the correspondence. Rejected correspondence ordinarily will be returned to the sender.

**Mailing of Inmate Property:** Inmates wishing to have personal items mailed out of the institution will make a request to the appropriate staff as follows:

- \* Unit Counselor - All personal items other than hobby craft.
- \* Recreation Staff - All completed hobby craft items.

Release clothing is the only authorized package to be mailed into the institution from home. The Unit Counselor will initiate the authorization form. Medical devices or related materials are authorized by medical staff. Religious items are authorized by the chaplaincy staff through special purchase order.

The Mail Room Officer will not accept any item or package for mailing or delivery unless the appropriate authorization form is on file in the Mail Room.

**Change of Address/Forwarding of Mail:** You may request change of address cards from Receiving and Discharge staff. These cards are given to inmates who are being released or transferred, to notify correspondents of a change of the address. General correspondence will be forwarded for (30) thirty days. Any general mail received after thirty (30) days will be returned to the sender.

**Certified/Registered Mail:** Inmates desiring to use certified, registered, or insured mail may do so. Contact your Counselor for assistance. Services such as express mail, private carrier services, COD, or stamp collecting while confined are not provided.

**Sentence Computation:** The Designations and Sentence Computation Center located in Grand Prairie, Texas is responsible for the computation of inmate sentences. An inmate will be given a copy of his initial sentence computation after it is prepared. Any questions about good time, jail time credit, parole eligibility, full term dates, release dates, or periods of supervision, may be resolved during Open House Hours in Inmate Systems Management, Tuesdays - Thursdays, 11:00 a.m. to 12:00 noon.

**Fines and Costs of Incarceration:** The court may impose a committed or non-committed fine. The inmate will remain incarcerated until arrangements are made to pay a committed fine, or qualifies for release under the provisions of Title 18 U.S.C., Section 3569 (pauper's oath). Non-committed fines have no condition of imprisonment based on payment of fines or costs. Payment for a non-committed fine or cost is not required for release from prison; however, intent to make payment must be signed prior to release.

**Detainers:** Warrants (or certified copies of warrants) based on pending charges, overlapping, 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.

Federal and state detainers may be processed under the procedures of the "Interstate Agreement on Detainers." This agreement applies to all untried detainers based on pending charges, which have been lodged against an inmate by a "member" state, including the U. S. Government, regardless of when the detainer was lodged. For an inmate to use this procedure, the warrant must be lodged with the institution. If no detainer is actually lodged at the institution, but the inmate knows of pending charges, it is important for the inmate to contact the court and district attorney for resolution.

Note: Louisiana, Mississippi and the District of Puerto Rico do not honor the Interstate Agreement on Detainers Act.

**Good Conduct/Good Time:** This applies to inmates sentenced for an offense committed after November 1, 1987. The Sentencing Reform Act became law November 1, 1987. The Violent Crime Control and Law Enforcement Act became effective September 13, 1994. The Prison Litigation Reform Act became effective April 26, 1996. The two most significant changes in the sentencing statutes deal with good time and parole issues. There are no provisions under the new law for parole.

The only good time available will be fifty-four (54) days good conduct time per year, based on actual time served. This may not be awarded until the end of the year, and may be awarded in part or in whole, contingent upon behavior during the year, or successfully completing the GED program for some inmates.

**Statutory/Extra Good Time:** This applies to inmates sentenced for an offense committed prior to November 1, 1987. In most cases, these individuals will receive statutory good time and may earn extra good time. In addition, these individuals may be eligible for parole. Due to the diminishing numbers of these cases, an in-depth discussion will not be provided.

## 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 or she is an attorney. The front of the envelope must be marked "**SPECIAL MAIL - OPEN ONLY IN THE PRESENCE OF THE INMATE.**" It is your responsibility to advise your attorney about this policy. If legal mail is not properly marked, it will be processed as general correspondence.

**Attorney Visits:** Attorneys should ordinarily make an advance appointment for each visit. Attorneys are encouraged to visit during the regular visiting hours; however, visits from an attorney can be arranged at other times based on the circumstances and availability of 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 by the Unit Team. Legal material may not be transferred during attorney visits unless previously approved. You are expected to handle the transfer of legal materials through the mail.

**Attorney Phone Calls:** In the event unmonitored legal correspondence is not practicable, an inmate may request an unmonitored legal telephone call. Unmonitored legal calls will be scheduled in advance with a member from your Unit Team.

**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 Prisons Program Statements, Institution Supplements, and other legal materials. The law library is located in the Education Department.

**Notary Public:** Under the provisions of Title 18 United States Code 4004, Case Managers are authorized to administer oaths and to take acknowledgments. Some states will not accept the Federal Bureau of Prisons' stamp for real estate transactions, automobile sales, etc. In these cases, it will be necessary to contact Unit Staff for arrangement with the institution's Notary Public.

**Copies of Legal Materials:** In accordance with institution procedures, you may copy materials necessary for research of legal matters. An electronic card operated copy machine is available in the Law Library for inmate use. You may purchase a weekly limit of three (3) \$5.00 cards (each card makes 50 copies) from the Commissary. Inmates who are without funds and can demonstrate a clear need for particular copies may request a limited amount of free duplication through their Unit Team.

**Federal Tort Claims:** Inmates are instructed to contact the Unit Management Staff or the Safety Office to initiate the filing of a Federal Tort Claim.

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

**Inmate Access to Documents:** An inmate can request access to the "Non-Disclosable Documents" in his central file and medical file, or other documents concerning himself that are not in his central file or medical file, by submitting a "Freedom of Information Act Request" to the Director of the Bureau of Prisons, Attention: FOI Request. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. Additional information can be obtained from a Unit Team staff member.

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 Bureau advises all inmates that the President of the United States is authorized under the Constitution to grant executive clemency by pardon, commutation of a sentence, or

a reprieve. A pardon is an executive act of grace that is a symbol of forgiveness. It does not connote innocence nor does it expunge the record of conviction. A pardon can be in "full" or "partial" depending on whether it absolves a person from all or a portion of the crime. A pardon may have conditions imposed upon it or it can be "absolute", which is without conditions of any kind. A pardon restores basic civil rights and facilitates the restoration of professional and other licenses that may have been lost by reason of the conviction. Executive Clemency forms can be obtained through the Unit Team or Law Library.

The Bureau also advises inmates on commutation of sentences. This is the form of executive clemency power used to provide post-conviction relief to inmates during their incarceration. This clemency power is authorized by the Constitution for the Chief Executive Officer, who is the President of the United States for federal offenses. Commutation of sentence is usually the last chance to correct a perceived injustice which has occurred in the criminal justice process. The rules governing these petitions are available in the Law Library.

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

### **EDUCATION**

FCC Yazoo City Education strives to address the needs of all inmates assigned to the facility. We believe that academic instruction, occupational training, and the overall constructive use of your time are worthwhile activities that can help you make a full and productive life for yourself, if you choose to do so.

The goal is to work with inmates toward self-improvement in areas that will assist them in maintaining a law-abiding lifestyle. Our focus does not stop at program planning and teaching, but encompasses assisting inmates in preparing for release and a successful return to the community. We encourage everyone to take advantage of the educational opportunities available here at FCC Yazoo City.

In fulfilling its function as the center for learning, the Education Department offers programs and services in the following areas:

**Mandatory Literacy Program (GED Standard):** Program Statement 535028, Literacy Program, requires that all federal prisoners who do not have either a verified high school diploma or a General Education Development (GED) certificate must enroll in a Literacy program for 240 hours or until a GED is achieved, whichever occurs first. Inmates may request to be released from the program after 240 hours.

The GED program prepares students in the five areas tested: Writing Skills, Social Studies, Science, Arts and Literature, and Mathematics. English and Spanish GED classes are offered. Pre-tests using the Test of Adult Basic Education (TARE), Spanish Assessment of Basic Examination (SABE), and GED Pre-tests are given to ensure a student's success on the GED examination. Requirements for completion of the GED program are an average of 450 in all five areas of the GED test with no individual score less than 410. The Education Department offers a Special Learning Needs Program for inmates who demonstrate learning difficulties.

**The Violent Crime Control and Law Enforcement Act (VCCLEA),** mandates that an inmate whose offense was on or after September 13, 1994, but before April 26, 1996, and who lacks a high school credential, must participate in and make satisfactory progress toward attaining a GED credential to vest earned Good Conduct Time (GCT).

**The Prison Litigation Reform Act (PLRA)** provides that, in determining GCT Awards, the Bureau shall consider whether an inmate, with a date of offense on or after April 26, 1996 who lacks a high school credential, participates and makes satisfactory progress toward attaining a GED credential in order to be eligible to earn the maximum amount of GCT.

**Inmates sentenced under VCCLEA/PLRA may earn 54 days of GCT per year for satisfactory participation and / or completion of the GED. Inmates who have an unsatisfactory GED progress will only earn 42 days of GCT per year. An inmate alien subject to a final order of removal,**

**deportation, or exclusion will earn GCT at the annual rate of 54 days (prorated for a partial year at the end of the sentence).**

**English as a Second Language (ESL):** Program Statement 5350.24, English as a Second Language Program, requires that limited English proficient inmates attend ESL classes. The ESL program is designed to teach non-English speaking students the English language. Students must attain an eighth-grade level in reading and listening comprehension. This program is mandatory for all non-English speaking U.S. citizens and may be taken by citizens of other countries. Program completion requires the student to earn a score of 225 on the CASAS Reading Certification test and a score of 215 on the CASAS Listening Certification test.

**Incentive Awards:** An incentive award of \$25.00 will be given upon completion of the GED, ESL, or apprenticeship programs.

**Adult Continuing Education (ACE):** ACE classes are special interest courses taught by inmates. Examples include Spanish, Real Estate, and assorted Business courses. A current listing of ACE courses and sign up sheets are maintained on Education and Housing Unit bulletin boards.

**Release Preparation:** The Education Department instructs two categories of Release Preparation classes: Job Skills and Personal Finance. Job Skills classes are designed to provide the inmate population the knowledge and skills necessary for completion of employment forms and practical application in resume writing and job interviewing techniques. Personal Finance classes prepare the inmate upon release to budget and manage finances. Interested inmates must sign up when the classes are announced on the Housing Unit and Education Bulletin Boards

**Correspondence Courses:** Correspondence courses are also available for those interested in pursuing post-secondary studies. All requests to participate in Correspondence programs must be routed through the Supervisor of Education. Scheduled examinations required by the school may be proctored by Education Services staff upon request.

**Parenting:** Parenting instruction encourages and strengthens the ongoing relationship between family members and involves presentations from community organizations. Topics covered in this program include child development, parenting at a distance, self-discipline, self-control, consistency and setting goals. Interested inmates must sign up when classes are announced on the Housing Unit and Education Bulletin Boards.

**Vocational Training Programs:** The Vocational Training programs require a high school diploma or GED. Participants are also expected to be fluent in English or to have completed the English as a Second Language program. Graduates will receive certificates of completion from Holmes Community College, which is accredited by the Southern Association of Colleges and Schools.

Microsoft Office Applications VT teaches the basics in Word Processing (Word), Spreadsheets (Excel), and Slide Presentations (Power Point).

Cabinetry VT is designed to provide an industry-focused foundation in the field of cabinet- making and related studies. Upon completion of this course, students will have the skills and knowledge necessary to obtain viable employment in this field.

Restaurant Management VT is designed to provide training to inmates to equip them with the necessary skills to establish a career in the operation of a restaurant. It also provides the inmate with the knowledge, skills and ability to successfully own a restaurant. Graduates can earn certification from the Mississippi Restaurant Association and the National Restaurant Association.

Drafting/AutoCAD VT provides a well-rounded foundation in a full spectrum of graphics communication applications. Upon completion of this course, individuals will have the basic skills to enter the drafting vocation.

Heating and Air Conditioning (HVAC) VT is designed to provide the training to inmates for a career in HVAC and Refrigeration. The course provides the inmate with a thorough background on all aspects of refrigeration and air conditioning. The EPA Refrigerant Handling exam is given to all inmates who complete the course.

**Apprenticeships:** Registered Apprenticeships are formalized training programs that offer a combination

of structured on-the-job training and related trades instruction. Apprenticeships are industry-driven and can last from one to four years. Current apprenticeships include Drafting, Cabinetry, HVAC, and Custodial Maintenance.

**Hours of Operation:**

GED/ESL Classes: Monday - Friday: 7:40 a.m. - 3:00 p.m.

ACE/Release Preparation/Parenting Classes: Monday - Thursday: 6:00 p.m. - 8:00 p.m.  
Saturday: 1:00 p.m. - 3:00 p.m.

Vocational Training: Monday - Friday: 7:40 a.m. - 3:30 p.m.

**Leisure and Law Library Services:**

Monday- Thursday	Friday
7:40 a.m. - 10:30 a.m.	7:40 a.m. - 10:30 a.m.
12:00 p.m. - 3:30 p.m.	12:00 p.m. - 3:30 p.m.
5:30 p.m. - 8:00 p.m.	
Saturday	Sunday
7:30 a.m. - 9:30 a.m.	Low: 7:30 a.m. - 9:30 a.m. and 11:00 a.m.-12:00 p.m.
11:30 a.m. - 3:30 p.m.	Medium: 1:00 p.m. - 3:30 p.m.

**Inter-library Loan System:** The Mississippi Library Commission offers inter-library loan books. See library clerk for order forms. Maximum of one book may be checked out at a time.

**Typing:** Typewriters are available in the law library.

**Photocopying:** Copies can be made weekdays during Law and Leisure Library hours using copier cards available for purchase in the Commissary.

**RECREATION**

The Recreation Staff at Yazoo City encourages each inmate to participate in the activities and programs offered through this department. We challenge every inmate to get involved and use their time constructively through leisure time programming. This department's goals and the Bureau of Prisons' goals are to reduce personal stress, institutional tension, keep inmates constructively occupied and to increase physical fitness and positive lifestyles while incarcerated.

**Recreation Programs - FCC Medium & Low:**

Recreation moves are held in conjunction with institutional compound movements. Recreation Staff are here to assist you with all your leisure time activities. Please feel free to contact us with your suggestions or concerns.

The Recreation Department offers intramural programs consisting of:

**Basketball**

Unit League (A&B)  
Over 40 League

**Softball and Soccer**

Draft League (A&B)  
Draft League over 40

Unit Leagues  
Draft League

**Volleyball**

Unit League (A&B)  
3 on 3 Leagues

**Fitness Programs & Activities**

Aerobics



### **Instructional Programs**

Racquetball/Handball  
Individual Music  
Calisthenics Classes Stationary Bikes  
Walking/Cycling Club  
Exercise Mats  
Aerobic Classes  
Stair Steppers  
Abdominal Benches

### **Other Leisure/Social Activities**

Board Games  
Acrylic Painting  
Boccie Ball  
Horseshoes  
Band Performances  
Holiday Activities  
Water Color Painting  
Art and Leather craft

### **Leisure Center**

The Leisure Center consists of game tables for playing cards, dominoes, chess, checkers, backgammon and scrabble. Also, available are pool tables, ping-pong tables, bumper pool and television viewing.

### **Music Program**

The Music Program consists of established inmate bands, self-taught practice sessions, and instructional “learn how-to-do” tapes, cassette, and books.

The musical equipment includes drums, congas, non-acoustic guitars, amplifiers, speakers, brass instruments, microphones, and cords.

### **Hobby Craft**

The Hobby Craft Program includes leather working and art. All inmates interested in participating in the Hobby Craft program must submit a cop-out to Recreation.

### **Wellness**

The Wellness Program consists of structured classes, a wellness resource center, jogging, aerobics, walking, and exercise videos.

### **Movie Program**

Movies are shown on Friday, Saturday and Sunday evenings. Requested movies should be submitted on a Request to Staff Member Form to the Recreation Department.

## **CAMP RECREATION PROGRAMS**

### **Outside Equipment**

The outside recreation area consists of covered patio, walking/jogging track, stair steppers, one softball field, basketball courts, two boccie ball courts, two horseshoe pits and outside pool tables. Exercise mats are available through the check-out procedures.

### **Hobby Craft Activities**

The hobby craft activities consist of yarn work and beading. Lockers will be provided through the Recreation Department for inmate use. Items may be stored in personal lockers with the approval of the Camp Unit Manager.

### **Movie Program**

Movies are shown on Friday, Saturday and Sunday evenings. Requested movies should be submitted on a Request to Staff Member Form to the Recreation Department.

### **Wellness Program**

Wellness activities are offered periodically through the Recreation Department depending on interest shown.

### **Recreation Facilities:**

#### A. Recreation Leisure Center

1. Leisure Area
  - a. Supervisor Office
  - b. Recreation Counseling
  - C. Music Rooms
  - d. TV in Leisure Area [Sports Only]
  - e. Billiard Tables, Football, Ping-Pong, Table Games
  - F. Multi-Purpose Rooms
  - G. Equipment Check Out Room
2. Hobby Craft
  - A. Art Studio
  - b. Leather Craft
  - C. Hobby Craft Tool Room
  - D. Equipment Check Out Room
3. Fitness Center
  - a. Recreation Staff Office
  - B. Cardiovascular Room [stationary bikes, treadmills, aerobic steps, etc.]
  - c. Wellness Program
  - D. Equipment Check Out Room
4. Recreation Yard
  - a. Basketball Courts
  - b. Volleyball Courts
  - c. Softball Fields
  - D. Soccer Field
  - E. Flag Football Field
  - f. Racquet/Handball Courts
  - g. Walking Track
  - h. Horse Shoes
  - i. Bocce Ball Courts

The Recreation Leisure Center is a multipurpose facility that fulfills and meets many needs, programs and objectives. The Recreation Leisure Center houses the following: music rooms, staff offices, TV

viewing, hobby craft work areas, hobby craft locker storage, tool and equipment check out room, staff and inmate restrooms. The Recreation Yard was developed for the purpose of facilitating all of our intramural and varsity sports programs. FCC Yazoo City's intramural program includes the major seasonal sports: softball, basketball, flag football, soccer, volleyball. To provide for a more complete program, we also offer racquet-handball, bocce ball and numerous other tournaments and activities.

The Fitness Center facilitates all our wellness/fitness programs. The programs and classes will be offered: abdominal classes, aerobics steps, exercise classes, circuit training on fitness equipment and many other innovative programs. Intramural and varsity sports are open to the general population. Sign-up sheets, rules of the games and team requirements are generally posted in each housing unit and on recreation bulletin boards.

Playing seasons for all intramural and varsity sports are based on an annual sports calendar. The sports calendar clearly shows the variety of sports that will take place during the different seasons. There are ten Federal Holidays in which activities will be offered. During these specific holidays, we will offer: special tournaments, bingo, inmate productions, community sports participation and many other activities.

## **RELIGIOUS SERVICES**

### **Roles of Religious Services Staff**

Religious Services provides pastoral care to institutional staff and inmates. The Chaplains have an open door policy for personal counseling. If you need to visit with any of the Chaplains, please stop by the Chapel.

Since we realize that you may be more comfortable with someone of your specific faith, Religious Services contracts clergy from the various religious faiths. Additionally, the Religious Services staff will have community volunteers to assist you with your particular religious needs. Also, if you have an existing relationship with a member of the clergy, approval for a clergy/Minister of Record visit may be approved. If interested, send a Cop-Out to a chaplain. A Religious Services schedule will be updated periodically and posted in the Chapel, in Recreation, Education and on unit bulletin boards. Please note that all religious group meetings will take place in the Chapel and Outdoor Worship Area.

### **Pastoral Care Offered**

Please inform your family, friends and significant others to call the Low and Camp facilities at the following telephone number: (662) 751-4800 and the Medium facility at the following telephone number: (662) 716-1020 to report any and all emergencies. You will be notified only after the information/emergency has been confirmed by the Chaplain. Please tell your family, friends and significant others to give as much detail as possible when calling with an emergency situation. Contact Religious Services staffs if you know of any emergency and you have not been notified by a Chaplain. Assistance may be provided in making an emergency telephone call.

Religious items will be purchased through approved vendors. In rare situations, hard to find mandatory religious items, may be acquired by SPO through approved BOP vendors upon the approval of a chaplain. This includes, but is not limited to, religious medallions, medicine pouches, etc. No religious Hobby craft items are authorized to be used or worn at this facility but must be mailed home.

If your religious faith requires you to wear a particular piece of head wear you will need to see a

Chaplain. All head wear must be listed on your "Property Form." All Religious items should be maintained in a proper manner in the units. Inmate lockers are the proper storage place for individual Religious items. Prayer rugs, religious head wear, medallions and the like should not be displayed, for decorative purposes, on beds or on the floor.

If you are in need of a religious diet, the Alternative Diet Program is available. This consists of two components. The two components are the "no flesh diet" and the "certified processed food line." If interested, please see the Chaplain for more information.

### **Life Connections Program (LCP)**

If you would like an opportunity for spiritual growth and deepening your religious roots, Religious Services provides the LCP program at FMC Carswell, TX; FCI Milan, MI; FCI Petersburg, VA; FCI Victorville, CA; and USP Leavenworth, KS, that will help you succeed. The LCP is designed to contribute to personal transformation and reduced recidivism. Inmates will participate in religious specific, and inter-faith and social responsibility program components. In addition, the program is designed to increase religious tolerance and respect among participating inmates; connect inmates with spiritual mentors at the program site, and link participants with a faith community at their release destination in order to enhance community reintegration. This program is open to inmates of all faiths or those still seeking a spiritual grounding. A monthly orientation program is offered in the chapel, so feel free to sign up if interested.

### **Religious Rights:**

It is your right to practice your chosen faith. It is important to practice your faith responsibly. The Chaplains are here to facilitate the ability of the inmates to practice their chosen faith. No one may disparage the religious beliefs of an inmate, nor coerce or harass an inmate to change religious affiliation. If you decide to change your personal Religious Preference at any time, please submit a "Cop-Out" to the Chaplain. Attendance at all religious activities is voluntary. We hope that you will make use of the services offered at FCC Yazoo City.

## PSYCHOLOGY SERVICES

### **Psychology Services Staff Members**

The Psychology Department consists of six psychologists the Chief Psychologist, (2) DAP Coordinators, (3) Staff Psychologists (vacant), (5) Residential Drug Abuse Treatment Specialists, (2) Non-Residential Drug Abuse Treatment Specialists, and (2) Departmental Secretaries.

Dr. J. Roth, Chief Psychologist	Psychology Department (Low/Med)
Vacant , DAP Coordinator	Unit 1B Lower (Low)
C. Love, Secretary (Low/Med)	Psychology Department
Vacant, Secretary	Unit 1B Lower (Low)
Dr. J. Benach, DAP Coordinator	Psychology Department (Medium)
Dr. C. Carrio, Staff Psychologist	Psychology Department (Low)
Dr. J. Cheek, Staff Psychologist	Psychology Department (Medium)
Vacant, Staff Psychologist	Psychology Department (Medium)

### **Treatment Program Staff**

L. Williams, Drug Abuse Treatment Specialist	Psychology Department (Medium)
P. Harrison, Drug Abuse Treatment Specialist	Psychology Department (Low)

### **Residential Drug Abuse Program Staff**

A. Billings, Drug Abuse Treatment Specialist	Unit 1B Lower (Low)
C. Grider, Drug Abuse Treatment Specialist	Unit 1B Lower (Low)
L. Jackson, Drug Abuse Treatment Specialist	Unit 1B Lower (Low)
F. Jordan, Drug Abuse Treatment Specialist	Unit 1B Lower (Low)
T. Wheatley, Drug Abuse Treatment Specialist	Unit 1B Lower (Low)

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**Psychiatrists** Psychiatrists differ from Psychologists in that they possess medical degrees and can prescribe medication. Their function is to assess the need for medications such as antidepressants, anti-anxiety medications, or anti-psychotics. There are currently no psychiatrists on staff at this institution. Psychiatrist are used remotely if needed, the medical department is used otherwise.

### **Services Provided by the Psychology Department**

1. Intake Screenings - All inmates must complete a Psychology Services Intake Questionnaire (PSIQ) in R&D. The purpose of the intake interview is to gather information and to assess the inmate's current psychological functioning. After the interview, the psychologist prepares a brief written report. A copy of the report is kept in the inmate's psychology file and a copy is sent to the unit team.
2. Crisis Intervention - Psychologists are available to see inmates who are experiencing acute signs of distress.

3. Individual Counseling - Individual counseling services are available for any inmate experiencing family, interpersonal, adjustment or other personal concerns.
4. Group Counseling - The Psychology Department provides educational and therapeutic groups that address special concerns faced by inmates. For example, Stress Management, Alcoholics Anonymous, Who Moved My Cheese, Grief Group, Effective Communication, Beat the Streets, and more. These groups are offered on a rotating basis depending upon the needs of the inmate population.

### **Referrals**

1. Self Referrals - For an inmate to self-refer to the Psychology Department, they must fill out an Inmate Request to Staff form (cop-out), addressed to the Psychology Department, or psychology staff, and place it in the mail or the drop box in the psychology department. In emergency situations, inmates should notify any staff member that they require immediate attention so that staff can contact Psychology Services.
2. Referrals by Staff - When a staff member believes that an inmate will benefit from psychological counseling, the staff member may refer that inmate to the Psychology Department. Counseling is usually on a voluntary basis; however, in situations where the inmate poses a risk to himself, others or to the safety and security of the institution, psychology staff will take steps to ensure the safety of the inmate and others.
3. Other referrals - Inmates also may observe unusual behavior in other inmates that signal the need for a psychological intervention. In these cases, inmates are encouraged to inform staff so that the identified individual may receive the required assistance.

### **Psychology Services**

The Psychology department offers various individual and group therapy programs to meet the needs of the inmate population. These programs address a full range of clinical disorders, provide for self-help options, assess and treat behavioral/emotional problems, facilitate self-awareness, and overall physical and mental adjustment. Drug abuse treatment is also available within the department for those who have a substance use disorder. Moreover, psychologists help determine any need for psychotropic medication through close consultation with psychiatrists. Other staffs such as Unit Managers, Correctional Counselors, work supervisors, etc. is also consulted about the mental health needs of the inmate population.

The department provides twenty-four hour crisis intervention available seven days a week to any inmate presenting a need for such services. If this service is needed, simply alert any staff member to your need for intervention and a psychologist will respond as appropriate. If an inmate seeks voluntary treatment, he must submit an Inmate Request to Staff (cop-out), to the department requesting an assessment; this assessment will determine appropriate programming options. If an inmate is involved in treatment, confidentiality will be exercised accepted in the following situations: intent to harm self or others, ongoing abuse of children or the elderly, and anything that threatens the orderly running of the institution.

Suicide Prevention is of the utmost importance to all staff. It is not uncommon for people to experience depression and hopelessness while incarcerated. These symptoms tend to worsen

in newly incarcerated individuals, individuals serving long sentences or experiencing family problems, individuals having problems getting along with other inmates, or individuals receiving bad news. Sometimes inmates consider committing suicide due to undo stress and pressures. Staffs are trained to monitor inmates for signs of suicide risk and to refer all concerns to the Psychology Department. However, staffs do not always see what inmates see. If you are personally experiencing any of the problems noted above, or has noticed another inmate showing signs of depression, PLEASE tell a staff member today. Signs of depression can be seen as sadness, tearfulness, lack of enjoyment in usual activities, staying away from others, refusing phone calls and/or visits, feeling worthless, being hard on one's self, hopelessness, giving away possessions, and statements like "there is nothing to live for." You are not "snitching" on another inmate by reporting your concerns for his safety; you are looking out for his well-being.

All arrivals to the institution will be screened by a Psychologist. This will include a review of any past/current problems and may include an individual interview. The screening will provide the psychologist an opportunity to note and recommend potential needs for treatment. Drug abuse treatment is offered by the Bureau of Prisons through the Psychology Department and is available to any inmate with a substance use disorder. Drug abuse treatment at FCC Yazoo City consists of the Drug Abuse Education program, the Non-Residential Drug Abuse program, Residential Drug Abuse program (RDAP), Follow-up treatment, and program eligibility assessments at the Low and Medium facilities. The Low facility offers the RDAP in Unit 1BL. If you are found eligible for the program and agree to participate, you will most likely participate in the program at this facility. Most of the programs are voluntary and must be requested by the inmate.

The Psychology department maintains a self-help resource library. Material is available for review by interested inmates. You may access these materials by issuing your request to a Psychology staff member. The department offers an Open House at the Low on Wednesdays from 11 a.m. to 12:00 p.m. and at the Medium on Fridays from 11:00 a.m. to 12:00 p.m. If you have questions or issues that cannot be answered via cop out, please utilize the Open House hours.

### **Drug Education Program (Drug Ed)**

FCC Yazoo City's Drug Education Program is a 12-15-hour course taught by the Drug Treatment Specialist. The specialist will inform the inmate of the reason they were identified for Drug Ed and inform of the sanctions for non-participation. The sessions focus on psychological and physical aspects of addiction, including drugs, alcohol, and tobacco; the effects of abuse and addiction on the family; and relapse prevention. Because Drug Ed is intended to motivate inmates to volunteer for treatment interventions, it is essential that the Drug education course is provided at the beginning of the inmate's sentence, ordinarily within 12 months of his current commitment.

The drug education course will consist of a 10 question end-of-course examination. Inmate must score 70% or better to pass the exam. The exam may be given up to three times to accommodate individuals who may have difficulties. Sanctions will be imposed for course failure. Inmates who volunteer for or are required to participate in the drug education course and who experience learning disabilities must be provided a reasonable accommodation toward completion of the course, including an alternate means of testing. A certificate of completion is awarded to each student who successfully completes the program.

### **Mandatory Participation:**

Inmates who were committed to the custody of the Bureau of Prisons after October 1, 1991 may

be required to participate in the Drug Education Program if they meet any of the following criteria.

- The inmate's Judgment and Commitment Form indicates that the inmate must participate in drug abuse treatment while incarcerated.
- The inmate's Pre-sentence Investigation report indicates that alcohol or other drug use contributed to the commission of the instant offense.
- The inmate is now incarcerated for a violation of parole or probation supervision because of alcohol or other drug use.

Effects of non-participation in the drug education course. If inmates considered for placement in the drug education course refuse participation, withdraw, are expelled, or otherwise fail to meet attendance and examination requirements, such inmates: (a) Are not eligible for performance pay above maintenance pay level, or for bonus pay, or vacation pay; and (b) Are not eligible for a Federal Prison Industries work program assignment (unless the Warden makes an exception on the basis of work program labor needs).

### **Voluntary Participation:**

With the exceptions noted above, any inmate may voluntarily participate in the Drug Education Program. To volunteer, inmates should submit a "Request to Staff" to the Psychology Department. Volunteers' names will be placed on a waiting list for the program. Priority is given to the enrollment of mandatory participants, and volunteers will be admitted to the program as space permits.

### **Non-residential Drug Abuse Treatment**

Non-residential Drug Abuse Treatment Programs (NR DAP) are available to inmates who voluntarily decide to participate. The purpose of the NR DAP program is to afford all inmates with a drug problem the opportunity to receive drug treatment. NR DAP is targeted to inmates who: are waiting to enter the RDAP; do not meet the admission criteria for the RDAP, but who wish to benefit from less intensive drug abuse treatment services; have been referred by other Psychology or institution staff for drug abuse treatment; have a judicial recommendation for drug treatment, but do not want or do not meet the criteria for the RDAP; received detoxification from alcohol or drugs upon entering Bureau confinement; and have been found guilty of an incident report for use of alcohol or other drugs. NR DAPs are conducted 90 to 120 minutes a week for a minimum of 12 weeks and a maximum of 24 weeks. Those inmates who qualify and agree to participate will be asked to sign the agreement to participate. When the inmate successfully completes a NR DAP program, he may receive a program incentive in the amount of \$30.00. This award will be pro-rated based on the inmate's participation, but may never be adjusted higher.

While self-help programs such as Alcoholics Anonymous (AA), Narcotics Anonymous (NA), Grief Counseling Group, Who Moved My Cheese, Good Intentions Bad Choices, Anger Management, Criminal Thinking, Getting Out of the Game of Dealing Drugs, and Rational



Recovery (RR) may be offered as part of an institution's drug abuse program effort, they are most often associated with non-residential (NR) treatment. An inmate need only submit a cop-out to Psychology Services to enter the six to twelve week classes while such programs are often powerful and important interventions in an inmate's recovery, they do not substitute for NR DAP or residential treatment hours. They are considered a support to the Bureau's treatment protocols.

Smoking Cessation classes are also offered in the psychology department as part of the self-help programs. If an inmate is interested in nicotine replacement, he will need to request this through the Health Services department, be evaluated by a physician, and will then be permitted to purchase the "patch" through the Commissary with his own funds.

### **Residential Drug Abuse Treatment Program**

If an inmate wishes to enrollment in the Residential Drug Abuse Program (RDAP), he may request an eligibility interview through the psychology department. The RDAP targets the inmate who volunteers for treatment and has a diagnosable and verifiable substance use disorder, and is able to participate in the entire RDAP. The RDAP is a minimum of 500 contact hours with duration of 9 to 12 months. Treatment modules focus on Orientation to Treatment, Rational Self Counseling, Living with Others, Criminal Lifestyles, Recovery Maintenance, Lifestyle Balance, and Transition. Inmates must meet all of the following criteria to be admitted into RDAP: Inmates must have a verifiable substance use disorder, inmates must sign an agreement acknowledging program responsibility, and when beginning the program, the inmate must be able to complete all three components, this includes the critical Residential Reentry Center (RRC) or home confinement transfer to participate in the TDAT. Once program eligibility is determined, the inmates' information is sent for legal review at the Designation and Sentence Computation Center (DSCC) to determine 18 USC 3621 (e) early release consideration. Inmates are notified once a determination is made by the RDAP staff. This process can take from 30 to 120 days from the interview. To successfully complete the RDAP, inmates must complete each of the following components: (1) Unit-based component (3 phases), (2) Follow-up services, and (3) Transitional drug abuse treatment (TDAT) component. Inmates who have completed the unit-based program and (when appropriate) the follow-up treatment and are transferred to community confinement must successfully complete community-based drug abuse treatment in a community-based program to have successfully completed RDAP. Inmates receive a financial achievement award in the amount of \$40.00 for successful completion of each phase of the unit based component.

### **Sexual Abuse/Assault Prevention and Intervention Program**

The Psychology Department, in conjunction with other departments, has several responsibilities regarding the care and documentation of perpetrators and victims of sexual assault. Counseling is available to inmates who are victims of sexual assault.

Sexually abusive behavior, prevention and intervention, are another great concern at this facility. You should know that sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts, and may be illegal. Likewise, 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. While you are incarcerated, no one has the right to

pressure you to engage in sexual acts. You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior regardless of your age, size, race, ethnicity, or sexual orientation. 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 since 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.

If you become a victim of a sexually abusive behavior, you should report it immediately to staff. Staff will offer you protection from the assailant and refer you for a medical examination and clinical assessment. You do not have to name the inmate(s) or staff assailant in order to receive assistance, but specific information may make it easier for staff to know how best to respond. You will continue to receive protection from the assailant, whether or not you have identified him or her (or agree to testify against him/her). Even though you may want to clean up after the assault it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom. Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported. Psychology, Religious and Health services will be made available to you. More descriptive information regarding sexual abuse/assault prevention follows. Please review this information.

**U. S. Department of Justice  
Federal Bureau of Prisons  
Sexually Abusive Behavior  
Prevention and Intervention**

*An Overview for Offenders- November 2009*

**You Have the Right to be Safe from Sexually Abusive Behavior.**

While you are incarcerated, **no one has the right to pressure you to engage in sexual acts.** You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior 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 do not 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 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.**

**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.

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

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

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

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

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

**Write the Office of the Inspector General (OIG)** which investigates allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

**Office of the Inspector General  
P. O. Box 27606  
Washington, D.C. 20530**

**Understanding the Investigative Process**

Once the sexually abusive behavior is reported, the BOP and/or other appropriate law enforcement agencies will conduct an investigation.

The purpose of the investigation is to determine the nature and scope of the abusive behavior. You may be asked to give a statement during the investigation. If criminal charges are brought, you may be asked to testify during the criminal proceedings.

### **Counseling Programs for Victims of Sexually Abusive Behavior**

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

### **Management Program for Inmate Assailants**

Anyone who sexually abuses/assaults others while in the custody of the BOP will be disciplined and prosecuted to the fullest extent of the law. If you are an inmate assailant, you will be referred to Correctional Services for monitoring. You will be referred to Psychology Services for an assessment of risk and treatment and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be effected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

### **Policy Definitions**

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

**Code 101/ (A): Sexual Assault**

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

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

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

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

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

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

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

a. **Rape:** the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person **FORCIBLY** or against that person's will; The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim is **incapable of giving consent** because of his/her youth or his/her temporary or permanent mental or physical incapacity; or The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the **exploitation of the fear or threat** of physical violence or bodily injury.

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

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

b. **Sexual Assault with an Object:** the use of any hand, finger, object, or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person (**NOTE:**

This does NOT apply to custodial or medical personnel engaged in evidence gathering or legitimate medical treatment, nor to health care provider's performing body cavity searches in order to maintain security and safety within the prison).

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

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

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

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

**Contact Offices:**

**U.S. Department of Justice  
Office of the Inspector General  
950 Pennsylvania Avenue, NW Suite 4322  
Washington, D.C. 20530-0001**

**Central Office  
Federal Bureau of Prisons  
320 First Street, NW  
Washington, D.C. 20534**

**Mid-Atlantic Regional Office  
302 Sentinel Drive, Suite 200  
Annapolis Junction, Maryland 20701**

**North Central Regional Office  
Gateway Complex Tower II, 8th Floor  
400 State Avenue  
Kansas City, KS 66101-2492**

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

**South Central Regional Office  
4211 Cedar Springs Road, Suite 300  
Dallas, Texas 72519**

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

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

## **FACILITIES OPERATIONS**

The Facilities department provides maintenance and construction support for the overall operation of the institution. All work will be accomplished in a manner consistent with all applicable policies and guidelines. Inmate workers will be provided the opportunity to learn skilled trades while performing meaningful work.

Inmates will be expected to complete all work assignments and perform assigned tasks as directed by the supervising staff. Safety shoes must be worn at all times, as well as other protective gear as directed by the appropriate staff member. Inmates will not be allowed to direct or supervise other inmates in the accomplishments of tasks or work. However, inmates of lesser knowledge may be paired with inmates of journeyman level experience to accomplish the work while learning in a “hands on” environment.

Inmates will receive instruction as to the appropriate working hours and reporting times. Inmates are responsible for reporting to work on time and dressed in the prescribed work uniform. If an inmate is absent or late due to a request by a staff member other than the inmate’s work supervisor, the inmate will be responsible for ensuring that the requesting staff member advises the work supervisor of the inmate’s whereabouts.

The work assignments in the varied fields will include masonry, plumbing, painting, landscaping, heating and ventilation, sheet rock and drywall repairs, welding, automotive repair, power plant operations, etc. Inmates will be afforded the opportunity, where possible, to work in an area of interest. However, the assignment of inmates to other work areas will be consistent with the needs of the institution in order to operate the facility in a safe and sanitary manner.

The inmate pay program will be adhered to at all times. Basically, inmates will be paid for productive work, based on the work supervisor’s monthly work evaluation of the inmate’s performance. This will include the inmate’s attitude, work ethic, ability and desire to learn and accomplish tasks requiring a higher degree of proficiency. Inmates will be evaluated each month and afforded the opportunity to review and sign the evaluation (pay sheet) with their direct supervisor. If differences arise between the inmate and their direct work supervisor, they will be addressed through the General Foreman and then the Facility Manager.

Inmate workers will at times be issued tools and/or equipment to perform work. Inmates will utilize the chits in the Tool Rooms as provided by policy and will be held responsible for the use of the tools and material in a manner that is consistent with the direction of staff in the accomplishment of approved work.



## **SAFETY DEPARTMENT**

The Safety Program in this institution is designed to ensure a safe and healthful living and working environment for inmates and staff. The Safety Manager serves as an advisor to the staff in matters relating to Fire Prevention and Suppression, Environmental Health and Safety, and Sanitation. In this capacity, the Safety Manager conducts regular and irregular inspections of all areas within the institution to ensure compliance with national laws and Bureau of Prisons' policy.

Fire Prevention and Protection are of paramount importance to the well-being of inmates and staff in this institution. State-of-the-art fire protection systems and life safety call buttons are incorporated into all areas to ensure your safety in case of fire. Please do not tamper with these systems. Inmates who abuse or misuse these systems will be subject to disciplinary action.

You will be required to participate in a fire drill each quarter in both your living unit and workplace. Please take these drills seriously and learn the location of evacuation routes. Evacuation plans are posted at each exit door. We request your cooperation in reporting any fire to the nearest staff member so lives and property can be protected.

**Basic Safety Regulations:** In order to maintain a safe and secure environment, basic safety regulations must be followed. During the A & O presentation, the Safety Manager will address safety regulations in the institution. In addition, each work supervisor will provide talks on various issues on a monthly basis.

**Injuries:** It is your responsibility to report any injury occurring at the institution. If you sustain an injury on any work assignment, you must immediately report it to your work supervisor. If you fail to report a work injury to your supervisor within forty-eight (48) hours, you may be ineligible to receive lost time, wages, and compensation. For purposes of submitting a compensation claim for a work injury resulting in some degree of physical impairment, you should contact the Safety Manager. This claim must include a medical evaluation before any compensation can be considered.

## **DISCIPLINARY PROCEDURES**

It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates.

Violations of Bureau rules and regulations are subject to an Administrative Fact Finding Hearing by the Unit Discipline Committees (UDC), and for more serious violations, the Discipline Hearing Officer (DHO). A list of prohibited acts is contained in this section.

There are varying degrees or levels of misconduct. Each incident is dealt with on an individual basis. A staff member observing a violation of a rule or regulation may elect to either write an Incident Report or, if a minor violation, resolve the matter in an informal manner.

**Unit Discipline Committee:** The UDC is empowered to impose minor sanctions in response to violations of institution rules and regulations. When an alleged violation warrants consideration for other than minor sanctions, the charge is referred to the DHO for hearing and disposition.

- a. If charged with violating an institutional regulation, the inmate will be given a written copy of the charges against him within 24 hours of the alleged infraction or from the time staff became aware of the inmate's alleged involvement in the infraction.
- b. An inmate charged with a violation is entitled to a hearing before the UDC within five working days (excluding day of notice, weekends, and holidays) of the time staff became aware of the inmate's alleged involvement in the infraction.
- c. An inmate charged with a violation is entitled to be present at the hearing, except during deliberation or when institution security would be jeopardized.
- d. The UDC will afford the charged inmate an opportunity to make a statement and to present documentary evidence in his defense.
- e. The charged inmate will be given a written copy of the decision and imposition of disciplinary action.

**DHO Hearings:** The DHO conducts hearings, makes findings, and imposes appropriate sanctions for incidents of inmate misconduct referred by the UDC for disposition by the DHO. The DHO may not hear any case not heard and referred by the UDC. Some general procedures include:

- a. The inmate shall be given written notice of charges against him not less than 24 hours before the appearance before the DHO. This requirement may be waived by the accused inmate.
- b. If requested, an accused inmate will be provided the services of a full-time staff member of his choosing as his representative for the hearing. The inmate will be given the option of selecting another staff member to represent him or waiving the appearance (up to a reasonable length of time), if the original staff member selected is not available at the specified time. The inmate may also elect to continue the hearing without a staff representative or a staff

representative can be appointed by the Warden.

- c. The accused inmate shall be permitted to call witnesses and to present documents on his behalf, provided calling of witnesses or documents disclosed would not jeopardize institution security.
- d. The accused inmate shall be permitted to be present throughout the DHO hearing, except during deliberation or when institution security may 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. The final disposition is made by the DHO.

If the inmate is found to have committed the prohibited act, the DHO will impose appropriate sanctions.

When the DHO or UDC determines that there is insufficient evidence that an inmate committed any prohibited act, the inmate's central file will be expunged of the Incident Report and it shall have no subsequent effect. The internal disciplinary system is outlined in detail in Program Statement 5270.07, available for reading in the Law Library.

## INMATE RIGHTS AND RESPONSIBILITIES

<b>YOUR RIGHTS</b>	<b>YOUR RESPONSIBILITIES</b>
You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.	You have the responsibility to treat others, both staff and other inmates, in the same manner.
You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.	You have the responsibility to know and abide by them.
You have the right to freedom of religious affiliation and voluntary religious worship.	You have the responsibility to recognize and respect the rights of others, both staff and other inmates, in this regard.
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.	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.
You have the right to correspond with family members and friends and correspond with members of the media in keeping with Bureau rules and institution guidelines.	It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
You have the right to legal counsel from an attorney of your choice by interviews and correspondence.	It is your responsibility to use the services of an attorney honestly and fairly.
You have the right to unrestricted and confidential access to the courts by correspondence (on matter such as legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).	You have the responsibility to present honestly and fairly your petitions, questions and problems to the court.
You have the right to participate in the use of the 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.	It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
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.	It is your responsibility to use these resources keeping with the procedures and schedules prescribed and to respect the right of other inmates to the use of the materials and assistance.
You have the right to participate in education programs, vocational training programs, and employment, within the resources of FCC Yazoo City and in keeping with your interests, needs, and abilities.	You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
You have the right to use your funds for commissary and other purchases, consistent with institutions security and good order, for opening bank and/or savings accounts, and for assisting your family.	You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations you may have.

**PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE**

**GREATEST CATEGORY**

**Table 1. PROHIBITED ACTS AND AVAILABLE SANCTIONS**

**GREATEST SEVERITY LEVEL PROHIBITED ACTS**

100 Killing.

101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).

102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.

103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, *e.g.*, in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).

104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.

105 Rioting.

106 Encouraging others to riot.

107 Taking hostage(s).

108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; *e.g.*, hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).

109 (Not to be used).

110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.

111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related

paraphernalia, not prescribed for the individual by the medical staff.

114 Sexual assault of any person, involving non-consensual touching by force or threat of force.

115 Destroying and/or disposing of any item during a search or attempt to search.

196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.

197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.

198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.

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

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

A. Recommend parole date rescission or retardation.

B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).

B.1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).

C. Disciplinary segregation (up to 12 months).

D. Make monetary restitution.

E. Monetary fine.

F. Loss of privileges (*e.g.*, visiting, telephone, commissary, movies, recreation).

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmate personal property.

K. Confiscate contraband.

L. Restrict to quarters.

M. Extra duty.

#### HIGH SEVERITY LEVEL PROHIBITED ACTS

200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.

201 Fighting with another person.

202 (Not to be used).

203 Threatening another with bodily harm or any other offense.

204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.

205 Engaging in sexual acts.

206 Making sexual proposals or threats to another.

207 Wearing a disguise or a mask.

208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.

209 Adulteration of any food or drink.

210 (Not to be used).

211 Possessing any officers or staff clothing.

212 Engaging in or encouraging a group demonstration.

213 Encouraging others to refuse to work, or to participate in a work stoppage.

214 (Not to be used).

215 (Not to be used).

216 Giving or offering an official or staff member a bribe, or anything of value.

217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.

218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.

219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).

220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).

221 Being in an unauthorized area with a person of the opposite sex without staff permission.

222 (Not to be used).

223 (Not to be used).

224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).

225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.

226 Possession of stolen property.

227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).

228 Tattooing or self-mutilation.

229 Sexual assault of any person, involving non-consensual touching without force or threat of force.

296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).

297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.

298 Interfering with a staff member in the performance of duties most like another High



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

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

#### AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

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

#### MODERATE SEVERITY LEVEL PROHIBITED ACTS

300 Indecent Exposure.

301 (Not to be used).

302 Misuse of authorized medication.

- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, *e.g.* failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, *e.g.*, counterfeiting release papers to effect escape, Code 102).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 322 (Not to be used).

323 (Not to be used).

324 Gambling.

325 Preparing or conducting a gambling pool.

326 Possession of gambling paraphernalia.

327 Unauthorized contacts with the public.

328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.

329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.

330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.

331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).

332 Smoking where prohibited.

333 Fraudulent or deceptive completion of a skills test (*e.g.*, cheating on a GED, or other educational or vocational skills test).

334 Conducting a business; conducting or directing an investment transaction without staff authorization.

335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.

336 Circulating a petition.

396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.

397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.

398 Interfering with a staff member in the performance of duties most like another Moderate

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

399 Conduct which disrupts or interferes with the security or orderly running of the institution or the 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.

#### AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

A. Recommend parole date rescission or retardation.

B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).

B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).

C. Disciplinary segregation (up to 3 months).

D. Make monetary restitution.

E. Monetary fine.

F. Loss of privileges (*e.g.*, visiting, telephone, commissary, movies, recreation).

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmate’s personal property.

K. Confiscate contraband.

L. Restrict to quarters.

M. Extra duty.

#### LOW SEVERITY LEVEL PROHIBITED ACTS

400 (Not to be used).

401 (Not to be used).

402 Malingering, feigning illness.

403 (Not to be used).

404 Using abusive or obscene language.

405 (Not to be used).

406 (Not to be used).

407 Conduct with a visitor in violation of Bureau regulations.

408 (Not to be used).

409 Unauthorized physical contact (e.g., kissing, embracing).

498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.

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

#### AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).

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.

## SUMMARY OF INMATE DISCIPLINE SYSTEM

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

ordinarily maximum of 24 hours

2. Staff gives inmate notice of charges by delivering Incident Report.

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

3. Initial review (UDC)

minimum of 24 hours  
(unless waived)

4. Discipline Hearing Officer (DHO) Hearing

**NOTE:** Time limits are subject to exceptions as provided in the rules. Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while undertaking informal resolution. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings. The requirements then begin running at the same point at which they

### CONCLUSION

This information has been provided to assist you during your period of incarceration. You are encouraged to become familiar with the contents of this handbook and to seek assistance from your Unit Staff on any area which may require clarification.