

**Satellite Camp Prison  
Sheridan, Oregon 97378**

**ADMISSION AND ORIENTATION  
HANDBOOK**



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**Inmate Name and Registration Number**

**P.O. Box 6000**

**Sheridan, OR 97378**

## Welcome

Welcome to the Federal Prison Camp, Sheridan, Oregon. The purpose of this booklet is to provide you with general information about FPC Sheridan, as well as, programs and activities available here. You are presently in Admission and Orientation (A & O) status. You will remain in this status until you have completed the A & O program and the Unit Staff have compiled sufficient information and documentation for your initial institutional classification to be completed. During your stay in A & O, much of the general information contained in this booklet will be explained to you in detail by staff. Space has been provided at the end of this booklet for any notes you may wish to take. This booklet is yours to keep. Work with us to make your stay here at Sheridan a rewarding experience and one which will lead you to a more fulfilling life following release.

## ADMISSION AND ORIENTATION

### ADMISSION

When you first arrive at Sheridan, you will be processed by the Receiving and Discharge (R&D) Technician on duty, a medical staff member, and by the Counselor and/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 admissions you will be issued an inmate account card. **When out of your assigned living quarters, you are required at all times to be in possession of your inmate account card.** Failure to comply with this rule may result in disciplinary action.

### ORIENTATION

Unit Admission and Orientation is held upon arrival in the Camp Visiting Room. Institution Admission and Orientation (A&O) lectures will be held in the Visiting Room once a month or as needed. You are required to attend this process within 30 days of your arrival to the facility. The purpose of this orientation process is to enable you to familiarize yourself with the programs and operations of the Institution.

### THE INSTITUTION

The Satellite Prison Camp, Sheridan, Oregon, is a minimum security institution which opened in 1989. SCP Sheridan operates under the Unit Management system. This system has the Unit Staff located within the Housing Unit, making them available for problem solving, information, case management, etc.

### ADMINISTRATIVE STAFF

**Warden:** The Warden is the Chief Executive Officer of the Institution and is responsible for its total operation. In order to perform this function most effectively, he delegates some of his/her authority to the senior staff members. He evaluates the advice of staff and committees appointed by him/her and is the final authority for approval for all major activities, including transfers, furloughs, and other community activities.

**Satellite Operations Administrator (SOA).** The SOA is responsible for the overall operation and supervision of the Camp.

**Camp Unit Manager:** The Camp Unit Manager is responsible for the daily operation of the housing units and supervision of the unit staff. He/she is also responsible for unit programs and events.

### UNIT MANAGEMENT

The Camp is organized into two units with a multi-disciplined 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 28 days of your arrival. Unit 6 is designated as the Residential Treatment Program Unit. Unit 5 is designated as the general population housing unit.

### UNIT STAFF

Open house hours are Monday - Friday, 2:30 p.m. to 3:30 p.m. in each unit. This will give you an opportunity to discuss any matters of concern with your Case Manager and/or Counselor. Each unit has a Unit Team which is made up of the following: Unit Manager, Case Manager and Counselor. The Unit Secretary is administrative support for staff, not for the inmate population. Open House for the Unit Manager is 2:30 p.m. to 3:30 p.m. Monday -Friday, in the Administration Building.

**Case Manager:** Is responsible for matters pertaining to inmate management and programming, such as establishing and monitoring a release plan, parole matters, classification, releases, transfers, half-way house referrals, etc.

**Correctional Counselor:** Is primarily concerned with your day-to-day issues. They are responsible for your visiting and phone lists, bed assignments, job assignments, and property.

**Unit Secretary:** Is responsible for all clerical work concerning the unit. The Unit Secretary works directly for the Unit Manager and is not a regular resource person for inmates.

**Education Representative:** Is responsible for all matters pertaining to your education or vocational training needs.

**Psychologist:** Is qualified to determine if serious emotional/psychological problems may be affecting an individual. The psychologist further suggests and/or participates in treatment.

### **Camp Rules**

1. DO NOT argue with staff. Many decisions made by staff are mandated by policy and out of the staff member's control.
2. Show respect for other inmates. Living in close quarters with inmates is never easy. Everyone has their own living style and need for personal space. Being respectful to one another will only make life easier for all.
3. Show respect for yourself. Take the time to keep your appearance neat and clean as well as your living and work area. Doing so will add to your self-respect.
4. Become aware of the inmate Code of Conduct and what your rights and responsibilities are. You are expected to comply.
5. Monday through Friday, lights in the unit will be turned on at 6 a.m. and will be turned off at 10 p.m.
6. Visiting within the cubes after 10 p.m. (lights out) is strictly prohibited. After 10 p.m., the lights must be in your cube. Loud talking, laughing, horseplay or game playing, such as dominoes or cards will not be allowed.
7. The rear exit doors/stairs to the fire exits are for emergency purposes only unless authorized by staff. The use of emergency doors or fire exit stairs to enter or exit will be grounds for disciplinary action. If you are caught exiting or entering the units through these doors you will be given an incident report.
8. There will be no unit to unit visitation; only inmates assigned to the unit will be allowed in that unit unless assigned to a work detail within that unit or summoned by staff.
9. Floors will be swept and mopped daily, paying close attention to the areas beneath the beds, under the lockers, and in the corners. Wax will be used to maintain a high floor luster. A daily inspection of your unit and cubicle will be conducted by your Unit Team. If your area is considered unacceptable, you will be issued an incident report and called back from work to return it to inspection order.
10. 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. No items will be placed on top of the lockers or partition wall between the cubes.

11. The only covering permitted for outside windows will be that which is provided by the institution.
12. Only, those inmates assigned to work details that require them to work during the 12 a.m. to 8 a.m. shift will be permitted to be in bed during the day. Their beds will be made up when they are up for the day. Otherwise. **Inmates on day off status during the week must have their beds made by 7:30 a.m. You are not allowed to lay on the bed unless you have approval from the Medical Department in writing for medical reasons.** During weekends and holidays you may remain in bed. Once you are up for the day, your bed must be made. Only two covers, two sheets, one mattress and one pillow are allowed per bed. Mattress and pillows will not be removed from the cubicle. When linen is being exchanged, the mattress may be left lying flat on the bed.
13. Shoes will be neatly arranged underneath the bed with the toes pointed outward, no exceptions. The shoes must be as clean as possible and placed 6 inches from the wall or any other object. They will not be placed on gray storage bins. Boxes and paper bags will not be kept in the cubicle. Personal property is limited to that which can be stored in your locker. No property will be stored on the floor. The only exception to this rule will be for legal materials with staff permission and only then for legal material for active cases. You must have a memorandum signed by the SPC Unit Manager authorizing legal items to be stored in this manner. No items will be stored on your cubicle privacy wall, and any item found on the wall will be confiscated. This wall is YOUR responsibility.
14. Windows will be cleaned as needed. Your outside window will be cleaned using the appropriate gear provided by the unit team, you must have staff approval to clean the outside window in the out of bounds areas.
15. Room furniture will be cleaned daily, assuring stains, spills, and dust are wiped off. Items will not be stored on your cubicle chair. Each cubicle is assigned a marked chair. This chair will not be removed from the cubicle.
16. Baseboard areas will be cleaned daily, assuring dust does not accumulate. All heat vents in the cubicle will be kept clean. All light fixtures in your cubicle will also be kept clean.
17. Dirty clothing will be properly stored in a clothing bag between laundry exchanges, and will be stored hanging on the foot of your bed, towards the center hallway. Sweat shirts and pants that are wet are considered to be dirty and must be stored in your laundry bag pending laundering. Clean sweat shirts and pants must be stored in your locker.
18. Trash cans will be emptied and cleaned prior to departing the room in the morning. Plastic bags for your individual trash cans are not authorized for your retention and use.
19. Pictures, etc., will not be attached to the walls in any manner. They may be attached only to the inside of the locker or space provided on the desk. Nude pictures or pornographic pictures will not be displayed. Pictures displayed on the bulletin board must be of a personal nature. No magazine cutouts or published photos are permitted. Any unauthorized item affixed to your cork bulletin board will be confiscated.
20. Reading lights will not be attached to your wall or bed.
21. No items such as clocks, reading lights, etc., will be attached to your bed frame unless you are present and using them at the time. When not in use, they will be stored in your locker.

22. Wooden items and cardboard materials (except an authorized box used to store legal materials) will not be kept inside the cubicle as they are a fire hazard.
23. Lockers and desks will be maintained in a neat and orderly fashion at all times. All lockers will be staged 3-4" from the wall. Items will not be stored on top of the cubicle lockers.
24. Wall mirrors in the cubicle 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. Mirrors stored anywhere else in your cubicle will be confiscated.
25. 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 on the compound. Opening the emergency exit and sweeping your trash outside is not acceptable.
26. Towels and face cloths may be hung on the foot of the bed, neatly folded on the crossbar, in order to dry. No strings or lines are permitted between the bed posts.
27. On the wooden pegs at the end of the bed, you are allowed to hang all clean green and Food Service clothing and jackets. You can also hang a bathrobe. All other clothing must be stored in your locker.
28. Magazines, newspapers, and books (hard covers and paperback) must not exceed the following limits:  
                                  Magazine's = 5      Newspapers = 5      Books = 5  
 \*Magazines must not be older than 6 months  
 \*Religious books, correspondence courses or educational study texts are the only exceptions to this limit.
29. Magazines will not be left on the top of the desk, but will be stored in your locker.
30. Beds will be tightly made, military style, with the blanket being the top cover. Your remaining blanket will be neatly folded at the foot of the bed. No clothing or bedding will be left lying on the bed or hanging from the bedposts or frame. Extra bedding is not permitted and will be confiscated.
31. Use of the outside window sills for storage is prohibited.
32. Inmates requesting to enter any staff office will be fully dressed in duty uniform.

**Monday through Friday, 7:30 a.m. to 3:30 p.m., attire for inmates in all areas of this institution will be the spruce green trouser and shirt. From June 1<sup>st</sup> thru September 30<sup>th</sup>, a T-shirt may be substituted for a green shirt. Shirts will be tucked into trousers and the pants will not sag below the waist line. Recreation clothing (i.e., shorts, tank top, sweatshirt and sweat pants) may be worn in the unit or the Recreation area only. All head covering and non-prescription sunglasses will be removed upon entering the building. Athletic apparel may be worn in the recreation area while engaged in athletic activity. No shorts or athletic clothing is allowed in the telephone Room.**

33. Inmate attire while participating in class room activity (RDAP, GED, etc.) is a spruce green shirt and trouser. Shirts will be tucked into trousers. All head covering and non-prescription sunglasses will be removed.
34. Correctional Officers will normally hold mail call in the housing units after the evening meal in each unit and will proceed until all mail is issued, Monday through Friday.

35. The feeding of wildlife (this includes cats, birds, and dogs) will not be allowed.
36. No animal/plant life or items removed from the APP garden will be allowed in an inmate's cubicle area or in the inmate's possession. Disciplinary action may result if found with any of these items.
37. All inmates are required to wear a shirt at all times while on the Recreation Yard. Bare chests are not allowed. **Sunbathing is NOT authorized at the SCP!**
38. 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. There is no standing on chairs to access the top bunk.
39. The telephone located in the lobby area of each housing unit is a Hotline to the FDC Control. If busy, for the steady tone and hang-up, you will receive a call back when the phone is idle. The telephone is to be used for emergency purposes only.
40. **SMOKING IS PROHIBITED**
41. Unit television viewing rooms will be secured at 11:45 p.m. Disruptive conduct, poor sanitation and excessive noise in the viewing rooms may result in termination of this privilege. TV volume will not be heard outside the room. Televisions will be turned off and the room secure Monday thru Friday 7:00 AM to 3:30 PM. Special sporting events may be viewed with the approval of the SCP Unit Manager.
42. Removing items from the APP Gardens for personal use is not permitted. The removal of food from Food Service is not permitted.
43. Inmates will not use homemade containers or their personal water containers to store food items. This will result in disciplinary action.
44. Clothing will fit properly. There is no sagging of pants allowed.
45. The Unit Laundry and Microwave area will not be used from the hours of 11:45 p.m. to 7:00 a.m.

#### **APPROPRIATE WORK CLOTHING**

All inside work assignments will require full green shirt and pants. Those work details that are on outside assignments must wear a pair of spruce green pants and green shirt. All shirts must be fully buttoned and tucked into trousers. All work assignments must wear safety shoes as required by policy. You will not be allowed to have sagging pants, all clothing will fit properly.

#### **APPROPRIATE DINING HALL ATTIRE:**

All inmates entering the Dining Hall for the lunch meal must be appropriately attired. Each inmate must wear green pants, green shirt or green jacket. A clean and **dry** sweatshirt may be worn but only under a **tucked** in green shirt or a **zipped** up green jacket. Only religious headgear will be allowed into the Dining Hall during meals. Dirty or threadbare clothing will not be allowed into the Dining Hall. Inmates not complying will be asked to return to their unit to obtain the proper attire. **Inmate radios are not authorized in the Dining Hall.** Leisure attire is allowed for the breakfast and evening meal, or on weekends. No torn, dirty, altered or tattered leisure clothing is allowed. No thermal undergarments will be visible in the dining area.

**APPROPRIATE COMPOUND ATTIRE:**

Monday through Friday, 7:30 a.m. - 4 p.m., inmates are expected to wear the appropriate work attire (green shirt, green pants, safety shoes). Inmates on time off will ensure the clothing they are wearing is clean, not tattered and full of holes and **your shirt must be tucked in.** Tank tops are never allowed on the compound, in the phone room, in the dining hall, or elsewhere outside of recreation or the housing unit. Inmate are not allowed to have sagging pants, **clothing will fit properly.**

**APPROPRIATE RECREATION YARD ATTIRE:**

All inmates are required to wear a shirt at all times while on the Recreation Yard. Old, torn, patched or tattered clothing is not authorized.

Only headgear purchased through the Commissary (baseball cap and knit cap type) or with religious significance to the respective inmate is allowed on the Recreation Yard. All headgear must be worn as intended and not backwards or to the side. Altered headgear will be confiscated.

**PERMANENT ASSIGNMENTS**

Upon completion of the Admission and Orientation process and once you have been medically cleared, you will be given a work assignment by your Counselor based on institutional need and special skills. Changes are only authorized by your Unit Team.

**QUARTERS ASSIGNMENT**

Upon your arrival you will be assigned to Unit 5 (E) or Unit 6 (F). All living quarters will have a locker for you to store your property. Combination locks may be purchased from the commissary for your locker. When inmates share a living area, there will be mutual responsibility to insure that the area is kept free of any contraband items. In addition, each inmate will be held responsible for maintaining personal property within established limits.

**SUNBATHING**

**Sunbathing is NOT authorized.**

**SMOKING**

**SMOKING OR POSSESSING TOBACCO PRODUCTS IS PROHIBITED. INMATES FOUND SMOKING OR POSSESSING TOBACCO PRODUCTS WILL RECEIVE DISCIPLINARY ACTION FOR INTRODUCTION OF CONTRABAND.**

**CLOTHING ISSUE**

Laundry issue hours are Tuesday, Thursday, and Friday, between 6:15 am and 7:15 am. You will be issued your clothing on the 1<sup>st</sup> day the Laundry Issue is open after you arrive. Laundry will only wash institutional clothing. Laundry will only exchange clothing with your original tags. This issue includes the following:

**Clothing:**

- 3 Spruce Green button-up shirts
- 3 Spruce Green trousers
- 1 Spruce Green jacket/parka
- 1 Pair safety toe work boots

- 5 Boxers
- 5 T-shirts
- 5 Socks
- 1 Belt

**Linen:**

- 2 Sheets
- 2 Blankets
- 1 Pillow case
- 3 Towels and wash cloths

**Tuesday:** Dirty Laundry drop off/pick-up. Clothing repair drop off. **Only on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays** of each month will Laundry exchange and/or change sizes for serviceable replacement clothing.



**Thursday:** Dirty Laundry drop off/pick-up, Clothing repair pick-up, sheet exchange, Boot exchange and Jacket/parka exchange. **Only on the 1<sup>st</sup> Thursday** of each month will Laundry exchange blankets.

**Fridays:** Dirty Laundry drop off/pick-up.

### **PERSONAL CLOTHING**

Washers and dryers for inmate's use are located on the first and second floor of the housing units. It is each individual's responsibility to keep all personal clothing clean. Personal 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. Laundry soap is available through commissary sales.

### **BULLETIN BOARDS & CALL OUTS**

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, Education and Psychology members are also posted. The review of the call out sheet is your responsibility.

### **TELEVISION HOURS**

Unit television rooms will be cleared and locked by the Unit Officer at 11:45 p.m.. Disruptive conduct, poor sanitation and excessive noise in the Unit TV areas will result in termination of the viewing privilege for a time period as determined by the SCP Unit Manager or Operations Lieutenant. TV volume should not be heard outside the TV room. The television rooms may be open at 6:00 a.m. for early viewing. All televisions will be turned off from 7:00 AM to 3:30 PM, Monday thru Friday, with the exception of Holidays. Special sporting events may be viewed with the approval of the SCP Unit Manager.

### **CORRECTIONAL SYSTEMS DEPARTMENT (R&D)**

The Correctional Systems Department (CSD) office is located at the far west corner of the Administration Building. It is operated on a part-time basis. All packages to be mailed must be pre-approved by the Unit Team using a BP-329, Authorization to Mail a Package.

Open house hours are generally Tuesday 2:00 p.m. to 3:00 p.m. and will be announced over the public address system. Open house is utilized for mailing packages, weighing items to insure proper postage, certifying and obtaining return receipts and receiving packages and personal property. If you have any questions about your mail, you can come to open house or send a written inquiry.

You must place your full name, register number, and the institutions return address on all outgoing mail as follows:

Committed Name/Register Number  
Federal Prison Camp  
Unit Number  
P.O. Box 6000  
Sheridan, Oregon 97378-6000

If this information is not on your letter it will be returned to you.

Legal mail/special correspondence must be clearly marked as such to avoid possible opening and screening as "general mail." Mail is treated in accordance with the United States Postal Service Regulations, the Bureau of Prisons Program Statement on correspondence and the Mail Management Manual which are on file in the law library. When you were processed through R & D you signed and received a copy of BP-Record-109 and 109A. You should read these forms and be aware of their contents. Incoming "Legal Mail/Special Mail" is not opened in the Mail Room if it is clearly marked and identified as coming from an attorney or other special mail source.

This mail will be forwarded to unit staff where it will be opened in your presence. Inmates who receive Legal Mail will be summoned over the public address system and report to the Administration Building.

The Records office is located at the Federal Correctional Institution (FCI). The Designation and Sentence Computation Center (DSCC) located in Grand Prairie, Texas, computes your federal sentence and thereby establishes release dates. They also keep track of Extra Good Time, Statutory Good Time, and any approved Lump Sum and Extra Good Time Awards. The Records Office at the FCI is responsible for Detainers, and the Interstate Agreement on Detainers. You should receive a copy of your Federal Sentence Computation from your Unit Team within 30 days of your arrival. If you have any questions about your sentence computation, contact the Records Office in writing or come to the open house.

If you transferred from another Federal Institution and your property arrives, the R&D officer will place you on call-out to receive all authorized property. Items you are authorized to retain will be issued to you. Any unauthorized item must be donated or mailed to your residence of record at your expense.

### **MAIL DELIVERY AND POSTAGE**

Mail is delivered to inmates Monday through Friday, immediately after the evening meal, in the lobby of each housing unit. On Saturdays, Sundays, and holidays there is no mail delivery. All outgoing mail should be placed in the unit mail box located in the housing unit lobby. Your mail is routinely screened for contraband according to the policy of the Bureau of Prisons. Incoming mail is opened and stapled/taped. Outgoing mail should be sealed and ready for delivery.

You may receive hard cover publications directly from the publisher, a bookstore, or a book club. Paperback books or magazines can be received without an authorization. The package must be marked identifying the contents "Books" or it will be rejected at the post office. Newspapers are allowed to be received by subscription only. Soft paperback maximum is 4 in one package.

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

### **CORRESPONDENCE/ELECTRONIC MESSAGING BETWEEN CONFINED INMATES**

An inmate may be permitted to correspond or electronically mail an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family (mother, father, sister, brother, wife or children), or is party in a legal action (or witness) in which both parties are currently involved. A request for correspondence or electronic mail approval must be via an Inmate Request to a Staff Member through your unit Correctional Counselor. The following additional limitation applies:

- The Superintendent/Warden at both institutions must approve the correspondence.

### **REJECTION OF CORRESPONDENCE**

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

- Matter which is non-mailable under law or postal regulations.
- Information of escape plots, of plans to commit illegal activities, or to violate institution rules.
- Direction of an inmate's business (prohibited act 408). An inmate may not direct a business while confined.

This does not, however, prohibit correspondence necessary to enable an inmate to protect property or funds that were legitimately his at the time of his commitment. Thus, for example, an inmate may correspond about refinancing a mortgage for his home or sign insurance papers; however, the inmate may not operate (for example) a mortgage or insurance business while confined in the institution.

### **NOTIFICATION OF REJECTION**

The Warden will give written notice to the sender concerning the rejection of mail and the reasons for rejection. The sender of the rejected correspondence may appeal the rejection. The inmate will also be notified of the rejection of correspondence and the reasons for it. The inmate also has the right to appeal the rejection. The Warden will refer the appeal to a designated officer other than the one who originally disapproved the correspondence. Rejected correspondence ordinarily will be returned to the sender.

### **LEGAL CORRESPONDENCE**

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

### **ATTORNEY VISITS**

Legal visits must be with your attorney of record and arranged in advance through your Unit Team Monday through Friday during normal business hours. Legal visits may be arranged at other times based on the circumstances of each case and availability of supervising staff and availability of the attorney room.

### **ATTORNEY PHONE CALLS**

In order to make an unmonitored phone call between an attorney and an inmate, the inmate must demonstrate other means of communication, to include writing, visits, and regular phone calls are insufficient AND there must be an impending court deadline which cannot be met by these means. Phone calls placed through the regular inmate phones are subject to monitoring.

### **LAW LIBRARY**

The law library is usually located in the Education Department, and contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prisons Program Statements, Institution Supplements, Indexes, and other legal materials. The Law Library is open during convenient non-working hours, including weekends. An inmate Law Library Clerk is available for assistance in legal research. Legal materials are also available to inmates in detention or segregation status, ordinarily via a delivery system or satellite collection.

### **NOTARY PUBLIC**

Under the provisions of 18 USC 4004, Case Managers are authorized to notarize some documents. A recent change in the law allows that a statement to the effect that papers which an inmate signs are "true and correct under penalty of perjury" will suffice in federal courts and other federal agencies, unless specifically directed to do otherwise. Some states will not accept a government notarization for real estate transactions, automobile sales, etc. In these cases, it will be necessary to contact unit staff for arrangements with the institution's notary public.

### **COPIES OF LEGAL MATERIALS**

In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. A copy card can be purchased through commissary and used on the copy machine located in the library. Copies can also be printed from the Electronic Law Library computers, with a charge. **The Unit Team or the Education Department will not make copies for you, unless you are deemed indigent.**

## **FEDERAL TORT CLAIMS**

If the negligence of institution staff results in personal injury or property loss or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a standard Form 95. They can obtain this form from the Safety Manager.

## **FREEDOM OF INFORMATION/PRIVACY ACT OF 1974**

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

## **INMATE ACCESS TO CENTRAL FILES**

An inmate may request review of the disclosed portions of his central file (plus Presentence report and/or Summary). Institution staff will permit the review of the central file under procedures established locally.

## **INMATE ACCESS TO OTHER DOCUMENTS**

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

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

## **INSTITUTIONAL FACILITIES AND SERVICES**

### **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. It is your responsibility to review the inmate call-outs daily, Medical and Dental appointments take precedence over all other call-outs.

#### **Sick Call Procedures**

Sick call appointments for medical services are scheduled four days a week: Monday, Tuesday, Thursday and Friday. Dental sick call appointments are made on Thursdays 7:15 a.m. to 7:45 a.m. Sign-up times for sick call appointments are 6:00 a.m. - 6:25 a.m. There is no sick call on Wednesday. The medical staff will respond to calls of an "urgent nature" when contacted by your work detail supervisor or unit officer.

You must bring your ID card to the health services waiting room to sign up for a sick call. You will complete the appointment slip by writing your name and register number along with your medical/dental problem on the blank slip and submit it to medical staff. You will be scheduled for an appointment scheduled on the severity of your problem, not "first come, first serve."

If you are assigned a same day appointment, you will be given a slip with the time and date. You must show this slip to your supervisor/officer prior to reporting to health services. All other appointments will be on the daily

callout sheet. Inmate accountability is strictly followed.

Inmates are advised to communicate with the Health Services Administrator or Clinical Director by submitting an "Inmate Request to a Staff member" Form BP-148 through the institutional mail.

### **Emergency Care**

Medical staff are on call 24 hours a day. Emergencies are seen as they occur. No inmate will go to the health services unit prior to staff notifying health services staff. Inmates in health services will be considered out of bounds if they do not have an appointment or if a staff member has not cleared it with medical staff ahead of time.

### **Medication/Pill Lines**

Medication will be dispensed at the institution out-patient clinic during two medication lines daily. Inmates will receive controlled prescription medication on a single dose basis. Prescriptions for non-controlled medications will be picked up at these times. The times for medication line are as follows:

6:15 a.m. - 6:30 a.m.

5:00 p.m. - 5:30 p.m.

### **Health Care Rights and Responsibilities**

While in the custody of the Federal Bureau of Prisons, you have the right to receive health care in a manner that recognizes your basic human rights, and you also accept the responsibility to respect the basic human rights of your health care providers.

#### **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 "Living Will," or to provide the Bureau of Prisons with "Advance Directives" that would provide the Bureau of Prisons with instructions **if you are admitted, as an inpatient, to a hospital in the local community, or the Bureau of Prisons.**
3. You have the right to participate in health promotion and disease prevention programs including education regarding infectious diseases.
4. You have the right to know the name and professional status of your health care providers.
5. You have the right to be treated with respect, consideration and dignity.
6. You have the right to be provided with information regarding your diagnosis, treatment and prognosis.
7. You have the right to be examined in privacy.
8. You have the right to obtain copies of certain releasable portions of your health record.
9. You have the right to address any concern regarding your health care to any member of the institution staff including your physician, the Health Services Administrator, members of your Unit Team and the Warden.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
11. You have the right to be provided healthy and nutritious food. You

have the right to be instructed regarding a healthy choice when selecting your food.

12. You have 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 preventive 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**

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.
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.

### **Over-the-Counter Medications**

The Commissary has a wide range of over-the-counter medications. Stock up on those items you routinely need.

<b>Acne</b> Neutrogena Soap Ivory Soap Clearasil Max Strength Acne Cream	<b>Diarrhea</b> Natural vegetable fiber powder-like Metamucil Loperamide-like Immodium AD
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<p><b>Allergies</b>  Chlorpheniramine tablets  (yellow)  Loratadine-like Claritin  Liquid tears  Saline nasal spray  Eye drops, allergy-like Visine A</p>	<p><b>Dry Skin</b>  Baby oil  Noxema skin cream  Petroleum jelly-like Vaseline  Cocoa butter lotion  Aloe lotion</p>
<p><b>Athlete's Feet/Jock Itch</b>  Clotrimazole cream-like  Lotrimin  Tolnaftate anti-fungal powder  Tolnaftate anti-fungal cream</p>	<p><b>Gas</b>  Simethicone tablets  Lactaid caplets (if lactose intolerant)  Beano tablets</p>
<p><b>Chapped Lips</b>  Chapstick  Petroleum jelly-like Vaseline</p>	<p><b>Heart burn</b>  Calcium antacid tablets  Liquid antacid-like Mylanta  Milk of magnesia  Ranitidine acid reducer-like Zantac  Famotidine acid reducer-like Pepcid</p>
<p><b>Colds</b>  Chlorpheniramine tablets  (yellow pill)  Loratadine-like Claritin  Liquid tears  Saline nasal spray  Chest vapor rub-like Vicks  Cough drops  Guaifenesin expectorant syrup  Any item listed under pain</p>	<p><b>Hemorrhoids</b>  Hemorrhoid ointment  Tucks pads  Natural vegetable fiber powder</p>
	<p><b>Rash, itching</b>  Hydrocortisone cream  Chlorpheniramine tablets (yellow pill)  Loratadine-like Claritin</p>
<p><b>Constipation</b>  Milk of magnesia  Natural vegetable fiber powder-like  Metamucil</p>	<p><b>Pain</b>  Non-aspirin-like Tylenol  Ibuprofen tablets-like Motrin  Aspirin  Naproxen - like Aleve</p>
<p><b>Dandruff</b>  Head &amp; Shoulders shampoo Selsun  Blue shampoo</p>	<p><b>Sore muscles</b>  Analgesic muscle rub (like Ben Gay)  Any item listed under pain</p>
	<p><b>Vitamin supplements:</b>  Vitamin E soft gels  Vitamin C  Multivitamin</p>

## **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

11/2009



### **Dental Services**

To receive dental treatment, submit an Inmate Request to a Staff Member Form BP-148 to Dental Services. The request should clearly state the dental problem or need. Once the Dental Clinic receives the cop-out, your name will be placed on the regular care list. Check the daily call-out roster for your dental appointment. If you miss two appointments, your name will be put on the bottom of the list.

In order to receive regular care and ensure the long term success of your dental treatment, you must maintain a high level of oral hygiene through regular brushing and flossing. For those not choosing to prevent dental or oral disease or not willing to maintain a reasonable level of health, emergency dental care will be provided for the alleviation of pain, infection, or physical damage.

For emergency treatment (i.e. dental infection, swelling, continuous pain, broken teeth, etc.) report to sick call between 6:15 a.m. and 6:45 a.m. on Thursday. Remember **ONLY** dental emergencies will be seen during sick call. Routine dental work must be requested through the Inmate Request to a Staff Member form.

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

You must pay a fee of \$2 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 co-pay fee for that visit. You must pay a fee of \$2 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.

## **Indigence**

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).

## **Examination by a Physician**

The most efficient way to obtain an examination by a physician or an outside specialist, if necessary, is to sign up for sick call, explain your problem to the P.A. or nurse, and they will refer you to a physician if your condition warrants it. Appointments with a physician may be requested via "cop out" but you may not be seen for two or more weeks due to the number of inmates who are on the Chronic Care Clinics. The utilization review committee must approve all evaluations and procedures by outside specialists. Preexisting conditions are treated if considered medically necessary.

## **Chronic Care Clinics**

Chronic Care Clinics are regular call-outs with a physician or P.A. for a checkup on conditions such as high blood pressure and diabetes. If you take medications on a daily basis for a chronic disease or condition, you will automatically be placed on one of these clinics and put on a call-out at least every six months. If you are not on a clinic list but feel you should be, please submit an Inmate Request to a Staff Member form to the Clinical Director or the Health Services Administrator.

## **Routine Physical Examinations**

A history and physical exam are performed on all new commitments to the Bureau of Prisons, whether the inmate is a self-surrender or transfer from a county jail or state facility. Routine screening for tuberculosis is done on a yearly basis using the PPD skin test. Positive PPD tests are followed up with a chest x-ray and referral to the Infectious Disease chronic care clinic. Frequent PPD testing on a person who has not been exposed to TB will not cause a false positive skin test. Tuberculosis testing and chest x-rays are mandatory with sanctions for refusal. Inmates should be aware that policies exist for involuntary PPD testing, with restraints if necessary. Other procedures and lab tests are done based upon clinical findings during your physical examination.

Inmates over 50 years old may request a yearly health screening. Lab work performed includes a chemistry panel, complete blood count, thyroid stimulating hormone, free T4, and a lipid panel. An electrocardiogram (EKG), a screening test for glaucoma, a rectal examination with Hemocult (a test for blood in the stools), and a Prostate Specific Antigen (PSA) test will also be performed. Requests for PSA testing without a rectal exam will not be honored. Additional testing and procedures will be performed based on the clinical findings during your physical.

Many people request a "complete physical" when they have only one specific concern, or have no concerns or symptoms at all. An examination is only as good as the history you give to the practitioner. If you are under age 50 and have no health problems or concerns, the likelihood of a general physical exam revealing a significant problem is very low. Any inmate scheduled for release may request a physical exam, regardless of age, if they have not had one within the past 12 months of incarceration.

### **Advance Directives**

An Advance Directive may be submitted to the Health Services department for those inmates interested in expressing their health care wishes, should they become incapacitated and unable to express those wishes while in a community hospital or BOP Medical Center. These are often referred to as “Living Wills” or “Durable Power of Attorney.” A copy of this Advance Directive will be made part of your Inmate Health Record, and will accompany you to an outside medical facility. Advance Directives are recognized with respect to medical treatment provided within the institution; for example, request for withholding of CPR within the institution would not be honored. Advance Directives at this facility will conform to guidelines in the Health Services Manual and Oregon law. If you wish to consider the preparation of an Advance Directive, please submit an Inmate Request to the Clinical Director for more information.

### **HIV and Hepatitis Testing**

Inmates are not routinely tested for HIV or hepatitis upon incarceration. If you have a history of IV drug use, unprotected sex (with males and/or females), tattoos, or blood transfusion, you may be offered HIV and hepatitis tests. You may request the HIV test yearly. You will sign a consent to be tested for HIV, and receive education with the consent and results.

### **DNA Blood Samples**

In 2004, Congress enacted the “Justice 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 using an oral swab.

### **Infectious Diseases**

Infectious diseases, such as colds, flu, and skin infections, are easily spread within a crowded environment. Good hygiene is very important – 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.

### **PSYCHOLOGY**

This person is responsible for the performance of diagnostic, therapeutic, research, educational and evaluations pertinent to psychological services. The Psychologist plans, organizes, participates and provides professional expertise for unit counseling programs. This function includes the assessment of inmate psychological needs and the design of corresponding programs to meet specific needs. The Psychologist is available to inmates via open house Monday through Friday from 11 a.m. to 12 p.m., or on emergency basis, by request from Staff.

### **SUICIDE PREVENTION PROGRAM**

The suicide prevention program is coordinated by Psychology Services. Inmates may volunteer as “Inmate Companions” and receive training in this area. Inmates are encouraged to contact our service if they are experiencing depression and/or hopelessness and desire counseling. Additionally, if you see a peer (another inmate) exhibiting signs of depression, hopelessness, etc., you are encouraged to tell a staff member immediately (see below).

**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 “there is nothing to live for.” Your input can save a life.**

### **SEXUALLY ABUSIVE BEHAVIOR PREVENTION AND INTERVENTION** - *An Overview for Offenders*

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

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

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

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

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

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

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

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

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

**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 an immediate threat, seek any staff member and ask for assistance.

### **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 an inmate can only be disciplined 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 behaviors. 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 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 or directed at others, can be charged with violating Prohibited Acts under the Inmate Disciplinary Policy.

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

## Contact Offices

### U.S. Department of Justice

Office of the Inspector General  
950 Pennsylvania Avenue, NW Suite 4322  
Washington, D.C. 20530-0001

### Central Office

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

### Western Regional Office

7338 Shoreline Drive  
Stockton, California 95219

## MEALS

Meals are served cafeteria style in the inmate Dining Hall during the following hours:

Breakfast: Monday through Friday 6 a.m. to 7 a.m.  
Saturday (coffee hour) 7 a.m. to 8 a.m.  
Sunday (coffee hour) 7 a.m. to 8 a.m.

Brunch: Saturday, Sunday and Holidays 10:45 a.m. to 11:45 a.m.

Lunch: Monday through Friday 10:45 a.m. to 11:45 a.m.

Dinner: Will be served for 1-hour immediately after the 4 p.m. count.

### **The regular inmate work dress will be required during breakfast and lunch meals, Monday through Friday.**

Green pants, green shirt, white T-shirt and the UNICOR T-shirt's with UNICOR emblem during UNICOR work hours, and during cold or inclement weather, green coats, are the only accepted attire. All shirts are to be tucked into the waist of green pants. All heading coverings without religious significance and sunglasses (except prescription) will be removed when entering the Dining Room area. **Sweat suits will be permitted in the Dining Hall after the 4:00 p.m. count and during all weekend and holiday meals.** Inmates will not be permitted to wear sleeveless shirts, sweat bands, shower shoes, slippers, shorts, or extremely soiled, tattered, patched or torn clothes in the Dining Hall, at any time.

## COMMISSARY

The Commissary is located between the Barber Shop and Laundry and is operated in accordance with Bureau policies. The Commissary hours are 6:00 a.m. to 11:15 a.m. Last call is at approximately 10:45 a.m. The line will be closed at approximately 11:15 a.m. Lists will be collected from inmates in line at 10:30 a.m. and no other lists will be accepted.

**THE COMMISSARY IS CLOSED ON WEEKENDS AND HOLIDAYS, UNLESS OTHERWISE ADVISED.**

## OPERATION OF COMMISSARY

1. Sales are limited to one sale per week per inmate.
2. Shopping days are Tuesday through Thursday; closed on Monday and Friday. Shopping is determined by the last **two** digits of their first five register number (**Example, Tues 34-66/Weds 67-99/Thur 00-33**). Shopping days rotate on a monthly basis. Current rotations are posted in the Commissary window.

3. Special purchase items will be sold during regular sale hours.
4. The sales unit will be closed the last week of March and September for inventory purposes.
5. Each inmate must have a written list for items off the approved commissary list when he enters the sales unit. No substitutions.
6. Each inmate must turn in his own list. No holding spots in line for other inmates. Failure to follow this rule will result in loss of commissary.
7. Items are sold on an as is basis with no warranty implied.
8. Any complaint an inmate has about his purchase must be settled before he leaves the sales window. All sales are final after he leaves the sales window.
9. RE-VALIDATION: Validation dates are based on the last digit of the first 5 digits of the inmates' federal register number. To determine the exact date, take 3 x the last digit of the first five numbers and add 1 (one). In example, 12345-678 [5 x 3 + 1 = 16]. This inmate re-validates on the 16th of the month.

Over-The-Counter (OTC) medications, Nicotine Replacement Therapy (NRT) patches and postage stamps are NOT deducted from the monthly spending limit. All other items are subject to the \$290 monthly spending limit.

### **TRUST FUND OPERATION**

There are two methods of sending funds to an inmate: The National LockBox and Western Union, Quick Collect. No funds may be received at the institution.

All funds being sent to an inmate through the National LockBox location must use the following address:

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

Personal checks, letters, pictures or any other items must not be enclosed in the envelope. The National LockBox cannot forward any items enclosed with the negotiable instrument to the inmate.

The inmate's committed name (no nicknames) and register number must be printed on all money orders, U.S. Treasury checks, any foreign negotiable instruments payable in U.S. currency, and on the envelopes.

The sender's name and return address must appear in the upper left hand corner of the envelope to ensure their funds can be returned in the event they cannot be posted.

Western Union Quick Collect Program allows funds to be posted to an inmate's account within 2 to 4 hours, 7 a.m. to 9 p.m. EST. Funds may be sent one of the following ways:

- At an agent location with cash: The sender must complete a Blue Quick Collect Send Form.
- By phone using a credit/debit card: Sender can call (800) 634-3422.
- ONLINE using a credit/debit card: Sender may go to [www.westernunion.com](http://www.westernunion.com), select Bill Payment, Select Quick Collect.



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

Inmate Register Number  
Inmate COMMITTED Name  
City Code: FBOP  
Stated Code: DC

\*Western Union will charge the public a fee for all transfers

### **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**

Terminals are located in the library, within the education department, to the Electronic Law Library (ELL). Institution Trust Fund staff will maintain the ELL hardware. You use the same PAC number as you would use on the phone system to log on.

## **TRUST FUNDS ACCOUNTS**

- A. Inmate payrolls will be posted no later than four working days after receipt in the Accounting Trust Fund Office.
- B. 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. All initial voice recording or voice overs will be conducted by the Unit Counselor via inmate request.

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.

For direct charges, inmates shall submit a telephone number request form(s) with up to 30 phone numbers. Upon submission, and upon an overall review and approval by Unit Staff, the form will be directed to the Inmate Telephone System (ITS). Inmates must purchase ITS phone credits before any direct charge call can be placed. Deposits for credits must be made from your Commissary account. **Once funds are deposited to your ITS account they can not be returned to your commissary account.** Phone calls will be placed as long as sufficient funds are available to make a three (3) 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.

1. The SPC telephone room 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.
2. Upon the completion of a telephone call, inmates will not be permitted to make another call for 60 minutes.
3. Telephone use may be suspended pending investigation of suspicious telephone conversations (talking in code, making an illusion to criminal activity, etc.)
4. The following sanctions or more sever 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 monthsRepetitive violations will be met with increased sanctions.
5. 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.
6. 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: recency 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.

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.**

## **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.

The Barber Shop is located next to the Commissary and is opened Monday through Friday from 8 a.m. to 8:30 p.m.; Saturday and Sunday from 8 a.m. to 8:30 p.m. The Barber Shop is closed during all official counts.

## **RELIGIOUS ACTIVITIES**

Religion can be a significant influence in a person's life, especially during imprisonment when more time for thought and reflection are available. To assist the inmate in this regard, the Religious Department consists of two Chaplains, who are also available for counseling services.

Participation in religious programs is on a voluntary basis. There are regular organized religious services for most major faiths. The schedule of regular religious activities is posted on bulletin boards in the chapel. These schedules are also distributed during the Admission & Orientation Program. 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.

## **RESIDENTIAL DRUG ABUSE PROGRAM**

The Residential Drug Abuse Program is a unit-based program that takes approximately 9 months to complete. Residential programs are located in various federal institutions. Each program delivers a standardized treatment package in which participants program 10 to 15 hours a week in a wide variety of therapeutic modalities targeting skills acquisition. For those being released after completion of the program, a period of 4 to 6 months of transitional services will be arranged. The transitional services program is coordinated out of the Central Office, and is planned to consist of four hours of treatment weekly. As incentive to participate in residential treatment, inmates admitted to the program who have neither current nor prior violent offenses are eligible to receive up to a one-year sentence reduction for successful completion of the program. This includes completion of the Residential Re-entry Center (halfway house) as well. Another incentive for participating in RDAP is the conferring of financial awards, based upon the inmate's achievement/completion of program phases. These financial rewards may be provided as participants successfully move through the program. The awards should be based on achievement rather than mere attendance.

### **RESIDENTIAL PROGRAM TREATMENT FOCUS:**

1. Orientation to Treatment
2. Rational Thinking Skills
3. Criminal Lifestyles
4. Living with Others
5. Lifestyle Balance
6. Recovery Maintenance
7. Transitioning into the Community

## **NON-RESIDENTIAL DRUG ABUSE PROGRAM**

Non-residential drug abuse treatment is provided at all institutions and ordinarily consists of individual and/or group counseling and self-help programming. It is a voluntary program, available to inmates with drug/alcohol problems who are not eligible or interested in participating in the residential drug abuse treatment program. Non-residential treatment is conducted 90 to 120 minutes a week for a minimum of 12 weeks and is a maximum of 24 weeks. Topics typically addressed in non-residential treatment include: interpersonal skills building; errors in thinking; post release survival and anger management. The focus must be on the topics' relationship to alcohol and drug abuse and methods used to overcome drug-using patterns.

## **DRUG EDUCATION/OUTPATIENT SERVICES**

The Drug Education Program provides general information about drug abuse and treatment options. The program is standardized and presented in most federal institutions. A certificate of achievement will be awarded to all who successfully complete the program. A copy of this certificate will be forwarded to the unit team for placement in the inmate's central file.

Outpatient services, such as Alcoholics Anonymous and Narcotics Anonymous, are also provided. They are designed to meet the treatment needs of inmates who are not in comprehensive treatment programs.

## **EDUCATION DEPARTMENT SERVICES**

We stress education at Sheridan, both in the academic and in 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 if you wish to have one.

### **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. Under VCCLEA/PLRA, inmates with GED requirements must be enrolled and satisfactorily participating in the GED program in order to vest good time. VCCLEA/PLRA inmates will participate for a minimum of 240 instructional hours. Unsatisfactory inmates accrue 42 days good time instead of 54 days. An unsatisfactory status could also affect furloughs, transfers, sentence computations and half-way house.

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

The GED Program is mandatory for all inmates who do not have written documentation of a high school diploma or GED Certificate, who were sentenced on or after May 1, 1991. This documentation must be verified in your Pre-Sentence Investigation Report be an original certificate, or an official transcript verifying graduation. A.A., B.A., M.S., M.A., and Ph.D. degrees will be accepted in lieu of a high school diploma. The program will include levels ranging from grade K-12. 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 will be required, and/or one must demonstrate 480 hours of satisfactory progress towards earning a GED to secure work assignments above the fourth (4th) pay grade level. An incentive award of \$25.00 is given for satisfactory completion of the GED Program

### **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 INS detainers and who do not speak English at an eighth grade level. It is also offered to inmates who voluntarily wish to improve their English speaking skills and vocabulary. An incentive award of \$15.00 will be given for satisfactory completion of the ESL program.

## Optional Education Classes

Adult Continuing Education courses  
Parenting Program  
Advance Occupation Education "College" Program  
Social Programs/Career Counseling

Correspondence Program  
Vocational Training Programs  
Scholarship Program  
Apprenticeship Programs

## Library Services

There are both leisure reading and law books available for inmate use. Both the law and leisure library is located in the Education Department. The Library is open 7 days per week, from 7:30 a.m. to 8:15 p.m., excluding lunch and the 4 p.m. count, Fridays from 7:30 a.m. to 3:30 p.m., including weekends. Inmate Library Clerks are available for assistance in research law, leisure, and career resources. Legal materials are also available to inmates in the Special Housing Unit via a delivery system and satellite collection.

## Career Counseling Services

Career Resource material is available to find appropriate employment upon preparing to leave the institution. You will find a variety of materials in the Career Resource Center in the library, and a Career Resource Center Clerk is available to assist you.

## WORK ASSIGNMENTS

All inmates will have a work assignment and are required to work. Work assignments to one of the following departments is made through your Unit Team based on quotas established by a Work and Performance Pay Committee. The pay ranging from .12 to .40 cents an hour, grade 1 (.40), grade 2 (.29), grade 3 (.17), grade 4 (.12), M (Maintenance/maximum of \$5.25 a month). A few of the larger departments are:

Mechanical Services- is responsible for maintenance, utilities, and new construction. Valuable training and experience can be gained from assignment to the Powerhouse, Plumbing, Paint, Welding, Machine Shops, Electrical, Air Conditioning, Steam fitting, Garden or Landscape Details.

Food Service- has the responsibility of preparing and serving meals to inmates, staff and visitors. A wide range of job experiences is available to those inmates assigned to Food Service.

Business Office- supervises the financial management of the institution. The Commissary operations are a function of the Business Office including the commissary sales unit. The Clothing and Laundry Room are also a function of this Department.

UNICOR (FEDERAL PRISON INDUSTRIES): The largest single employer of inmates in the Bureau of Prisons is UNICOR. Currently, the Camp UNICOR is undergoing a mission change and positions are minimal. The inmate population will be advised of opportunities in UNICOR as they become available.

Inmates working in UNICOR are initially paid at the rate of \$.23 per hour and have the ability of earning up to \$1.15 per hour. Refer to current pay schedule at UNICOR. In addition to the pay, benefits include: Industrial Good Time, vacation pay, holiday pay and longevity credit. To apply for a UNICOR assignment, see your Unit Team or send an Inmates Request to Staff Member to UNICOR. If all positions are full, your name will be placed on a waiting list.

## APPROPRIATE WORK CLOTHING

All work assignments will require full spruce green shirt and pants. All work assignments must wear safety shoes as required by policy. **Shorts and/or sweats are not allowed to be worn at any time in the Administration Building area or in staff offices.**

## **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. A well-rounded recreation program has been tailored to meet the needs of the inmate's leisure time. Specific interests and additional recreational activities will be considered when a demand appears to be sufficient to make other such programs feasible. **Benches, chairs, bags of water or other inmates are not to be used as free weights.**

### **Sports and games**

There are a variety of organized sports including: softball, flag football, soccer, volleyball, handball, racquetball and basketball. Incentives will be distributed for participants in sport leagues. Varsity sports teams are chosen from the inmate population to compete in contests against outside teams.

Various sports equipment and games are available for check-out from the Recreation Department. All equipment (except board games which may be borrowed for a 3-day period), must be returned each day at the completion of play.

### **Fitness**

Fitness equipment is stationed at 2 locations in the recreation area.

### **Recreation Offices**

The main office of the Recreation Department is located in Building R. It is used as the contact point for most recreation and sports scheduling.

### **Hobbies**

The Hobby Shop is located in Building R and is open afternoons and evenings Monday-Friday, and all day Saturday, Sunday and holidays. A variety of art and craft tools are available, as well as inmate and staff instruction. **ALL HOBBY PROJECTS MUST BE MAILED OUT UPON COMPLETION AND MAY NOT BE RETAINED.**

### **Central Recreation Area**

The Central Recreation Area is located adjacent to the track. In this area you will find ping pong, table tennis, exercise equipment and the band room. Recreation hours are posted on inmate bulletin boards and in the recreation area.

### **CALL-OUTS**

Master "Call-Out" rosters of appointments are prepared and distributed to all living units and work stations 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 you have an appointment at a specific place and time, **BE PROMPT**. 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**

12 a.m. (midnight)	*Counted in your assigned bed.
3 a.m.	*Counted in your assigned bed.
5 a.m.	*Counted in your assigned bed.
4 p.m.	Standing Count in your assigned cubicle.
9 p.m.	Counted in your assigned cubicle.

**\*Skin (not just hair) must be visible. When count time is announced, all inmates will return to their assigned bunks and will remain there until the count has been cleared by the unit officer.**



Saturday, Sunday, and federal holidays same as above plus a 10 a.m. 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 number so that the out-count can be reported promptly.

### **DAILY CENSUS COUNTS**

A Census Count will be conducted Monday - Friday (except holidays) between 8-9 a.m., and 12-1 p.m. All unit orderlies, SCP Grounds, SCP Recreation, SCP Admin, SCP Barber and SCP Chapel inmates, as well as inmates unassigned on vacation, on lay-in excuse, convalescence and medically unassigned, must be in their assigned housing unit during the census counts.

### **RESTRICTED AREAS**

All areas off limits are clearly posted except the area which is bounded by the living quarters. All fire exit doors are considered out of bounds unless an emergency situation has developed. Inmates discovered outside the immediate environs of the institution without proper approval will be considered escaping and criminally prosecuted.

### **AREA SEARCHES**

Any staff member may search an inmate's cubicle to retrieve contraband or stolen property. It is not necessary for the inmate to be present when his or her cubicle is inspected. The property and living area will be left in the same general condition as found and these inspections will be unannounced and random.

### **DRUG AND ALCOHOL SURVEILLANCE**

The Bureau operates a drug and alcohol surveillance program that includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample or breathalyzer for either program, and the inmate doesn't do so, the inmate will be subject to an incident report.

### **VISITS**

It is the policy of the Bureau of Prisons to encourage visiting by family and community groups to maintain the morale of the inmates and to develop closer relationships between the staff, family members and the community. Some of your basic questions concerning visiting will be answered in the handbook. However, we recommend that you consult with your Correctional Counselor or other Unit Team members and become fully aware of the visiting regulations.

All family and friends over the age of 16 must fill out a visiting form. The visiting form and photo copy of their identification will be returned directly to your Correctional Counselor. All proposed visitors, to include members of the immediate family, 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 Building. An outdoor area adjacent to the Visiting Room may be utilized for visiting, weather permitting.

### **VISITING TIMES**

Friday, Saturday, Sunday and Federal Holidays                      8:30 a.m. to 3 p.m.

Inmates may receive visits during the scheduled periods. A limit of six (6) visitors per inmate visit will be enforced, which includes children. A maximum of four (4) adults will be allowed at any one time. Children over the age of 16 will be counted as an adult. Children 15 years old or younger do not need to be placed onto a inmates visiting list. Everyone over the age of 16 must have a visitors form completed and in the inmates central file. Due to space limitations, the Operations Lieutenant and/or Staff Duty Officer is authorized to terminate visits early to avoid overcrowding.

## **POINTS SYSTEM**

Visiting at SCP, Sheridan is on the point system. Each inmate will receive 12 visiting points per month.

Visiting points will be charged as follows: Two (2) points per day on Friday, Saturday and Sunday.

There will be no points charged on NEW YEARS DAY, 4<sup>th</sup> of JULY, THANKSGIVING, CHRISTMAS, and/or at the discretion of the Warden.

All other holidays will be charged at two (2) points per day. At the beginning of each month each inmate will be allotted 12 points. Points will not be carried over to the next month.

## **VISITING REGULATIONS**

1. No visitors will be allowed entrance after 2 p.m. on Fridays, Saturdays, Sundays, or federal holidays.
2. Children less than 16 years of age must be accompanied by an adult member of the family. 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.
4. For identification purposes, visitor's will be required to present a picture i.d., valid driver's license, passport, etc.
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 tobacco products, food, gifts, games, needlework, pocket books, baby strollers, 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. Physical Contact: 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. Movement in the Visiting Room: 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.
9. Supervision of Children: 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 or come and go from the inside area to the outside area. Children should be under the direct supervision of the adult visitor at all times.
10. Security of the Visiting Room: All doors to the inside visiting room area are controlled by the visiting room officers. This is necessary to account for all movement in and out of the area.

11. Outside Visiting Area: During nice weather, the outside visiting room area will be used. Entry or exit through the gate, unless in an emergency, is prohibited.
12. Coin purses (clear) and wallets are allowed. Visitors are allowed to bring no more than \$20 into the visiting room.
13. Seating: Arrangements have been made to provide additional chairs in the inside and outside areas should the need arise.
14. Statutory Authority: Title 18 USC, 1701, provides a penalty of not more than 10 years imprisonment or a fine of not more than \$25,000 for any person who introduces or attempts to introduce into or upon the grounds 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, 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.

**TRANSPORTATION AND LODGING**

The Federal Prison Camp, 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:** SCP 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	SAFARI MOTEL 345 N. Highway 99W McMinnville, Oregon (503) 472-5187
PARAGON MOTEL 2056 S. Highway 99W McMinnville, Oregon (503) 472-9493	VINEYARD 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.

**Prestige Limo** (503) 472-7980 (McMinnville)  
**Shamrock Taxi** (503) 472-5333 (McMinnville)

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

**INMATE TELEPHONE SYSTEM (ITS-II)**

Inmates are limited to 300 minutes per calendar month for ITS-II monitored telephone calls. This limitation applies to all inmates with an ITS-II account in Bureau of Prisons' institutions, and may be used for any combination of collect or direct-dial calls at the inmate's 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 such calls through the unit team. It is intended this exception be used sparingly and only for bona fide 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 Bureau's 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.

There is a telephone room for inmate use located between the Federal Prison Camp Administration Building and the Barber shop. Calls will be limited to 15 minutes in duration.

In general, unrestricted usage is allowed except when unusual and/or emergency conditions exist. The phones are turned on Monday through Sunday from 7:30 a.m. until the closing of the compound. Improper use of the phones may result in inmate phone restriction and disciplinary action.

Any type of conference or third party calling is prohibited. Inmates found using this type of third party calling are subject to disciplinary action.

All inmates may submit a telephone number request form with up to thirty (30) phone numbers. Changes may be submitted once every 30 days. After an overall review and approval by the Counselor, the form will be directed to the Trust Fund supervisor for inclusion in the Inmate Telephone System (ITS).

Inmates may make collect calls or purchase ITS phone credits before any call can be placed. Inmates may purchase ITS credits at any time. Deposits for credits must be made from the Commissary accounts. Credits will be deducted from your account as calls are made. Phone calls will be placed as long as sufficient funds are available to make a three (3) minute phone call. Calls cannot be completed with area codes of 700, 800, 888, 900 or 976. In addition, a phone access code (PAC) must also be used in completing a phone call.

The BUREAU OF PRISONS reserves the authority to monitor (this includes recording) conversations on any telephone located within its 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 constitute consent to this monitoring.

Inmates are not permitted to use staff phones at any time. Any approved emergency call must be placed through a monitored phone in the Chapel.

1. Only four telephones will be available for use from 7:30 a.m. to 10:30 a.m. and 12:30 p.m. until the 4 p.m. count clears at the FCI. These telephones are for those on day off, or who work early morning, or late shift hours. Telephone use during scheduled working hours is prohibited.
2. Upon the completion of a telephone call, inmates will not be permitted to make another call for 60 minutes.
3. Telephone use may be suspended pending investigation of suspicious telephone conversations (talking in code, making an illusion to criminal activity, etc.).
4. 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.
5. 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.
6. 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: recency 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/electronic mail Activity**

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

1. Use the telephone during your work hours without prior authorization of your unit team.
2. **Make a 3-way telephone call or have a second party forward an e-mail to another person.**
3. Make a call that is forwarded to another telephone number, regardless of whether that telephone number is on your approved telephone list or have your message sent to another e-mail address.
4. 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.
5. Use the telephone/e-mail to work for or assist with any ongoing law enforcement activity without the Warden's prior approval.
6. Use the telephone/e-mail to convey or pass messages from another inmate to a third party.
7. Make or imply any threat or speak in code to another person over the telephone or e-mail.
8. **Use another inmate's PAC number. (Phone Access Code number).**
9. Pass the telephone to another inmate or accept the telephone from another inmate after a telephone call has been connected.

10. Participate in conference calling.
11. Attempt to use the telephone/e-mail while on telephone restriction.
12. Use the telephone/e-mail to contact a volunteer, contract worker, staff member, or any former inmate who is in a halfway house or on supervised release.
13. Arrange to have anything of value sent to another inmate or inmate family without staff authorization.
14. Finally, you must not engage in any other activity or conduct over the telephone/e-mail which staff interpret as an effort to circumvent our policies and regulations.

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

### **CONTRABAND**

Contraband is anything that is not:

- ❶ Issued to you by an institution staff member.
- ❷ Purchased by you in the Commissary.
- ❸ Purchased through approved channels.
- ❹ 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.

### **SHAKEDOWNS**

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

### **FURLOUGHS**

Refer to Sheridan Institution Supplement SHE 5280.7 and the Bureau of Prisons Program Statement 5280.8 concerning furloughs. Copies can be found in the Law Library. Community Custody and furloughs will not be granted at the same team meeting, nor will any requests for an early team meeting be granted for furlough consideration.

### **FINANCIAL RESPONSIBILITY PROGRAM (FRP)**

The Financial Responsibility Program (FRP), is a program in the Bureau of Prisons. 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, but are not limited to:

- |                       |               |                 |                                |
|-----------------------|---------------|-----------------|--------------------------------|
| ✓ Court Ordered Fines | ✓ Assessments | ✓ State Fines   | ✓ Other Restitutions           |
| ✓ Restitution         | ✓ Court Costs | ✓ Child Support | ✓ Other Government Obligations |

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. In cases where the obligations are in excess of \$1000.00, inmates will be encouraged to work in UNICOR where they can increase their earning potential. Monthly allotments can be established from either UNICOR pay or performance pay toward financial obligations. It is generally

expected that inmates will pay a reasonable amount of their institutional earnings toward any identified financial obligation.

Refusal to establish a financial responsibility plan, will be interpreted as a poor demonstration of responsibility and those inmates will not be permitted to work in UNICOR. Those inmates in UNICOR will be removed if they refuse to participate in FRP. Additionally, inmates refusing to participate in the Financial Responsibility Program will be limited to maintenance pay (\$5.25 per month) and may be precluded from other programs and activities. These programs and activities include, but are not limited to:

- Furloughs
- Transfers
- Bonus Pay
- Gratuity
- Halfway house consideration
- Notification of Parole Commission
- Special Purchase Items

The inmate must understand what is required of him in relation to the Financial Responsibility Program. The inmate is responsible to maintain enough funds in his account to make a payment or establish outside payments. The inmate is also responsible for obtaining receipts of prior payments or outside payments on any court ordered obligation and having these receipts mailed to the Unit Team. **THE "RESPONSIBLE EFFORT" TOWARDS AN INMATE'S FINANCIAL RESPONSIBILITY PROGRAM WILL BE DETERMINED BY THE UNIT TEAM.** Any concerns or problems that may develop should be addressed with the Counselor as soon as possible.

### **PROBLEM RESOLUTION**

#### **INMATE REQUESTS TO STAFF MEMBER**

The Bureau form BP-Admin-70, commonly called a "Cop-Out" is used to make a written request to a staff member. Any type of request can be made with this form. "Cop-Outs" may be obtained in the living units from the Correctional Officer on duty. Staff members who receive a "Cop-Out" will answer the request in a "reasonable" period of time. The answer will be written on the bottom of the request form.

#### **ADMINISTRATIVE REMEDY PROCESS**

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

The first step of the Administrative Remedy procedure is the documentation of the informal resolution attempts written on a BP-8 Form. Inmates may obtain this form from their Correctional Counselor or other designated unit staff member. On the BP-8 Form, the inmate will briefly state the nature of the problem and list the efforts made to resolve the problem informally.

After the BP-8 is completed, and if the issue cannot be informally resolved, the Counselor will issue a BP-229 (BP-9) form. The inmate will return the completed BP-9 along with the BP-8 form through institution mail to the Associates Warden of Programs Secretary. The BP-9 complaint must be filed within twenty (20) calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time. Institution staff have twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional twenty (20) calendar days, but the inmate must be notified of the extension.

When a complaint is determined to be of an emergency nature and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible, and within forty-eight (48) hours from receipt of the complaint.

If the inmate is not satisfied with the response to the BP-9, he or she may file an appeal to the Regional Director. This appeal

must be received in the Regional Office within twenty (20) calendar days from the date of the BP-9 response. The Regional Appeal is written on a BP-230 (BP-10) form, and must have a copy of the BP-9 form and response attached. The Regional Appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. The inmate must be notified of the extension.

If the inmate is not satisfied with the response by the Regional Director, he or she may appeal to the Central Office of the Bureau of Prisons. The National Appeal must be made on a BP-231 (BP-11) form and must have copies of the BP-9 and BP-10 forms with responses.

The BP-11 form may be obtained from the Correctional Counselor. The National Appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional (30) days if the inmate is notified.

In writing a BP-229, BP-230, or BP-231, it should be written in three sections:

Statement of Facts  
Grounds for Relief  
Relief Requested

**Time Limits (in calendar days)**

**Filing**

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

**Response**

BP-9: 20 days  
BP-10: 30 days  
BP-11: 30 days

**Extensions**

BP-9: 15 days  
BP-10: 30 days  
BP-11: 30 days

**SENSITIVE COMPLAINTS**

If an inmate believes a complaint is of such a sensitive nature that he or she would be adversely affected if the complaint became known to the institution, he or she may file the complaint directly to the Regional Director.

The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees that the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination. If the complaint is not determined to be sensitive, it will be returned. The inmate may then pursue that matter by filing a BP-9 at the institution.

**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.

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 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.

**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>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.	
<b>114</b>	Sexual assault of any person, involving non-consensual touching by force or threat of force	

**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>115</b>	Destroying and/or disposing of any item during a search or attempt to search.	
<b>196</b>	Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act	
<b>197</b>	Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.	
<b>198</b>	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.	
<b>199</b>	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.	

<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.	<b>A.</b> Recommend parole date rescission or retardation. <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).
201	Fighting with another person.	<b>B.</b> Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
203	Threatening another with bodily harm or Any other offense.	<b>1</b>
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.	<b>C.</b> Disciplinary segregation (up to 6 months).
206	Making sexual proposals or threats to another.	<b>D.</b> Make Monetary Restitution
207	Wearing a disguise or a mask.	<b>E.</b> Monetary Fine
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.	<b>F.</b> Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
209	Adulteration of any food or drink.	<b>G.</b> Change housing (quarters).
211	Possessing any officer's or staff clothing.	<b>H.</b> Remove from program and/or group activity.
212	Engaging in, or encouraging a group demonstration.	<b>I.</b> Loss of job.
213	Encouraging others to refuse to work, or to participate in a work stoppage.	<b>J.</b> Impound inmate's personal property. <b>K.</b> Confiscate contraband.
216	Giving or offering an official or staff member a bribe, or anything of value.	<b>L.</b> Restrict to quarters.

<b>CODE</b>	<b>PROHIBITED</b>	<b>Available Sanctions for High Severity Level Prohibited Acts</b>
<b>217</b>	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes.	<b>M.</b> Extra duty
<b>218</b>	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.	
<b>219</b>	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).	
<b>220</b>	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).	
<b>221</b>	Being in an unauthorized area with a person of the opposite sex without staff permission	
<b>224</b>	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).	
<b>225</b>	Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.	

**CODE PROHIBITED**

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

- 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).

**CODE PROHIBITED**

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

- 298** Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as ‘most like’ one of the listed High severity prohibited acts.
- 299** Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.

**MODERATE CATEGORY**

**CODE PROHIBITED**

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

- 300** Indecent exposure.
- 302** Misuse of authorized medication.
- 303** Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304** Loaning of property or anything of value for profit or increased return.
- 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).



<b>CODE</b>	<b>PROHIBITED</b>	<b>Available Sanctions for High Severity Level Prohibited Acts</b>
<b>305</b>	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.	<b>C.</b> Disciplinary segregation (up to 3 months).
<b>306</b>	Refusing to work, or to accept a program assignment.	Disciplinary transfer (recommend).
<b>307</b>	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).	<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>G.</b> Change housing (quarters). <b>H.</b> <b>I.</b> Remove from program and/or group activity. <b>J.</b> <b>K.</b> Loss of job. Impound inmate's personal property. Confiscate contraband.
<b>308</b>	Violating a condition of a furlough.	<b>L.</b> Restrict to quarters.
<b>309</b>	Violating a condition of a community program.	<b>M.</b> Extra Duty
<b>310</b>	Unexcused absence from work or any program assignment	
<b>311</b>	Failing to perform work as instructed by the supervisor.	
<b>312</b>	Insolence towards a staff member.	
<b>313</b>	Lying or providing a false statement to a staff member.	

**CODE PROHIBITED**

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

- 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.

**CODE    PROHIBITED**

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

- 328**      Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
- 329**      Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330**      Being unsanitary or untidy; failing to keep one's person 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.

**CODE PROHIBITED**

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

- 333** Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).
- 334** Conducting a business; conducting or directing an investment transaction without staff authorization.
- 335** Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336** Circulating a petition
- 396** Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
- 397** Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
- 398** Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as 'most like' one of the listed Moderate severity prohibited acts.

**CODE    PROHIBITED**

**Available Sanctions for High Severity  
Level 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**

<b>402</b>	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).
<b>404</b>	Using abusive or obscene language.		
<b>407</b>	Conduct with a visitor in violation of Bureau regulations.		
<b>409</b>	Unauthorized physical contact (e.g., kissing, embracing).		
<b>498</b>	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>	Make monetary restitution.
		<b>E.</b>	Monetary fine
		<b>F.</b>	Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
<b>499</b>	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>	Change housing (quarters).
		<b>H.</b>	Remove from program and/or group activity.
		<b>I.</b>	Loss of job.
		<b>J.</b>	Impound inmate's personal property.
		<b>K.</b>	Confiscate contraband.
		<b>L.</b>	Restrict to quarters.
		<b>M.</b>	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, "We find the act of to be of High severity, most comparable to prohibited act 212 Engaging in a Group Demonstration."

# SATTELLITE CAMP PRISON

Sheridan, Oregon

## INMATE HANDBOOK

Revised August 23, 2011

The information contained in this handbook is current as of the date of publication. It contains summaries of Bureau of Prisons Program statements, SCP Sheridan's supplements and is subject to change. The purpose of this handbook is to provide incoming inmates with general information regarding the Bureau of Prisons, institutional programs, and the rules and regulations inmates will encounter during confinement. The intention of this handbook is to help inmates understand their responsibilities when they enter the prison, and assist them in their adjustment to the institution life.

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J.E. Thomas, Warden