

**FEDERAL DETENTION CENTER  
SHERIDAN, OREGON**

**ADMISSION AND ORIENTATION HANDBOOK**



**Mailing Address:  
Inmate Name & Registration Number  
Federal Detention Center  
P.O. Box 6000  
Sheridan, OR 97378**

**Updated: January 2012  
Satellite Operations Administrator: Paul Thompson**

Revised January 2012

## ADMISSION AND ORIENTATION

### ADMISSION

When you first arrive at FDC Sheridan, you will be processed by the Receiving and Discharge ( R & D) Technician on duty, a medical staff member, and a Counselor or Case Manager. In general, this interviewing process involves obtaining a synopsis of your social and medical history, filling out identification forms, completing personal property inventories, and the issuance of institution bedding. During an inmate's admission he will be issued an inmate account card. **All inmates will be required to be in possession of their own inmate card at all times.** Failure to comply with this rule may result in disciplinary action.

### ORIENTATION

The purpose of this orientation process is to enable your familiarization with the programs and operations of the institution. NOTE: the times scheduled for various activities outlined in this handbook are subject to change - you are to ask staff if you have any questions.

### QUARTERS ASSIGNMENT

Upon your arrival you will be assigned to Unit J1 or Unit J2. All living quarters have a storage space for you to store your property. These lockers do not lock. When inmates share a living area, there will be mutual responsibility to ensure the area is kept free of any contraband items. In addition, each inmate will be held responsible for maintaining personal property within established limits. Counselors are the only person authorized to conduct quarters changes.

### BARBER SHOP

An individual is permitted to select the hairstyle of his choice; however, he is expected to keep his hair neat and clean and may not wear an artificial hairpiece. Mustaches and beards are permitted. Barber services are located in the housing units. The day watch lieutenant oversees barber shop operations. **Barber tools may only be issued and used by the assigned barber(s).**

### CLOTHING ISSUE

Following your arrival, you will be given your clothing issue. This issue includes the following:

Clothing:	2 Jumpsuits	3 Sets of Underwear	1 Pair of Shoes	1 Jacket
	3 Pairs of Socks	3 T-Shirts	2 Towels	2 Washcloths
Linen:	2 Sheets	2 Blankets		
Blanket exchange:	Once per month-see unit bulletin board for your unit schedule			
Linen exchange:	Weekly-see unit bulletin board for your unit schedule			
Clothing:	Every Monday and Wednesday during evening hours			

The unit laundry inmate worker will wash personal clothing. Your clothing is to be placed in your assigned laundry bag and provided to the inmate laundry worker and he will operate the unit's washer/dryers. No blankets or sheets are to be in your personal laundry.

### UNIT MANAGEMENT

The Institution is organized into two Administrative Units as a multi-discipline group of staff who will make decisions concerning work, programs, and inmate supervision. You will be assigned to a Housing Unit and will have a formal meeting with your Unit Team within twenty eight days if you are designated to this facility as a new commitment. Pre-trial inmates will have a team review within twenty one days of arrival. Inmates classified as holdover will not have a formal meeting, but, if issues arise they will be addressed on a day to day basis.

### UNIT STAFF

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

Satellite Operations Admin.                      Responsible for the overall operation and supervision of the Detention Center.

Case Manager:	Responsible for matters pertaining to inmate management such as parole matters, classification, releases, transfers, referrals, etc.
Correctional Counselor:	Primarily concerned with your day-to-day problems. If you need assistance on personal matters, you should initially contact your assigned Correctional Counselor. Correctional Counselors act as a liaison between you and your Unit Team as well as other staff.
Unit Correctional Officer:	Responsible for all supervision within the housing unit. Many times he or she will be the only staff member on duty and available to answer questions relative to your adjustment in the housing unit.
Education Representative:	Is responsible for all matters pertaining to education or vocational training needs.
Psychologist:	Is qualified to determine if serious emotional or psychological problems may be affecting an individual. The psychologist further suggests and/or participates in treatment. The psychologist is available to inmates by writing an Inmate Request to Staff Member or on an emergency basis, by staff request.

### **HOUSE RULES:**

After receiving a unit assignment you should study these unit rules. The following are standard rules for the units. Failure to follow rules may result in an incident report or a quarters change to less preferred housing.

1. Lights in the unit will be turned on at 6:00 AM and will be turned out at 10:00 PM.
2. Quiet time within the units is from 9:15 PM count to 6:00 AM.
3. Inmates must be in their assigned rooms during the day when not involved in work, education, recreation, or another authorized activity.
4. There will be **no cell to cell visitation**. Being in a cell where you are not assigned can result in an incident report for being in an unauthorized area.
5. Floors will be swept and mopped daily, paying close attention to the areas beneath the beds and under the lockers.
6. Walls will be cleaned daily, assuring that any spills are cleaned off the walls. Pay close attention to the corners in order to prevent formation of cobwebs.
7. Beds are positioned so that the Unit Officer may readily count the inmate in bed. Beds will be tightly made, military style, with the blanket being the top cover. Extra blankets will be neatly folded at the foot of the bed and nothing will be left lying on the bed. The only items allowed to hang from the bed frame are listed in rules 14 and 20 below. **During the weekdays, Monday through Friday, beds must be made by 7:30 A.M. On weekends, you may remain in bed. Once up for the day, your bed must be made. Only one mattress is allowed per bed. Pillows will not be removed from the cell. When linen is being exchanged, the mattress may be left lying flat on the bed.**
8. No loitering is allowed on the upper tier. Inmates will not lean on or rest their feet on the railings. Walking laps is permissible on the upper tier. Eighteen laps is one mile.
9. Shoes will be neatly stored underneath the bed.
10. Boxes and paper bags cannot be kept in the cell; personal property must be stored in a locker or metal box attached to the bunk. Only one box per occupied bed.
11. You are responsible for cleaning your windows daily. **No coverings of any type are to be placed on the windows, including cell door windows.**
12. Rooms will be cleaned by occupants, including trash cans, sink and toilet fixtures.
13. Ceiling light fixtures are not to be tampered with in any manner.
14. Dirty clothing will be stored in a clothing bag that is provided to you, and hung on the foot of your bed.
15. Pictures, calendars, etc., will not be attached to the walls in any manner. They may be attached only to the inside of the locker.
16. Wooden items and cardboard materials will not be kept inside the room; they are considered to be a fire hazard.
17. Lockers will be maintained in a neat and orderly fashion at all times. **No items will be stored on top of the lockers except for one family photograph and a religious book.**
18. Wall mirrors in the rooms are not permitted. Should you desire to have a personal mirror, you may purchase one from the commissary. When not in use, it should be stored in your locker.
19. In addition to your personal living area, you are expected to do your part in helping to maintain the highest possible sanitation level for the overall institution. You are to refrain from littering and may be required to work on a crew assembled to pick up litter in the housing unit or other FDC areas.
20. Towels and face cloths may be hung on the foot of the bed in order to dry. When they are dry they are to be stored away.

21. Magazines, newspapers, and books (hardcover and paperback) must not exceed the following limits:  
Newspapers - 5  
Magazines - 10  
Books - 10  
(Correspondence courses or educational study texts are the only exceptions to the book limit)
22. Inmates are to wear institution jumpsuits completely when out of their cells except as follows:
  - A. While using indoor exercise equipment, where personal sweat clothing is permitted;
  - B. Going to or from the shower, and;
  - C. Upon completion of evening meal for leisure activities in the Unit.Shoes, socks and jumpsuits (completely on and buttoned to the collar) are required during meals. The top of the jumpsuit may be worn down around the waist after the "evening meal" on weekdays, on weekends and holidays, and when on the recreation yard.
23. Inmate access to upper bunks is provided by a step welded into the frame of the bed. This is the only approved mechanism for inmates to use when accessing the upper bunk. Any other method could result in injury.

### **MOVEMENT FROM FDC TO FCI/SCP**

Inmates housed at the Federal Detention Center awaiting transfer to the Federal Correctional Institution will wait an average of 6-8 weeks. There are exceptions for special circumstances. See your Unit Team if you believe you may have special circumstance. Inmates waiting to move to our Satellite Camp will usually move within a week provided we have obtained and reviewed all your classification materials.

### **WORK ASSIGNMENTS**

Upon completion of the Admission and Orientation process, you may be given a work assignment by the Counselor based on Institutional needs and you are medically cleared for that assignment. You will remain on this assignment until a change is authorized by your Counselor.

### **SMOKING**

Smoking or possession of tobacco products is strictly prohibited in all facilities within the federal prison system.

### **CLOTHING**

Washers and dryers are located on the first floor of the housing units. Only those inmates who are assigned as laundry workers by the Counselor are authorized to be in these rooms. Clothing is to be washed at a minimum of once per week. An accumulation of dirty clothing could result in disciplinary action for being unsanitary. **Blue R&D shoes are not authorized once you received your laundry issued shoes.**

### **BULLETIN BOARDS**

Inmate bulletin boards are located in each housing unit. You are expected to review the inmate bulletin boards daily for pertinent information. Photos of Unit Staff members and working schedules are also posted.

### **TELEVISION HOURS**

Unit televisions are provided for video, educational and religious viewing. Additionally, televisions are provided for evening and weekend viewing. Television sound should not be heard outside the viewing rooms.

### **CORRECTIONAL SYSTEMS MANAGEMENT**

The Correctional Systems Department is located in the Administration section of the Detention Center. The CSD consists of the Mail Room, Receiving and Discharge. If you have questions about your property or mail, you may send a written Inmate Request to Staff Member to CSD. You must place your full name, register number, and the institutions return address on all outgoing mail as follows:

**Committed Name/Register Number**  
**Federal Detention Center**  
**P.O. Box 6000**  
**Sheridan, Oregon 97378-7000**

Inmates will be required to use TRULINCS-generated mailing labels on all outgoing postal mail. The Warden may exempt inmates housed in SHU and inmates with physical/mental incapacity, or other extraordinary circumstances that prevents him from using the TRULINCS terminal, or the inmate poses special security concerns prohibiting access to TRULINCS terminal. If an inmate fails to place the TRULINCS-generated label on outgoing postal mail, the mail will be returned for proper preparation. Mailing labels are only placed on outgoing postal mail. Inmates who use mailing labels for other than their intended purpose may be subject to disciplinary action for misuse of Government property.

Do not use F.D.C. Spell out the entire name. If this information is not on your letters they will be returned to you. You are not allowed to correspond with inmates confined at other institutions without prior written approval by the Executive staff.

Legal mail/special correspondence must be clearly marked as such to avoid possible opening and screening as 'general mail' and should be placed in the appropriate mail box. Mail is treated in accordance with the United States Postal Service Regulations and the Bureau of Prisons Program Statement on correspondence and the Mail Management Manual. When you were processed through R & D you signed and received a copy of the BP-A0407 and A0408. You should read these forms and be aware of the contents. Incoming 'Legal Mail/Special Mail' is not opened in the Mail Room if it is clearly marked. This mail will be forwarded to unit staff and then opened in your presence.

The Records office is located in the CSD office at the FCI. The Designation and Sentence Computation Center, Grand Prairie, Texas, computes your federal sentence and thereby establishes various release dates. They also keep track of Good Conduct Time, Extra Good Time, Statutory Good Time, and any approved Lump Sum Extra Good Time Awards, detainers, and the Interstate Agreement on Detainers. You should receive a copy of your Federal Sentence Computation within 30 days of your arrival only if you are designated to this facility. The designation process generally takes 8-12 weeks from the time of sentencing. If you have any questions about your sentence computation contact the Records Office in writing.

If you transferred from another Federal Institution with a designation of FDC Sheridan, and your property arrives, the R&D officer will place you on call-out to receive all authorized property.

## **INSTITUTIONAL FACILITIES AND SERVICES**

### **DELIVERY AND POSTAGE**

Mail is delivered to inmates Monday through Friday at approximately 6:00 PM in each housing unit. On Saturdays, Sundays, and federal holidays there is no mail delivery. An outgoing letter box is located in each unit. All outgoing mail should be dropped in this box for proper handling. It is picked up daily. Your mail is routinely screened for contraband according to the policy of the Bureau of Prisons. Incoming mail is opened and stapled (Except for 'Special mail'). Both pretrial and sentenced inmate=s outgoing mail must be left unsealed for inspection and ready for delivery.

You may receive hard cover or paperback publications directly from the publisher, a bookstore, or a book club. The package must be marked 'Books' or it will be rejected at the Post Office. Newspapers and approved magazines are allowed to be received by subscription only.

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

### **HEALTH SERVICES**

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

**Sick Call Procedures:** Medical exams may be requested by filling out a Request to Staff Member indicating your particular problem. Visits to the medical department will be by appointment only, except for emergencies. **NO INMATE WILL BE PERMITTED IN THE OUT PATIENT CLINIC AREA WITHOUT AN APPOINTMENT OR ON CALL-OUT.**

Emergency dental care is available by filling out a Request Staff Member for the following conditions only:

1. Serious dental/oral pain
2. Serious infection
3. Traumatic injury

## **INMATE COPAYMENT PROGRAM**

**Application:** The Inmate Copayment Program applies to anyone in an institution under the Bureau's jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center (M.C.). All inmates in outpatient status at the MACS and inmates assigned to the General Population at these facilities are subject to co-pay fees.

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

1. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested, except for services described below.

These requested appointments include Sick Call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf for a health service not listed below, you will be charged a \$2.00 co-pay fee for that visit.

2. 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.

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

We will not charge a fee for:

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

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

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

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

**Indigency:** 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 considered indigent, you will not have the co-pay fee deducted from your Inmate Commissary Account. If you are NOT indigent, but you do not have sufficient funds to make the co-pay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.

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

### **The Joint Commission**

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

The Joint Commission encourages anyone who has concerns or complaints about the safety and quality of care to bring those concerns

or complaints first to the attention of FCI Sheridan=s health care organization=s leaders, which will often lead to more immediate resolution of the matter. Matters concerning billing, insurance, payment disputes, individual personnel or labor relations issues are not within The Joint Commission=s scope.

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

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

E-Mail: complaint @jointcommission.org      Mail: Office of Quality Monitoring  
The Joint Commission  
One Renaissance Boulevard  
Oakbrook Terrace, IL 60181

### **EMERGENCY CARE**

Medical staff are on duty daily from 6:00 AM to 6:00 PM and are available for recall at all other times. Should an inmate become ill or injured after reporting to work, a staff member must call the clinic and give details concerning the illness or injury. The Medical Staff will give instructions for sending the inmate to the clinic.

### **DNA BLOOD SAMPLES**

In 2004, Congress enacted the AJustice for All Act.≡ This law requires the Bureau of Prisons to obtain DNA samples from inmates convicted of federal crimes. Samples will be collected by Health Services staff.

### **INFECTIOUS DISEASES**

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

### **MEDICATION LINE**

Medication will be dispensed in the Units twice day for inmate prescription medication which is given on a single dose basis. The times for medication distribution are 6:00 A.M. and 5:00 P.M. The above is subject to change with expansion of staff and inmate population.

### **SUICIDE PREVENTION PROGRAM**

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

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

FEDERAL BUREAU OF PRISONS  
HEALTH CARE RIGHTS AND RESPONSIBILITIES  
FCI SHERIDAN

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.

Rights

1. You have the right to health care services, based on the local procedures at your institution. Health Care Services include medical sick call, dental sick call and all support services. Sick call at this institution is conducted as posted.
2. You have the right to be offered a **ALiving Will**, or to provide the Bureau of Prisons with **AAdvance Directives** that would provide the Bureau of Prisons with instructions **if you are admitted, as an inpatient, to a hospital in the local community, or the Bureau of Prisons.**
3. You have the right to participate in health promotion and disease prevention programs including education regarding infectious diseases.
4. You have the right to know the name and professional status of your health care providers.
5. You have the right to be treated with respect, consideration and dignity.
6. You have the right to be provided with information regarding your diagnosis, treatment and prognosis.
7. You have the right to be examined in privacy.
8. You have the right to obtain copies of certain releasable portions of your health record.
9. You have the right to address any concern regarding your health care to any member of the institution staff including your physician, the Health Services Administrator, members of your Unit Team and the Warden.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.

Responsibilities

1. You have the responsibility to comply with the health care policies of your institution. You have the responsibility to follow recommended treatment plans that have been established for you by institution health care staff, to include proper use of medications, proper diet, and following all health related instructions with which you are provided.
2. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
3. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in spreading or contracting of an infectious disease.
4. You have the responsibility to respect these providers as professional and follow their instructions to maintain and improve your overall health.
5. You have the responsibility to treat staff in the same manner.
6. You have the responsibility to keep this information confidential.
7. You have the responsibility to comply with security procedures.
8. You have the responsibility of being familiar with the current policy to obtain these records.
9. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open houses, or the accepted Inmate Grievance Procedures.
10. You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
11. You have the responsibility to eat healthy and not abuse or waste food or drink..



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HEALTH CARE RIGHTS AND RESPONSIBILITIES  
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**Rights**

12. You have a right to request a routine physical examination, as defined by B.O.P. policy. If you are under the age of 50, once every two years; over the age of 50, once a year.

13. You have the right to dental care as defined in B.O.P. policy to include preventative services, emergency care and routine care.

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

15. You have the right to refuse medical treatment in accordance with B.O.P. policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.

16. You have the right to complain of pain, have your pain assessed by medical staff, and have pain treated accordingly.

17. You have the right as an offender to health care and will not be denied due to lack of funds.

**Responsibilities**

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

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

14. You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.

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

16. You have the responsibility to be truthful and not overstate your complaint of pain and to adhere to the prescribed treatment plan.

17. You have the responsibility for co-pay if you are not indigent when seeking medical/dental care.

**MEALS**

Meals are served cafeteria style in the units during the following hours:

<u>Breakfast:</u>	Monday through Friday	6:00 AM - 7:00 AM
	Saturday (coffee hour)	7:00 AM - 8:00 AM
	Sunday (coffee hour)	7:00 AM - 8:00 AM

Brunch: Saturday, Sunday and Holidays - 10:30 AM

Lunch: Monday through Friday 10:45 AM

Dinner: Daily: Will be served immediately after 4:00 PM count.

Inmates must be fully dressed in institutional jumpsuits (completely on), socks and shoes during all meals. All institution issue food **MUST** be consumed at the tables and not taken to your cell. No radios are to be used at the tables during feeding times.

**TRUST FUND OPERATIONS**

This institution's trust fund is located in the Administrative section of the Federal Detention Center with access to the recreation yard. During some periods, commissary will be issued to the inmates inside the units.

**OPERATION OF THE SALES UNIT**

- A. Sales are limited to one sale per week per inmate.
- B. Sales will be made during regular sales hours on Tuesday and Thursday.

- C. Special purchase items will be sold during regular sale hours.
- D. The sales unit will be closed the last week of each quarter for inventory purposes.
- E. Each inmate customer must have a written list for items off the approved commissary list when he enters the sales unit. No substitutions.
- F. Items are sold on an as-is basis with no warranty implied.
- G. Any complaints an inmate has about his purchase must be settled before he leaves the sales window.
- H. Validation limits can be found within the Commissary Management Manual or posted in the Trust Fund Sales Unit.

**SALES HOURS**

All sales will be held at the recreation yard window, and in the Administrative Unit corridor when weather does not permit. The schedule for commissary is:

- Unit J1 - Tuesday mornings
- Unit J2 - Thursday mornings

**THE SALES UNIT IS CLOSED ON WEEKENDS, HOLIDAYS AND DURING PERIODIC INVENTORY.**

**TRULINCS/TRUFONE ACCOUNTS**

You are provided with individual Trulincs account, similar to the Trufone accounts. Each housing unit has dedicated Trulincs workstations to perform the following functions:

- ☐ Contact list management
- ☐ Messaging
- ☐ Account transaction viewing
- ☐ Electronic Law Library
- ☐

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

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

**Contact list**

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

**Electronic Messaging**

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

**Account Transaction Viewer**

You are provided the opportunity to view your Commissary transactions, telephone account statement, and Tru-Unit transactions via Trulincs.

**Electronic Law Library**

Three terminals in each unit are outfitted to access the Electronic Law Library (ELL). Institution Trust Fund staff will maintain the ELL hardware.

## TRUST FUNDS ACCOUNTS

- ☐ Inmate payrolls will be posted no later than four working days after receipt in the Accounting Trust Fund Office.
- ☐ Questions regarding inmate accounts are to be submitted on an Inmate Request to a Staff Member to the Correctional Counselor, or to the office of Financial Management.

## TRUFONE (PAC & VPIN)

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

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

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

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

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

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

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

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

## Inmate Phone Usage

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

Only one telephone will be available for use in each housing unit from 7:30 a.m. to 10:30 a.m. and 12:30 p.m. until the 4:00 p.m. count clears at the FCI. Consistent with that, the FPC telephone rooms will have four telephones open for use during those hours. These telephones are for those on day off, or who work early morning, or late shift hours.

Upon the completion of a telephone call, inmates will not be permitted to make another call for 60 minutes.

Telephone use may be suspended pending investigation of suspicious telephone conversations (talking in code, making an illusion to criminal activity, etc.)

The following sanctions will be considered for telephone abuse:

1<sup>st</sup> offense: loss of telephone privileges for 6 to 18 months

2<sup>nd</sup> offense: loss of telephone privileges for 18 to 36 months

Repetitive violations will be met with increased sanctions.

If you receive an incident report and loss of telephone privileges for abuse of telephones, your unit team may recommend to the Warden additional telephone restriction pursuant to 28 CFR 540.100 after the

UDC/DHO sanction has expired. This classification could result in you being limited to one telephone call per month. If so classified, you will receive written notice from the Warden and instructions on appeal rights.

Inmates transferring to Sheridan, may be subject to the limitation of one telephone call per month, pursuant to 28 CFR 540.100. Specifically, a criminal conviction involving use of a prison telephone will be scrutinized. Factors such as: recentness of the conviction and behavior in prison will also be taken into consideration. If so classified, you will receive written notice from the Warden with instructions on appeal rights.

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

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

Use the telephone during your work hours without prior authorization of your unit team.

#### **Make a 3-way telephone call.**

Make a call that is forwarded to another telephone number, regardless of whether that telephone number is on your approved telephone list.

Discuss or engage in any business related activities over the telephone. Use the telephone to gamble, call gambling hotlines, or discuss gambling odds. Actively trade stocks, commodities, or anything of value or instruct others to do so.

Use the telephone to work for or assist with any on-going law enforcement activity without the Warden=s prior approval.

Use the telephone to convey or pass messages from another inmate to a third party.

Make or imply any threat or speak in code to another person over the telephone.

#### **Use another inmate=s PAC number. (Phone Access Code number).**

Pass the telephone to another inmate or accept the telephone from another inmate after a telephone call has been connected.

Participate in conference calling.

Not use a service utilizing Voice Over Internet Protocol (VOIP) or similar technology that translates a call to a destination telephone number that is different than that which was dialed by the inmate, as doing so masks the identity of the destination telephone call recipient by listing the service provider itself as the recipient.

Attempt to use the telephone while on telephone restriction.

Use the telephone to contact a volunteer, contract worker, staff member, or any former inmate who is in a halfway house or on supervised release.

Arrange to have anything of value sent to another inmate or inmate family without staff authorization.

Finally, you must not engage in any other activity or conduct over the telephone which staff interpret as an effort to circumvent our policies and regulations.

If you have any questions or concerns, contact your unit team.

**Inmate workers are not allowed to use the phone during working hours without the permission of the Unit Team.**

### **RELIGIOUS ACTIVITIES**

Religion can be a significant influence in a person's life, especially during imprisonment when more time for thought and reflection is available. To assist the inmate in this regard, the Religious Department consists of Chaplains who are also available for counseling services. Participation in religious programs is on a voluntary basis. There are organized religious services in most major faiths. Schedules of religious services are distributed by the staff Chaplain and posted in the Units. Assisting the Chaplains are approved volunteers and contract clergy.

Inmates are encouraged to look into opportunities for religious and personal growth and take advantage of other benefits from

participation in these programs.

**Religious videos may be checked out with a commissary card in the Unit Officers Station.**

### **EDUCATION DEPARTMENT SERVICES**

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

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

To serve as a guide for your future planning, the following are general descriptions of the available programs. Educational Handbooks that give further information on programs are available through your Educational Advisor. Self study programs are also available.

### **GENERAL LITERACY/MANDATORY REQUIREMENTS**

Generally, inmates who have been incarcerated in any Federal Bureau of Prisons facility on or after May 1, 1991, will have the following educational requirements or options:

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

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

#### **General Education Development Program (G.E.D.)**

The G.E.D. program is mandatory for all inmates who were sentenced on or after May 1, 1991, and do not have written documentation of a high school diploma or GED Certificate. This documentation must be verified in your Pre-sentence Investigation Report, or be an original certificate, or an official transcript verifying graduation. A.A., B.A., M.S., M.A., PhD., and JsD. degrees will be accepted in lieu of a high school diploma.

**GED materials are available for check out in the Unit Officers station.**

All classes are open-entry/ open-exit, and are offered throughout the year. GED instruction and testing are generally available in both English and Spanish. A GED Certificate is required to secure any work assignment above the fourth pay grade level. English as a Second Language (ESL) is provided at the same time as the GED classes.

Social Education programs are offered on a very limited basis for inmates to learn skills for their personal use and development. In addition, Pre-release is required for all inmates who are within six to nine months of leaving the institution. The purpose is to help the individual make a successful transition from the institution back to the community as a productive citizen.

### **OPTIONAL EDUCATION CLASSES**

The Correctional Counselors can offer a variety of counselor groups. Information about these groups can be found on the unit bulletin boards.

#### **Library & Law Library Services**

There are leisure lending libraries on mobile book carts in each housing unit from which inmates can check out books. Inmate wanting to conduct legal research are now afforded access to the Electronic Law Library (ELL) in the each housing unit. There are three terminals in each unit that have access to the ELL.

#### **Work Assignments**

As many inmates as possible will be given a work assignment. Work assignments will be made through your Unit Counselor. Pay grades range from \$.12 to \$.40 an hour; grade 1 (\$.40), grade 2 (\$.29), grade 3 (\$.17), grade 4 (\$.12), M (Maintenance/maximum of \$5.25 per month). Pre-sentence inmates must sign a work waiver and be medically screened in order to have a paid work assignment. All other inmates will be screened and assigned by the Unit Counselor as jobs become available.

## RECREATION AND LEISURE ACTIVITIES

An inmate's leisure time includes all free time at his disposal after meeting the requirements of his daily work and program assignments. Specific interests and additional recreational activities will be considered when a demand appears to be sufficient to make other such programs feasible. Inmates must be in their assigned rooms during the day when not involved in work, education, recreation or other authorized activity.

### Sports and Games

There are a variety of organized sports. Various sports equipment and games are available for check-out from the Recreation Officer. All equipment (except board games which may be borrowed for a three day period), must be returned each day at the completion of play.

### Unit Recreation

Leisure time activities will be offered in the housing units. Cards and games are allowed in the open area at tables from 5:30 P.M. to 8:30 P.M. daily. **Gambling of any kind is a violation of the prohibited acts.**

## RECREATION HOURS

Recreation hours will be posted on inmate bulletin boards.

## OUTDOOR RECREATION YARD RULES

1. There will not be any conversing or communicating with the inmates in the other Housing Unit while on the recreation yard.
2. There will not be any kicking of the volleyballs or basketballs.
3. If you come to the recreation yard wearing a jumpsuit, it will remain on. You may roll it down to the waist.
4. You are not allowed to touch or hang items from the recreation yard fence.
5. You are not allowed to look in the windows or hang items from the window bars.
6. Handball is to only be played in the area that has been outlined for it.
7. You may wear sweats or shorts to the recreation yard. Boxer shorts (underwear) are not allowable as acceptable clothing. Shirts will be worn at all times.
8. No cups or radios can be taken out to the recreation yard.

Anyone not able or willing to adhere to these standards will be removed from the recreation yard and subject to disciplinary action.

## CALL OUTS

Master 'Call-Out' rosters of appointments are prepared and distributed to the housing units for posting on a daily basis. Call-outs usually involve an appointment you must keep other than your regular duties. It is your responsibility to check these sheets daily. After determining that you have an appointment at a specific place and time, **NOTIFY STAFF.** Notify your immediate supervisor prior to your departure for an appointment. Failure to keep appointments may result in disciplinary action. If you are in the wrong place at the wrong time, you are considered out of bounds without authorization and subject to disciplinary action.

## COUNTS AND UNIT ACCOUNTABILITY

12:20 AM	Counted in your assigned bed.
3:00 AM	Counted in your assigned bed.
5:00 AM	Counted in your assigned bed.
4:00 PM	Standing Count in your assigned cell.
9:15 PM	Counted in your assigned cell.

**Saturday & Sunday and federal holidays same as above plus a 10:00 AM Stand Up count.** Do not distract those counting by talking or moving about. All radios and T.V. sets will be turned off. When you are on out-count (for example, on kitchen duty, etc.) respond quickly and accurately if asked your name and unit assignment so that the out-count can be reported promptly.

Inmates must be in their assigned rooms during the day when not involved in work, recreation, education, or other authorized activity.

## VISITS

It is the policy of the Bureau of Prisons to encourage visiting by family to maintain the morale of the inmates and to develop closer relationships between family members. Some of your basic questions concerning visiting will be answered in this Handbook. However, we recommend that you consult with your Correctional Counselor or other Unit Team members and become fully aware of the visiting regulations. (P.S. 5267.06 and the Institution Supplement SHE5267.06a.)

When you arrive at your housing unit, you will need to mail a Visiting Application with the local regulations to your intended visitor. These forms can be obtained from the Unit Officer=s station. Pretrial, Holdover, and Designated inmates are ordinarily limited to social visits from **immediate family members**, i.e. **spouse, father, mother, brothers, sisters and the inmate=s children**. The proposed visitors are subject to screening. Talk to your Correctional Counselor if you wish to add or delete an individual from the list. The Visiting Room is located in the Administration Section of the Federal Detention Center.

### VISITING TIMES

Unit J1: Friday & Saturday 8:30 AM to 3:00 PM

Unit J2: Sunday & Monday 8:30 AM to 3:00 PM

Inmates may receive visits during the scheduled periods. A limit of two adult visitors, and 4 children per visit will be enforced. Due to space limitations, the Operations Lieutenant and/or Staff Duty Officer is authorized to terminate visits early to avoid overcrowding.

Visiting at the Federal Detention Center is on the point system. Each inmate is allotted 12 points per month. Points are accumulated in the following manner: One point per weekday and two per weekend. Points will not be carried over to the next month. There will be no points charged on THANKSGIVING, CHRISTMAS, and/or at the discretion of the Warden. All other holidays will be charged at two (2) points per day.

Attorney visits are not assessed any visiting points. You should ensure that your attorney of record is on your approved visiting list and he/she should contact the FDC Secretary in advance to arrange for visitation with you.

The following regulations must be strictly adhered to:

### VISITING REGULATIONS

1. Visiting hours are from 8:30 AM to 3:00 PM each Friday, Saturday, Sunday, Monday. No visitors will be processed during the 10:00 am count on weekend and holiday schedules. The number of visitors is limited to two adult visitors and up to four children. Children over the age of sixteen will be counted as one adult.
2. Children under 16 years of age must be accompanied by an approved adult visitor. If the visiting room becomes too crowded, visits for persons from the local area will be terminated according to the time of arrival, with the first to arrive being the first to be terminated.
3. Anyone visiting the institution must be on an inmate's approved visiting list or be approved in advance for a special visit. It is your responsibility to ensure that your potential visitors do not arrive at the FDC to see you until the Correctional Counselor assigned to your unit advises you they have been approved.
4. For identification purposes, visitor's will be required to present a valid driver's license, passport, State I.D., Federal Government I.D., or welfare card.
5. Appropriate dress shall be worn by visitors. Due to the general and diverse types of visitors, and the fact that the visiting room is a public facility, certain restrictions must be placed on visitors clothing. Unacceptable clothing includes, but is not limited to, see-through garments, halters, tube tops, strapless dresses, swim suits, shorts, etc. Failure to comply with this dress code will be sufficient grounds to deny entry for a visit.
6. Visitors are not allowed to bring food, gifts, games, needlework, pocket books, baby strollers, letters/photographs or packages into the visiting room. Any item that cannot be thoroughly searched will not be allowed into the institution. Business transactions and written messages may not be exchanged during a visit. Items purchased in the visiting room vending machines will be consumed inside the visiting room.

Note: Baby diapers, food and bottles, etc, will be allowed, but only the amount that will be consumed or used during the visit. Also, baby car seats will be allowed if it is the type that can be thoroughly searched.

7. A kiss and embrace are permitted at the beginning and at the end of the visiting period. Heavy petting is PROHIBITED. Filing nails, braiding of hair, etc, are not appropriate activities in the visiting room.
8. Once seated, movement by inmates and their visitors should be limited to that which is necessary (going to and from the restrooms and/or vending machine area). Unnecessary lingering, walking the aisles, etc., is not only distracting to other visitors, but prevents proper staff supervision. Inmates are not allowed in the vending area or to handle money.
9. It is the responsibility of the visitor to control the behavior of their young visitors. Children will not be allowed to move up and down the aisles. Children should be under the direct supervision of an adult visitor at all times.
10. All doors to the visiting room area are to remain locked and controlled by the visiting room officers. This is necessary to account for all movement in and out of the area.
11. Coin purses (clear) and wallets are allowed. Visitors are allowed to bring no more than \$10.00 into the visiting room.
12. Smoking is not allowed in the visiting room or inside any part of the Detention Center.

13. Title 18 USC, Section 1701, provides a penalty of not more than ten years imprisonment or a fine of not more than \$25,000.00 for any person who introduces or attempts to introduce into or upon the ground of a Federal Penal Institution, or takes or attempts to take or send there from ANYTHING whatsoever without the knowledge and consent of the Warden. Additionally, pursuant to Title 18 USC, Section 1001, visitors shall be required to sign an agreement that false statements are not being given and that they will abide by the visiting guidelines of the institution. All persons entering into a Federal Correctional Institution are subject to search. All articles are likewise, subject to search.

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

**NOTE:** It is your responsibility to inform your visitors of these regulations before they come to the Detention Center to see you.

**TRANSPORTATION AND LODGING**

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

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

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

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

SHERIDAN COUNTRY INN 1330 W. Main Street Sheridan, Oregon (503) 843-3151 or (503) 843-3226	RED LION INN & SUITES 2535 NE Cumulus Ave McMinnville, Oregon (503) 472-1500	AMERICAS BEST VALUE INN 381 N. Highway 99W McMinnville, Oregon (503) 472-5187
MOTEL 6 2065 S. Highway 99W McMinnville, Oregon (503) 472-9493	WILDWOOD HOTEL 150 Northeast Main St. Willamina, Oregon (503) 876-7100	BEST WESTERN INN 2035 S. Highway 99W McMinnville, Oregon (503) 472-4900 or 800-285-6242

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

**Rick Shaw Taxi** (503) 883-3668 (McMinnville)  
**Shamrock Taxi** (503) 472-5333 (McMinnville)  
**Greyhound Bus Lines** (503) 362-2428 (Salem)

**CONTRABAND**

Contraband is anything that is not:

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

Authorized items may be considered contraband when found in excessive quantities or altered in any manner. Possession of contraband is subject to disciplinary action. No Food Service issued food items are allowed to be taken to your cell. No food service trays, utensils or cups may be taken to your cell. Medically issued meals for consumption after normal meal times can be authorized.



## SEARCHES

It is the policy of the Bureau of Prisons that inmates and their property can be searched at any time by a staff member.

## MONEY

The Federal Bureau of Prisons has centralized the process of all incoming inmate funds. This has established a National Lockbox Location. All funds sent to inmates must be sent to the National Lockbox location at the following address.

**FEDERAL BUREAU OF PRISONS**  
***INSERT NAME OF INMATE***  
***INSERT INMATE BOP REGISTER NUMBER***  
**Post Office Box 474701**  
**Des Moines, Iowa 50947-0001**

Please notify all persons who send you funds that they must send all funds to the national Lockbox mailing address (above) and adhere to the following instructions:

Instruct them **NOT** to enclose personal checks, letters, pictures or any other item in the envelop. Enclose only the allowable negotiable instrument. The national Lockbox can't forward any items enclosed with the negotiable instrument to the inmates. Items, personal in nature, must be mailed directly to the Bureau of Prisons= institution where the inmate is housed.

Instruct them that they must have the inmate=s committed name (no nicknames) and register number printed on all money orders; U.S. Treasury, state, and local government checks; any foreign negotiable instruments payable in U.S. currency; and envelopes.

Instruct them that their name and return address must appear in the upper left hand corner of the envelope to ensure that their funds can be returned to them in the event that they can't be posted to the inmate=s account.

When a person says the money they sent to the lockbox has never been posted: Here are the procedures to follow when this happens.

- ☒ Have them put a trace on the money order.
- ☒ If they find the money order was cashed have them send a copy of the cashed money order with a letter to the inmate. This letter needs to include amount of the money order; the date it was mailed; the last name of the sender; and the zip code of the sender.
- ☒ Inmate needs to submit an inmate request to staff member form to the business office with a copy of the above information.
- ☒ The business office can then request a trace via e-mail on the transaction.

The average time frame from the time the envelope is mailed and posted in the Lockbox was 3.16 days.

## FINANCIAL RESPONSIBILITY PROGRAM

Through this program, inmates are required to demonstrate a responsible effort and attitude toward identified financial obligations. During initial classification and subsequent program reviews, the Unit Team will evaluate each inmate's financial obligations and will work with the inmate to establish a mutually agreeable financial responsibility plan regarding payment. Obligations will generally include: court ordered fines, assessments, restitution, court costs, other government obligations, state fines, other restitutions, and child support.

The financial responsibility plan must reflect a "responsible effort" toward addressing the financial obligation. Generally, inmates will be encouraged to use community resources to satisfy their obligations. Payments will be established from the total amount the inmate receives into his Trust Fund Account. It is generally expected that inmates will pay a reasonable amount of their total Commissary Account toward any identified financial obligation.

If it is determined that you are not making a "responsible effort" toward your obligations, you will be given the FRP assignment of 'Refuse'. When this assignment is applied, the Unit Team will take steps necessary to withhold privileges to include: Notification of the Parole Commission, furloughs, bonus pay, pay above maintenance pay, special purchase items, Community Corrections Center (halfway house), gratuity, adverse score of 'Poor' on the Custody Classification form BP-338 (formerly BP-15), and possible notification to the sentencing court.

## Federal Tort Claim

If negligence results in personal injury to you, a claim can be pursued under the Federal Tort Claims Act. To file such a claim, you must complete a Standard Form 95, obtained from your Unit Counselor. All claims for damage under the Federal Tort Claims Act must be filed within two (2) years of the incident.

Property Claims under 31 U.S.C. 3723:

Any claim regarding the loss of or damage to inmate property for an amount less than \$1000.00 must be filed under 31 U.S.C. 3723, using form BP-A0943, Small Claims for Property Damage or Loss. These forms are obtained from Unit Team. Settlement of such claims requires that the damage or loss is a result of negligence by an officer or employee of the federal government acting within the scope of employment, and that the claim is submitted within one year after the incident.

**DISCIPLINE**

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

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

1. A Lieutenant will investigate the facts surrounding the report normally within 24 hours after appointment. The Lieutenant may make an informal resolution, or refer the incident to the Unit Disciplinary Committee (UDC). All informal resolutions must be agreeable to both parties (staff & inmate).
2. The inmate will receive a copy of the charges against him within 24 hours after staff becomes aware of the incident, unless circumstances prevent this, such as an extended investigation, escape, FBI referral, etc.
3. If the report is referred to the UDC, the inmate will meet with his Unit Disciplinary Committee within five working days (excluding holidays, weekends and the day staff became aware of the incident) after receiving notice of the report of the incident unless the investigation is not completed at that time. All circumstances must be documented.
4. The inmate will be given a written copy of the decision and disposition of the UDC.
5. If the charge is serious enough to warrant a major sanction, it is referred to the Discipline Hearing Officer (DHO). The inmate may have a staff representative and/or testimony from witnesses who have relevant evidence to present.

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

**Pretrial inmates** should be advised that any disciplinary actions are reported to the Court and are considered by the Bureau of Prisons when designating an individual to an institution for service of his sentence.

**The act of tattooing** has the potential to transmit infectious diseases such as hepatitis and HIV. When an inmate engages in tattooing, the potential for transmitting infectious and possibly deadly, diseases presents a serious risk to the personal health and safety of himself and others.

On the following pages you will find a summary of the disciplinary sanctions and prohibited acts.

**PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE  
GREATEST CATEGORY**

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

<b>CODE</b>	<b>PROHIBITED ACTS</b>	<b>Available Sanctions for Greatest Severity Level Prohibited Acts</b>
<b>100</b>	Killing.	<b>A.</b> Recommend parole date rescission or retardation.
<b>101</b>	Assaulting any persons, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).	<b>B.</b> Forfeit earned statutory good time (up to 100%) and/or terminate or disallow extra good time (an extra good time sanction may not be suspended).  <b>B.1</b> Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for a year (a good conduct time sanction may not be suspended).
<b>102</b>	Escape from escort; escape from any secure or non-secure institution, including	

**PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE  
GREATEST CATEGORY**

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

<b>CODE</b>	<b>PROHIBITED ACTS</b>	<b>Available Sanctions for Greatest Severity Level Prohibited Acts</b>
	community confinement; escape from unescorted community program or activity; escape from outside a secure institution.	<b>C.</b> Disciplinary Segregation (Up to 12 Months)
<b>103</b>	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape code 218, or 329).	<b>D.</b> Make monetary restitution. <b>E.</b> Monetary Fine. <b>F.</b> Loss of Privileges (e.g. visiting, telephone, commissary, movies, recreation)
<b>104</b>	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.	<b>G.</b> Change Housing (quarters). <b>H.</b> Remove From Program and/or Group Activity
<b>105</b>	Rioting.	<b>I.</b> Loss of Job.
<b>106</b>	Encouraging others to riot.	<b>J.</b> Impound inmate's personal property
<b>107</b>	Taking hostage(s).	<b>K.</b> Confiscate Contraband.
<b>108</b>	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade body armor, maps, handmade rope or other escape paraphernalia, portable telephone, pager or other electronic device).	<b>L.</b> Restrict to Quarters <b>M.</b> Extra Duty
<b>110</b>	Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; Refusing to take part in other drug- abuse testing.	
<b>111</b>	Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.	
<b>112</b>	Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.	
<b>113</b>	Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.	

**PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE  
GREATEST CATEGORY**

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

<b>CODE</b>	<b>PROHIBITED ACTS</b>	<b>Available Sanctions for Greatest Severity Level Prohibited Acts</b>
114	Sexual assault of any person, involving non-consensual touching by force or threat of force	
115	Destroying and/or disposing of any item during a search or attempt to search.	
196	Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act	
197	Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.	
198	Interfering with a staff member in the performance of duties most like another Greatest Severity prohibited act. This charge is to be used only when another charge of greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.	
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest Severity prohibited act. This charge is to be used only when another charge of greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.	

**HIGH CATEGORY**

<b>CODE</b>	<b>PROHIBITED</b>	<b>Available Sanctions for High Severity Level Prohibited Acts</b>
200	Escape from a work detail, non-secure Institution, or other non-secure confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.	<p><b>A.</b> Recommend parole date rescission or retardation.</p> <p><b>B.</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 good time (an extra good or good conduct time sanction may not be suspended).</p>
201	Fighting with another person.	
203	Threatening another with bodily harm or any	<b>B.1</b> Disallow ordinarily between 25 and 50% (14-27

HIGH CATEGORY

CODE	PROHIBITED	Available Sanctions for High Severity Level Prohibited Acts
	other offense.	days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
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.	C. Disciplinary segregation (up to 6 months).
206	Making sexual proposals or threats to another.	D. Make Monetary Restitution
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.	E. Monetary Fine F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
209	Adulteration of any food or drink.	G. Change housing (quarters).
211	Possessing any officer's or staff clothing.	H. Remove from program and/or group activity.
212	Engaging in, or encouraging a group demonstration.	I. Loss of job.
213	Encouraging others to refuse to work, or to participate in a work stoppage.	J. Impound inmate=s personal property.
216	Giving or offering an official or staff member a bribe, or anything of value.	K. Confiscate contraband.
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes.	L. Restrict to quarters.
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, or damaging life-safety devices (e.g., fire Alarm) regardless of financial value.	M. Extra duty
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).	

HIGH CATEGORY

<b>CODE</b>	<b>PROHIBITED</b>	<b>Available Sanctions for High Severity Level Prohibited Acts</b>
221	Being in an unauthorized area with a person of the opposite sex without staff permission	
224	Assaulting any person (charged with this level only when a less serious physical injury or contact has been attempted or carried out 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 to abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code.	
298	Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge	

**HIGH CATEGORY**

**CODE    PROHIBITED**

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**

**MODERATE CATEGORY**

**CODE    PROHIBITED**

- 300**      Indecent exposure.
- 302**      Misuse of authorized medication.
- 303**      Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304**      Loaning of property or anything of value for profit or increased return.
- 305**      Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306**      Refusing to work, or to accept a program assignment.
- 307**      Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting, refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse would be charged as code 110).
- 308**      Violating a condition of a furlough.
- 309**      Violating a condition of a community program.
- 310**      Unexcused absence from work or any

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

- A.**      Recommend parole date rescission or retardation.
- B.**      Forfeit earned statutory good time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow good time (an extra good time sanction may not be suspended).  
**B.1**      Disallow ordinarily between 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).  
  
Disciplinary transfer (recommend).
- D.**      Make monetary restitution.
- E.**      Monetary fine
- F.**      Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G.**      Change housing (quarters).
- H.**      Remove from program and/or group activity.
- I.**      Loss of job.
- J.**      Impound inmate=s personal property.
- K.**      Confiscate contraband.
- L.**      Restrict to quarters.
- M.**      Extra Duty

HIGH CATEGORY

**CODE    PROHIBITED**

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

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 affect escape, Code 102).
- 315**      Participating in an unauthorized meeting or gathering.
- 316**      Being in an unauthorized area.
- 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.
- 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.



HIGH CATEGORY

<b>CODE</b>	<b>PROHIBITED</b>	<b>Available Sanctions for High Severity Level Prohibited Acts</b>
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 and one's quarters in accordance with posted standards.	
331	Possession, manufacture, or 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		
396	Circulating a petition	
	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	

HIGH CATEGORY

**CODE    PROHIBITED**

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

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

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

LOW CATEGORY

**CODE    PROHIBITED ACTS**

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

- |     |   |  |   |
|-----|---|--|---|
| 402 | Malingering, feigning illness.  | <b>*B. 1</b>   | *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 otherwise committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate is found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended). |
| 404 | Using abusive or obscene language.  |  |   |
| 407 | Conduct with a visitor in violation of Bureau regulations.  |  |   |
| 409 | Unauthorized physical contact (e.g., kissing, embracing).   |  |   |
| 498 | Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as ‘most like’ one of the listed Low severity prohibited acts.  | <b>D.</b><br><b>E.</b><br><b>F.</b>  | Make monetary restitution.<br>Monetary fine<br>Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).  |
| 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. | <b>G.</b><br><b>H.</b><br><b>I.</b><br><b>J.</b><br><b>K.</b><br><b>L.</b> | Change housing (quarters).<br>Remove from program and/or group activity.<br>Loss of job.<br>Impound inmate=s personal property.<br>Confiscate contraband.<br>Restrict to quarters.  |

LOW CATEGORY

**CODE      PROHIBITED ACTS**

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

**M.**      Extra Duty

Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as commission of the offense itself.

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

**APPEALS OF DISCIPLINARY ACTIONS**

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

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

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

**INMATE RIGHTS AND RESPONSIBILITIES 541.12**

**RIGHTS**

**RESPONSIBILITIES**

1. You have the right to expect that as a human being you are treated respectfully, impartially, and fairly by all personnel.
2. You have the right to be informed of the rules,
3. You have the right to freedom of religious affiliation, and voluntary religious worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.
5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.

1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the responsibility to know and abide
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean-living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.

**INMATE RIGHTS AND RESPONSIBILITIES 541.12**

**RIGHTS**

**RESPONSIBILITIES**

- |   |  |
|---|--|
| 6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment). | 6. You have the responsibility to present honestly and fairly your problems to the court.  |
| 7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.  | 7. It is your responsibility to use the services of an attorney honestly and fairly.   |
| 8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.  | 8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of this material.   |
| 9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.        | 9. It is your responsibility to seek and utilize such materials for your personal benefit, material depriving others of their equal rights to the use of this material.  |
| 10. You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities.   | 10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.                          |
| 11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.                      | 11. 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 for your release plans, family needs, and other obligations. |

**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 providers performing body cavity searches in order to maintain security and safety within the prison).

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

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

**NOTE: Sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts, and may be illegal. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised by either party, are always forbidden and illegal.**

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

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

### **Your Role in Preventing Sexually Abusive Behavior**

Here are some things you can do to protect yourself and others against sexually abusive behavior:

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

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

If you feel immediately threatened, approach any staff member and ask for assistance. It is part of his/her job to ensure your safety.

### **What to do if you are Sexually Assaulted**

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

Even though you may want to clean up after the assault **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.** Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported.

## **How to Report an Incident of Sexually Abusive Behavior**

It is important that you **tell a staff member if you have been sexually assaulted**. It is equally important to inform staff if you have witnessed sexually abusive behavior . You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need to know basis concerning the inmate-victim=s welfare and for law enforcement or investigative purposes.

There are other means to confidentiality report sexually abusive behavior if you are not comfortable talking with staff.

### ☐ **Write directly to the Warden, Regional Director or Director.**

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

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

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

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

## **Understanding the Investigative Process**

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

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

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

## **Management Program for Assailants**

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

## **BOP Policy Definitions**

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