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(EDUCATION DEPARTMENT)

UNITED STATES PENITENTIARY  
POLLOCK, LOUISIANA



INMATE'S HANDBOOK

Revised April 28, 2009

UNITED STATES PENITENTIARY

POLLOCK, LOUISIANA



Mouthwash	1
Powder/Body/Foot	1
Shampoo	1
Shaving Cream/Lotion	1
Shoe Polish/Wax	1
Skin Lotion	1

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Scissors, mustache (blunt-tip) ..... 1

Sewing Kit ..... 1

Soap, bar ..... 2

Soap Dish ..... 1

Toothbrush ..... 1

Toothbrush Holder ..... 1

Toothpaste ..... 2

Tweezers (blunt tip) ..... 1

**OTHER ITEMS**

Chocolate (instant) ..... 10

Coffee (instant/jar/container, unopened) ..... 1

Coffee-mate (instant/jar/container, unopened) ..... 1

Tea (instant/jar/container, unopened) ..... 1

Specific quantities of hygiene and other items listed above pertain only to inmate's transferring between institutions. Quantities of consumable commissary items authorized for retention will not be established. However, all items must be limited and able to be stored neatly into one inmate locker. Non-perishable commissary items sealed in unopened, original containers may also be transported or shipped.

**RECREATION ITEMS**

Athletic Supporter ..... 2

Bead work needles (tools only) ..... 1

Eye protection ..... 1

Gloves (fingerless/athletic) ..... 1

Gloves (handball) ..... 2

Harmonica ..... 1

Headband/sweatband (white) ..... 2

Knee wraps ..... 2

Knitting/crochet needles, (plastic only) ..... 1

Mouthpiece ..... 1

Pastels; Chalks Oil Base (set of 48) ..... 1

Pens, Gel (must be identifiable on label) ..... 10

Pencils, colored (set of 48) ..... 1

Racquetball (2 cans of 2) ..... 4

Softball Glove (commissary purchased) ..... 1

Yarn (10 skeins), Embroidery, Hoops/Needles (plastic only) ..... 1

**NON TRANSFERABLE ITEMS**

Books ..... 5

Magazines ..... 5

Newspapers ..... 5

Poncho ..... 1

Thermal Underwear (white, thermal shirt, pants) ..... 2

Typewriter ribbons ..... 1

Sodas ..... 1

**HYGIENE ITEMS**

Brushless Shave ..... 1

Conditioner/Hair ..... 1

Contact Lens Clearing Solution ..... 1

Hair Oil/Gel ..... 1

Laundry Detergent (FPC) ..... 1

Hangers (plastic)	5
Headphones or earplugs	1
Jug (1-gallon) plastic	1
Laundry Bag (mesh)	1
Legal Materials (limited to active cases only) Letters	25
Mirror (small/plastic)	1
Pen, Ballpoint	10
Pencils	2
Photo album/ scrapbook	1
Photos (single-faced)	25
Playing cards	2
Radio (walkman-type/ no cassette)	1
Shaving Bag	1
Stamps (1st Class)	60
Sunglasses (non-reflective)	1
Thermos (plastic liner) up to 64-oz.	1
Towel (white/large)	1
Watch (\$100.00 maximum value)	1
Watchband	1
Wedding Band (no stones/ white/ yellow metal)	1
Writing Tablet	2
APPROVED MEDICAL ITEMS	
Artificial Limbs	1
Braces for Backs, etc...	1
Contact Lens (clear, prescription, approved by local IHAS to retain)	2
Dentures	1
Eyeglasses (prescription) no stones/ no tint	2
Medication (over the counter)	1
Orthopedic Shoes	1
APPROVED RELIGIOUS ITEMS	
Medicine Pouch	1
Phylactery	1
Prayer Rug	1
Religious Headgear (Chaplain approved)	3
Religious Medalion w/ chain(less than \$100.00 value)	1
Rosary or Prayer Beads	1
Additional medical and/or religious items may be allowed at the discretion of the Health Services Administrator, Captain, or Chaplain.	
HYGIENE ITEMS	
Dental pick (un-waxed)	1
Denture adhesive	1
Denture brush	1
Denture cleaner/ powder	1
Denture cup	1
Deodorant	2
Lens Cloth	1
Nail dippers (no file)	1
Razor (non-electric)	1

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- ◆ You have the responsibility to take advantage of activities, which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
- ★ You have the right to use your funds for commissary and other purchases, consistent with institution security and good order for opening bank and/or savings accounts, and for assisting your family.
- ◆ You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

**INMATE PERSONAL PROPERTY LIST**

PROPERTY DESCRIPTIONS	QTY
CLOTHING	
Bathrobe (white or grey; no hoods)	1
Cap, Baseball (white or grey; no logos)	1
Handkerchief (white only)	5
T-Shirts, sleeveless undershirts or crew-neck T-shirts (white or grey; no logos, no pockets)	5
Shoes, athletic (white, black, or combination of white or black, Maximum \$100.00 value/no pumps/no pockets)	2
Shoes, shower	1
Shoes, slippers	1
Shoes, work/ safety (safety-toed only)	1
Shorts, gym (white or grey; no logos, cotton, no zippers)	2
Sweatshirt (grey/pullover/no hoods/no logos/cotton)	2
Sweatpants (grey/cotton/no logos)	2
Underwear (white/boxers or briefs)	7
PERSONALLY OWNED ITEMS	
Address Book	1
Alarm Clock	1
Bag, athletic tote (no logos)	1
Batteries	16
Books (hard/soft) (excluding current school/VT books)	5
Book/reading light (battery operated)	1
Bowl (plastic/24 oz or less)	1
Calculator, small; (electronically unsophisticated; inexpensive, on-print feature, battery or solar operated)	1
Language Translator, small, (electronically unsophisticated, inexpensive, no-print feature, battery or solar operated)	1
Calendar, small (no wire)	1
Comb/pick (plastic)	2
Combination Lock	2
Cup, small (plastic)	1
Earplugs	1
Envelopes	1
Eye-glass case (non-padded)	2
Hairbrush	1

Adding 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 a commission of the offenses itself.

**INMATE'S RIGHTS AND RESPONSIBILITIES §541.12**

- \* You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.
  - ◆ You have the responsibility to treat others, both employees and inmates, in the same manner.
- \* You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
  - ◆ You have the responsibility to know and abide by the rules and regulations of the institution
- \* You have the right to freedom of religious affiliation, and voluntary religious worship.
  - ◆ You have the responsibility to recognize and respect the rights of others in this regard
- \* You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment
  - ◆ It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care, as you may need it.
- \* You have the right to visit and correspond with friends, family members, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.
  - ◆ It is your responsibility to conduct yourself properly during visits not to accept contraband and not to violate the law or Bureau rules or institution guidelines through your correspondence.
- \* You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction)
  - ◆ You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court
- \* You have the right to legal counsel from an attorney of your choice by interviews and correspondence
  - ◆ It is your responsibility to use the services of an attorney honestly and fairly.
- \* You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program
  - ◆ It is your responsibility to use these resources in keeping with the procedures and schedules prescribed and to respect the rights of other inmates to the use of the materials and assistance.
- \* You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
  - ◆ It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
- \* You have the right to participate in education, vocational training and employment as far as resources are available, in keeping with your interest, needs and abilities.

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407. Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)  
 408. Conducting a business  
 409. Unauthorized physical contact (e.g., kissing, embracing).  
 410. Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault).  
 497. Use of telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls, using the telephone in an unauthorized area, placing of an unauthorized individual on the telephone list).  
 498. Interfering with a staff member in the performance of duties. (Conduct must be of the Low Moderate Severity nature.) This charge is to be used only when another charge of low moderate severity is not applicable.  
 499. Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Low Moderate Severity nature.) This charge of low moderate severity is not applicable.

SANCTIONS	
B1	Deadly or indirectly up to 12% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibit act within 6 months); Disallow of conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).
E.	Make monetary restitution.
F.	Withhold statutory good time.
G.	Loss of privilege: Commissary, movies, recreation, etc.
H.	Change housing (quarters)
L	Remove from program and/or group activity.
J.	Loss of job
K.	Impound inmate's personal property.
L.	Confiscate contraband
M.	Restrict to quarters
N.	Extra duty
O.	Reprimand
P.	Warning

When the prohibited act is interfering with a staff member in the performance of duties (Code 198, 298, 398, or 498), or Conduct Which Disrupts (Code 199, 299, 399, or 499), the DHO or UDC, in the findings, should indicate a specific finding of the severity level of the conduct, and a comparison to an offense (or offenses) in the 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 Engaging in a Group Demonstration."

Sanction B.1 may be imposed on the Low Moderate category only where the inmate has committed the same low moderate prohibited act more than one time within a six-month period.



- 324 Gambling
- 325 Preparing or conducting a gambling pool
- 326 Possession of gambling paraphernalia
- 327 Unauthorized contacts with the public
- 328 Giving money or anything of value to, or accepting money or anything of value from another inmate, or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy: failure to keep one's person and one's quarters in accordance with posted standards.
- 331 Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool 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 or cosmetics).
- 332 Smoking where prohibited.
- 397 Use of telephone for abuses other than criminal activity(e.g. conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list.)
- 398 Interfering with a staff member in the performance of duties. (Conduct must be of the Moderate Severity nature.) This charge is to be used only when another charge of moderate severity is not applicable.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Moderate Severity nature.) This charge is to be used only when another charge of moderate severity is not applicable.

SANCTIONS	
A.	Recommended parole date rescission or retardation.
B.	Forfeit earned statutory good time up to 25% or up to 30 days whichever is less, and/or termination or dilution extra good time (an extra good time sanction may not be suspended).
B.1	Disallow ordinarily up to 25% (1-14 days) of good conduct time credits is available for (a good conduct time sanction may not be suspended).
C.	Disciplinary transfer (recommendation)
D.	Disciplinary segregation (up to 15 days)
E.	Make monetary restitution
F.	Withhold statutory good time
G.	Loss of privileges commissary, movies, recreation, etc.
H.	Change housing (quarters)
I.	Remove from program and/or group activity
J.	Loss of job
K.	Impound inmate's personal property
L.	Confiscate contraband
M.	Restrict to quarters
N.	Extra duty

- CODE 400 SERIES
- 400 Possession of property belonging to another Person.
  - 401 Possession unauthorized amounts of otherwise authorized clothing.
  - 402 Malingering, feigning illness
  - 403 Not to be used
  - 404 Using abusive or obscene language
  - 405 Tattooing or self-amputation
  - 406 Not to be used

INTRODUCTION

Welcome to the United States Penitentiary, Pollock, Louisiana. The Admission and Orientation Program (A&O) and this handbook have been prepared to assist you in adjusting to this institution. The information provided is a general overview of institution procedures, rules and regulations, program opportunities, and the disciplinary system. The booklet should be used as a reference guide to the detailed policies of the Bureau of Prisons or all procedures in effect at FCC-POLLOCK. You should maintain your handbook with your personal property throughout your duration at this facility. You can make your time as meaningful as possible by showing responsible behavior, respecting the rights of others, participating in various programs, and complying with the rules and regulations of this institution.

INSTITUTION

FCC-POLLOCK is located at 1000 Airbase Road, Pollock, LA 71467, 3 miles west of Pollock, Louisiana, off Hwy 165. The institution phone number is (318)561-5300. Construction of this 1536 bed "High" security facility was completed in December 2000. The facility was dedicated on January 25, 2001. FCC-POLLOCK consists of three 512 bed-housing units and operates with fully functional unit management system.

ADMISSION AND ORIENTATION PROGRAM

During the Admission and Orientation Program, you will receive a presentation from each department of this institution which provides inmate related services or programs. These presentations are intended to orient you to the institution operations, housing unit regulations, and available program opportunities. You will also receive a copy of the inmate rights and responsibilities and be informed of the institution's disciplinary system. Armed with the knowledge of what you can use to improve yourself, we ask that you participate in programs and follow all rules and regulations to create a positive environment.

ADMISSION

Upon arrival at FCC-POLLOCK, you will be processed through the Receiving and Discharge (R&D) area by an Inmate Systems Officer (ISO). The ISO will inventory any property, obtain your fingerprints and a current photo, perform a visual search, secure any monetary instruments, and provide you with an identification card which can also be used at the commissary. You will then be screened by medical staff and a member of unit management.

ORIENTATION

Upon arrival, you will be placed in the housing unit to which you will be permanently assigned. During your first five days in the unit you will attend Unit A&O with members of your Unit Team. In addition, within 30 days of arrival, you will attend Institution A&O which will consist of lectures by department heads and other staff members regarding various programs, services, policies, procedures, and regulations at this facility. You will be called to R&D to receive any property mailed from a previous institution.

You will be required to attend the entire session of A&O lectures and any call-out which are a part of the Admission and Orientation Program. Any lectures missed will be expected to be made up on the same day the following week. The material in this handbook will help you more quickly to understand what you will be encountering when you enter prison, and hopefully assist with your adjustment to institution life.

The mission of FCC-POLLOCK is to provide a safe, secure, humane environment, while providing work and other self-improvement opportunities. Our staff is proficient, will make competent professional decisions, and provide the professional service to which you are entitled while incarcerated. Our goals include maintaining a safe and humane environment for staff and inmates; and increasing the number of inmates achieving a successful re-integration into the community by offering more alternatives to the offender. When staff denies requests, the decision(s) will be based on policy, good judgment, and sound correctional practice, and will be explained to you. Line and supervisory staff will be available, accessible, and responsive to your requests for information or assistance, and we encourage you to make use of them to resolve problems.

EXECUTIVE STAFF

WARDEN

The Warden is responsible for the total operation of FCC-POLLOCK and delegate's responsibility to other senior staff members. He evaluates the input of various committees and has the final approval on institution transfers, halfway house assignments, and escorted trips. He makes the final decision only after the unit team has carefully evaluated the situation. The Warden or his representative is available to see inmates during the noon meal in the dining room, Monday through Friday from approximately 11:00 a.m. to 12:00 p.m. The Warden is vitally interested in the overall welfare of all inmates at FCC-POLLOCK.

ASSOCIATE WARDENS

Four Associate Wardens are assigned to the Complex. Their areas of responsibilities are as follows:

Correctional/Services/SIA	Unit Management	Employees	UNICOR
Psychology	CMC/ISM	Services	Education
Religious Services	Financial Management	Facilities	Recreation
Discipline Hearing Officer	Laundry, Commissary, & IIS	Health Services	
Associate Wardens' Secretary	Computer Services	Safety	

The Associate Wardens will discuss any questions you may have concerning the operations, programs, and services that are provided by any of the departments that fall within their area of responsibility. The Associate Wardens are available to see inmates during the noon meal, Monday through Friday, or will address your concerns through an "Inmate Request to Staff Member" form (cop-out).

ADMINISTRATIVE DUTY OFFICER

The institution also has an Administrative Duty Officer available at all times to assist in emergency situations. The Administrative Duty Officer is an executive level employee who works Monday through Friday.

DUTY OFFICER

The institution also has a Duty Officer available evening and weekends to assist in emergency situations. The Institution Duty Officer is a department head or assistant department head level employee who works Tuesday through Friday during the evening hours and regular day shifts the remainder of his or her tour as Duty Officer. The function of the Duty Officer is to act as the Warden's representative during non-business hours Monday through Friday, weekends and holidays.

SANCTIONS	
A.	Recommended parole date rescission or retardation.
B.	Forfeit earned statutory good time up to 50% or up to 60 days, which ever is less, and/or terminate or disallow extra good time.
B.1	Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (A good conduct time sanction may not be suspended).
C.	Disciplinary transfer (recommended)
D.	Disciplinary segregation (up to 30 days)
E.	Make monetary restitution
F.	Withhold statutory good time
G.	Loss of privileges: commissary, movies, recreation, etc.
H.	Change housing (quarters)
L.	Remove from program and/or group activity.
J.	Loss of job.
K.	Imposing inmate's personal property
L.	Confiscate contraband
M.	Restrict to quarters

CODE 3.0.0 SERIES

- 300 Indecent exposure
- 301 (Not to be used)
- 302 Misuse of authorized medication
- 303 Possession of money or currency, unless specifically authorized, amount or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work, or to accept a program assignment
- 307 Refusing to obey an order of any staff member. (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)
- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area.
- 317 Failure to follow safety or sanitation regulations.
- 318 Using any equipment or machinery which is not specifically authorized.
- 319 Using any equipment or machinery contrary to instruction or posted safety standards.
- 320 Failing to stand count
- 321 Interfering with the taking of count
- 322 (Not to be used)
- 323 (Not to be used)

## CODE 200 SERIES

- 200 Escape from unescorted Community Programs and activities & open institutions (minimum-security level) and from outside secure institutions -- without violence\*.
- 201 Fighting with another person  
(Not to be used)
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (including keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink  
(Not to be used)
- 210 (Not to be used)
- 211 Possessing any officer's or staff clothing.
- 212 Engaging in, or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.  
(Not to be used)
- 214 Introduction of alcohol into BOP facility.
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, or damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing/theft: this include data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill.
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 Making, possessing, or using intoxicants.
- 223 Refusing to breathe into a breathalyzer or take part in other testing for use of alcohol.
- 224 Assaulting any person (charged with this act only when a less serious physical injury or contact has been attempted or carried out by an inmate).
- 227 Use of telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number, third-party billing, using credit card to place telephone calls, conference calling, talking in code).
- 228 Interfering with a staff member in the performance of his duties. (Conduct must be of the High Severity nature.) This charge is to be used when another charge of high severity is not applicable.
- 229 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the High Severity nature.) This charge is to be used only when another charge of high severity is not applicable.

## CAPTAIN

The Captain is responsible for security and custody within the institution. The Captain is responsible for all correctional personnel and any questions concerning security should be addressed to the Captain. The Captain is available to see inmates during the noon meal, Monday through Friday, or will address your concerns through an "Inmate Request to Staff Member" form (Cop-Out).

## CLASSIFICATION AND THE UNIT TEAMS

FCC-POLLOCK operates with a decentralized Unit Management System. The units are self-contained inmate living areas that include both housing sections and office space for unit staff. Each unit is staffed by a unit team directly responsible for inmates living in that housing unit. The unit staff offices are located in the units to ensure staff and inmates are accessible to one another. The unit staff typically includes the Unit Manager, three (3) Case Managers, three (3) Correctional Counselors, and a Unit Secretary. Ordinarily, the Staff Psychologist, and Education Advisor will attend unit team meetings and will be considered as part of the Unit Team.

You will be assigned to a specific Unit Team, based on your living quarters, which will be made up of a Case Manager, Correctional Counselor and Unit Manager. Generally, the resolution of issues or other matters of interest while at the institution are most appropriately initiated with your Unit Team. Unit team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while in prison. Ordinarily, a member of the unit staff will be at the institution on weekdays from 7:30 a.m. to 9:00 p.m., and 7:30 a.m. to 4:00 p.m. during weekends and holidays. The unit team members usually schedule their working hours in such a manner that one of them will be available at times when inmates are not working.

## GENERAL FUNCTIONS OF UNIT STAFF

## UNIT MANAGER

Each of the functional units has a Unit Manager as an administrator. The Unit Manager directs and manages the housing unit and is responsible for the unit's operation and security, as well as planning, developing, implementing, and supervising individual programs designed to meet the particular needs of inmates in the unit. The Unit Manager supervises all staff in the unit and is available to both staff and inmates for consultation concerning any problems. Unit Managers oversee all unit programs and activities. They are department heads at the institution and have a close working relationship with other departments and personnel.

## CASE MANAGER

The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence, and other materials relating to the inmate's commitment. He/she is responsible to the Unit Manager on a daily basis and the Case Management Coordinator (a specialist or department affairs) with a reference to specialized training and duties. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager is a frequent member of the UDC.

## CORRECTIONAL COUNSELOR

The Correctional Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, sanitation, personal difficulties, and plan for the future. He/she plays a leading role in all segments of the unit's programs and is a voting member of the unit team. The Correctional Counselor is the individual to approach for daily problems. As a senior staff member, the Counselor provides leadership and guidance to other staff in the

unit. They hold major responsibilities for the security, safety, and sanitation of the unit. The Correctional Counselor is a frequent member of the UDC.

**UNIT SECRETARY**

The Unit Secretary performs receptionist, clerical, and administrative duties for unit staff. They assist the Case Manager in processing release documents and arranging release transportation. Some Unit Secretaries may also be available to provide notary services when documents have been reviewed by the Executive Assistant.

**UNIT OFFICER**

The Unit Officer has direct responsibility for the day-to-day supervision of inmates and enforcement of rules and regulations. The officer has safety, security, and sanitation responsibilities in the unit. Unit Officers are in regular contact with inmates in housing units and are encouraged to establish professional relationships with them, as long as such interaction does not interfere with their primary duties. Unit Officers are jointly supervised by the Unit Manager and the Captain (the Chief Correctional Supervisor) during their unit assignment.

**COMMUNICATIONS**

At FCC-POLLOCK, a unit staff member is available each day of the week and most evenings until 9:00 p.m. Their individual schedules will be posted on the unit bulletin boards. The unit bulletin boards also contain written communication of interest to inmates. Unit Managers are available to see inmates during the lunch hour to answer questions. Open House for unit team members is from 3:15 p.m.-3:45 p.m. daily.

**PROGRAM REVIEWS**

Program reviews (team meetings) will be held every 90 to 180 days, depending on the time remaining on your sentence. These meetings are held by your unit team to review your participation in programs, make recommendations, monitor work assignments, quarters sanitation, and discuss transfers, custody issues, and overall institutional adjustment.

**OPEN HOUSE (MAINLINE) PROCEDURES**

To resolve issues that you have not been able to solve with your unit team, all institution executive staff and department heads maintain an "open house policy" to assist you. Open house is during mainline (10:45 a.m. to 12:00 p.m.) in the dining room and in the Unit from 3:15pm-3:45pm daily with Unit Team members. It is stressed that you first attempt honest resolution of problems with your assigned unit staff, Correctional Counselor, Case Manager, and Unit Manager in that order, prior to addressing issues with executive staff. If an issue involves a department other than Unit Management, representatives from that department will be available weekdays during the lunch hour open house.

**TEAM PARTICIPATION IN PAROLE HEARINGS**

The Unit Team prepares progress reports and compiles other information from the inmate's central file for presentation with the United States Parole Commission or other appropriate agencies. Parole Hearings are held at FCC-POLLOCK on a seventeen-week cycle via video conference.

**DAILY INMATE LIFE**

**DRESS CODE**

Dress code procedures are as follows: Monday through Friday from 6:30 a.m. (breakfast meal) to 3:45 p.m. (recall), inmates must be dressed in khaki trousers and shirt anytime they are inside the corridor. The shirt must be tucked into the trousers prior to entering the corridor. Sweatshirts are not authorized to be worn over the khaki shirts. The only exception to the dress code is when inmates are actively participating in recreational activities. Wave caps are not

- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition. At FCC-POLLOCK, a razor blade is considered a weapon
- 105 Rioting
- 106 Encouraging others to riot
- 107 Taking hostage(s)
- 108 Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape attempt or to serve as a weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety. (e.g., hacksaw blade). Be advised that the unauthorized possession, manufacture, or introduction of electronic items, and components of electronic items, such as MP3 players, chargers, cell phones, and SIM cards, etc., constitutes a prohibited act under the inmate disciplinary system. Such unauthorized possession, manufacture, or introduction may be sanctioned as, among other things, a Code 108, Possession, Manufacture, or Introduction of a Hazardous Tool, or Conduct Which Disrupts and Interferes with the Security or Orderly Running of a BOP Facility.
- 109 (Not to be used)
- 110 Refusing to provide a urine sample or to take part in other drug-abuse testing.
- 111 Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.
- 112 Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.
- 197 Use of the telephone to further criminal activity.
- 198 Interfering with a staff member in the performance of his duties. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another Charge of greatest severity is not applicable

SANCTIONS	
A.	Recommended parole date rescission or retardation.
B.	Forfeit earned statutory good time up to 50% or up to 60 days, which ever is less, and/or Terminate or disallow extra good time.
B.1	Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (A good conduct time sanction may not be suspended).
C.	Disciplinary Transfer (recommended)
D.	Disciplinary segregation (up to 30 days)
E.	Make monetary restitution
F.	Withhold statutory good time
G.	Loss of privileges: commissary, movies, recreation, etc.
H.	Change housing (quarters)
I.	Remove from program and/or group activity.
J.	Loss of job.
K.	Impound inmate's personal property
L.	Confiscate contraband
M.	Restrict to quarters

**Sexual Contact is Defined As:**

The intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

**Remember:**

Sexual Assault is a Serious Crime. The BOP will investigate all reported incidents of sexual assault. If you are a victim of such an assault report it immediately. Staff will protect you from the assailant.

Staff or inmates who engage in sexual abuse or assault of inmates will be investigated by law enforcement authorities and if found guilty will be subjected to prosecution.

Any sexual act between inmates and staff (even when no objection is raised) is ALWAYS illegal.

**CONTACT OFFICES**

Department of Justice Office of the Inspector General P.O. Box 27606 Washington, D.C.	
Mid-Atlantic Regional Office 10010 Junction Dr., Suite 100-A Annapolis Junction, MD 20701	North Central Regional Office Gateway Complex Tower 11, 8th Floor - 4th & Avenue Kansas City, KS 66101-2492
South Central Regional Office 4211 Cedar Springs Road, Suite 300 Dallas, Texas 75219	Southeast Regional Office 3800 North Camp Creek Parkway, SW Building 2000 Atlanta, GA 30331-5099
Western Regional Office 7338 Shoreline Drive Spockton, California 95219	Central Office Federal Bureau of Prisons 320 First Street, N.W. Washington, D.C. 20534

**CODE OF PROHIBITED ACTS**

**CODE 100 SERIES:**

- 100 Killing
- 101 Assaulting any person (includes sexual assault) 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 carried out by an inmate)
- 102 Escape from escort, escape from a secure institution (low, medium, high an administrative type institutions); or escape from a minimum security level institution with violence \*
- 103 Setting a fire (charged with this act in this Category only when found to pose a threat to life or a threat of serious bodily harm or in Furtherance prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape, otherwise the charge is properly classified: code 218, or 329)

authorized to be worn outside of the housing units. Pants will be of the appropriate size. No oversize clothing will be permitted. Sagging of pants below the waist is not permitted.

Regardless of the type of clothing worn (shirts, sweats, etc.) inmates in any corridor of the institution must have their shirt tucked into their trousers at all time and non-prescription glasses are not permitted while in the corridors. Hats will not be worn inside any area of the institution except Food Service authorized workers on duty.

**SANITATION**

It is your responsibility to check your living area immediately after being assigned there and to report all damages to the Correctional Officer, Case Manager, Counselor, or Unit Manager. An inmate may be held financially liable for any damage to his personal living area. You are also responsible for sweeping and mopping your personal living area to ensure it is clean and sanitary. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. Pictures are not authorized to be taped to cell walls, cell windows, and windows to cell doors will not be blocked.

Toothpaste, toothbrushes, razors, and soap are issued at the institution laundry. You may purchase name brand items through the commissary. Linen may be exchanged at the institution laundry. Inmates may request clothing exchange by submitting a cop-out to the laundry.

**PERSONAL PROPERTY LIMITS**

Items that may be retained by an inmate are limited for sanitation and security reasons, and to ensure that excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the living area. Included in this booklet is a listing of authorized property. This list is not all-inclusive, but it is a guide to the kind of items you may be authorized at FCC-POLLOCK

**STORAGE SPACE**

Storage space in most units consists of an individual locker. Locks may be purchased in the institution commissary. The amount of property allowed each inmate is limited to those items that can be neatly and safely placed in the space designated. Under no circumstance will any material be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

**CLOTHING**

Civilian clothing of any type (except athletic apparel) is not authorized at FCC-POLLOCK. All clothing will be neatly stored in the individual locker. A limited number of personal sweatshirts and sweatpants are permitted. Individual washcloths and towels are issued to inmates. Authorized footwear includes one pair of composite shoes, one pair of shower shoes, and athletic shoes (as per policy). Footwear is to be stored neatly under the bed.

**SPECIAL PURCHASE ITEMS**

Some special purchase items are authorized as per commissary guidelines; however, only to the point where they can be neatly and safely stored in the inmate's locker.

**LEGAL MATERIAL**

You are allowed to maintain legal materials necessary for any current, ongoing litigation in which the inmate is the defendant or plaintiff. Legal materials should be reviewed by the inmate's Counselor and neatly stored in the inmate's locker. Excess is to be stored in the Legal Room.

**COMMISSARY ITEMS**

The total value of an inmate's accumulated commissary items (excluding special purchases) will be limited to the monthly spending limitation. Special limits may apply. For instance, one may not have in his locker more than 60 first class stamps at one time.

**FOOD STORAGE**

Food items that are left open create a health hazard and increase the potential for pests. These items must be properly sealed at all times. Empty containers may not be used for storage of other items and must be thrown away. Food Service items are not permitted in the cells.

**PUBLICATIONS**

An Inmate will be limited in the number of magazines that can be stored in the cell. Inmates have 90-days on magazines and 7-days on newspaper to read as of date of receipt or stamped. Nothing is to be lacked, stapled, or taped to any surface in your cell.

**RADIOS AND WATCHES**

You may not own or possess more than one approved radio and/or watch at any one time. Proof of ownership, through appropriate property receipts, will be required. Radios and watches may not have a value exceeding locally established limits. Radios with a tape recorder and/or tape player are not authorized. Radios and watches must be inscribed with your name and registration number. Any radio with an altered register number inscribed on the radio will be deemed contraband. Only Walkman-type radios are permitted. Inmates may not give any items of value to another inmate (i.e., radio, watch, sneakers, or commissary items).

**JEWELRY**

Inmates may have a plain wedding band (without stones) and, with prior approval, a religious medal without stones.

**UNIT RULES**

**BED ASSIGNMENT**

Upon your initial commitment to FCC-FOLLOCK, you will be given a bed assignment by a staff member. Normally, the Counselor has delegated authority to make any subsequent changes. Bottom bunk assignments will be based on seniority, medical needs, and additional factors such as clear conduct, FRP participation, etc. Inmates returning from writ or 'outside' medical treatment, and who previously had bottom bunk status, will be placed at the top of the seniority list.

In each cell, there is a duress alarm. It looks like a doorbell. You may activate the alarm at any time you feel you are in danger. The Unit Officer will respond to this alarm when activated. If at any time you falsely activate this as a distraction or a joke, you will receive disciplinary action.

**HOUSEKEEPING RULES**

The following rules and regulations have been established for safety, sanitation, and uniformity throughout the institution:

- \* "Lights On" will be at 6:00 a.m. Monday through Friday. All inmates will be responsible for their cells. All beds will be made by 7:30 a.m. Monday through Friday. You are responsible for making your bed by work call each day, even though it may be your day off work. Inmates who work in the evening or who are on their day off may lie back down on the made bed.
- \* All clothes will be hung or folded neatly inside the locker, which must be kept clean and uniform. Wastebaskets will be emptied, and floors will be swept and mopped daily. You are responsible for contraband found in your area, and for the cleanliness of your area, that includes the space under your bed and around your locker. You are prohibited from moving or altering your living area or locker or blocking the air vents. Absolutely NO items will be hung from the security bars, sprinkler heads, the bunk bed or covering any

**STAFF ON INMATE SEXUAL ASSAULT/ABUSE:**

Engaging in, or attempting to engage in a sexual act with any inmate or the intentional touching of an inmate's genitalia, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person.

**INAPPROPRIATE CONDUCT BY STAFF:**

The Standards of Employee Conduct prohibit employees from engaging in, or allowing another person to engage in, sexual behavior with an inmate. Sexual behavior can include, but is not limited to indecent, profane, or abusive language or gestures, and inappropriate visual surveillance of inmates. Making sexually offensive comments or gestures, or engaging in physical conduct of a sexual nature with an inmate. Influencing, promising or threatening an inmate's safety, custody, privacy, housing, privileges, work detail or program status in exchange for sexual favors.

It is NEVER appropriate for a staff member to make sexual advances, comments or to engage in sexual contact with an inmate. Even if the inmate wants to be involved with the staff member, the staff member is not allowed to respond. It is not appropriate for an inmate to approach a staff member sexually.

**STATUTORY DEFINITIONS:**

The following statutes prohibit sexual behaviors by staff and inmates:

**Aggravated Sexual Abuse (18 U.S.C. § 2241):**

Whoever, in a Federal prison, knowingly causes another person to engage in a sexual act or by using force against that person; or by threatening or placing that other person in fear that any person will be subjected to death, serious bodily injury, or kidnapping; or attempts to do.

By other means: Whoever, in a Federal prison, knowingly renders another person unconscious and thereby engages in a sexual act with that other person; or administers to another person by force or threat of force, or without the knowledge or permission of that person, a drug, intoxicant, or other similar substance or attempts to do so and thereby, substantially impairs the ability of that other person to appraise or control conduct and engages in a sexual act with that other person.

**Sexual Abuse (18 U.S.C. § 2242):**

Whoever, in a Federal prison, knowingly causes another person to engage in a sexual act by threatening or placing that other person in fear or attempts to do so; or engages in a sexual act with another person or attempts to do so if that person is incapable of appraising the nature of the conduct or physically incapable of declining participation in, or communicating unwillingness to engage in, that sexual act.

The following criminal provisions are only applicable to sexual misconduct by staff members.

**Sexual Abuse of a Warden (18 U.S.C. § 2243(b)):**

Whoever, in a Federal Prison, knowingly engages in a sexual act or attempts to do so with another person who is in official detention; and under the custodial, supervisory, or disciplinary authority of the person so engaging.

**Abusive Sexual Contact (18 U.S.C. § 2244):**

Whoever, in a Federal prison, knowingly engages in sexual contact with another person without that other person's permission.

**Terms Defined (18 U.S.C. § 2246):**

Sexual Act is defined as: Contact between the penis and the vulva or the penis and the anus; contact occurs upon penetration, however slight; contact between the mouth and the penis, the mouth and the vulva, or mouth and the anus; or the penetration, however slight, of the anal or genital opening by another by a hand or a finger or by any object with the intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

counsel you. If you feel that you need help to keep from sexually assaulting someone else, psychological services are available to help you gain control these impulses.

**ABOUT YOUR SAFETY:**

If you feel that your right to be left alone sexually is being violated, staff are available to help you deal with this problem. You should feel free to discuss your concerns about sexual assault with any staff member. Some staff, like psychologists, is specially trained to help you deal with problems in this area. If you are in an emergency, approach any staff member. It is part of their job to ensure your safety. Even if you have not been assaulted or abuse, but are in fear for your safety, you must report your concerns to staff. You do not have to name other inmates to receive assistance, but specific information may make it easier for staff to help you.

**AVOIDING SEXUAL ASSAULT:**

Here are some things you can do to protect yourself against sexual assault:

- \* 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 substance such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
- \* Be direct and firm if others ask you to do something you do not want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- \* Stay in well-lit areas of the institution.
- \* Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities you self.
- \* 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.

**PRACTICAL DEFINITIONS:**

The following practical definitions and examples are provided as general descriptions of behaviors that are inappropriate. Other state and federal statutes may prohibit this conduct. Inmate-on-Inmate Sexual Abuse/Assault: One or more inmates engaging in, or attempting to engage in a sexual act with another inmate or the use of threats, intimidations, inappropriate touching, or other actions and/or communications by one or more inmates aimed at coercing and/or pressuring another inmate to engage in a sexual act. Sexual acts or contacts between inmates, even when no objections are raised, are prohibited acts.

**Prohibited Acts:**

Inmates who engage in inappropriate sexual behavior with or direct it at others, can be charged with the following prohibited acts under the inmate disciplinary policy.

Code 101 / (A)	Sexual Assault
Code 205 / (A)	Engaging in a Sex Act
Code 206 / (A)	Making a Sexual Proposal
Code 221 / (A)	Being in an Unauthorized Area with a Member of the Opposite Sex
Code 300 / (A)	Indecent Exposure
Code 404 / (A)	Using Abusive or Obscene

windows or light fixtures. No items will be placed on the outside of your locker or the wall areas. Possession of nude or sexual suggestive photographs is prohibited.

- \* Inmates will not deposit trash on the floors, will not leave refuse in the activity rooms, and will use the trash receptacles which are available. No inmate is permitted to possess any type of heating or electrical device in his living area. Housing inspections are conducted daily by the Unit Officer and Counselor and weekly by the Institution Duty Officer and Unit Manager.

- \* Publications are identified as magazines and newspapers. Inmates may receive soft-cover publications (for example, paperback books, newspaper clippings, magazines, and other similar items) only from the publisher, from a book club, or from a bookstore. The Unit Manager may make an exception to the provisions of the above paragraph if the publication is no longer available from the publisher, book club, or bookstore. The Unit Manager shall require that the inmate provide written documentation that the publication is no longer available from these sources. The approval of any request for an exception is to be documented, in writing, on an Authorization to Receive a Package which will be used to secure the item.

- \* Inmates may not receive more than five publications or soft covered books in any one package. Hard covered books are limited to a total of five in your possession. All publications must come from a publisher or bookstore. In addition to this, each inmate may have one dictionary, one religious book, and other materials checked out from the Education Department.

- \* All inmate property is to be stored inside the locker. It is the responsibility of the inmate to limit his property so it fits into the assigned locker. Excess property is considered a fire hazard and a sanitation concern and any excess property will be considered contraband and could result in disciplinary action. Inmates will not create additional storage space, such as storing property under their bed or in boxes, unless advance written permission is granted by the Unit Manager. You are responsible for any item inside your cell. Items not authorized and found in a neutral area in your cell will result in disciplinary action for all occupants of that cell.

- \* Personal property for inmates on Writ, those receiving "outside" medical treatment longer than three days, will be stored in Receiving and Discharge. No property, personal or issued, will be temporarily transferred to other inmates for safekeeping.

- \* Appropriate dress is required when exiting your cell or the shower areas. You may be allowed to wear a robe to and from the shower and restroom areas only. Otherwise, pants, shirts, and footwear, at a minimum, will always be worn in the common areas of the units. Sanitation supplies for the maintenance of the living areas will be made available by the Correctional Officer. No personal cleaning supplies will be maintained by inmates.

- \* Inmates desiring to have their cells sprayed for pests should submit an "Inmate Request for Pest Control" form which can be obtained from their Counselor.

- \* All new commitments, except for the times they attend A&O lectures, are responsible for assisting the Unit Orderlies.

- \* Ice machines and microwaves ovens are provided in the unit for inmate use. No items are to be stored in the ice machines at any time. Food and other contraband items found inside the ice machine constitute a health hazard and violation of this rule could result in the de-activation or removal of the ice machine for an indefinite period. Any misuse of the microwave could also result in the removal of the microwave.

- \* Smoking is strictly prohibited throughout the institution.
- \* Absolutely no visiting between cells, pods or housing units will be permitted. Any inmate discovered in a cell housing unit, or pod that he is not assigned will receive an incident report.

- \* Each cell is equipped with two chairs that are engraved with the room number where the chair belongs. You will be permitted to take your chair to the common areas inside the unit. Under no circumstances are you to leave the unit without first securing your chair inside your room. No chair will be allowed on the upper tier walkways.
- \* On the day of your release, all clothing and bed linens must be taken to clothing issue. Clean your living area for the next person to use.
- \* NOTE: Violation of any of the above rules could result in disciplinary action.

In order to minimize maintenance cost, permit uniform inspections, search procedures, and maintain orderly congregate living, FCC-POLLOCK imposes reasonable regulations on an inmate's conduct and furnishings in housing units. Housing unit rules will be posted on the unit bulletin boards.

**ADDITIONAL TYPICAL RULES**

- \* No cell door-wedges utilized to keep the door closed are permitted
- \* Cell doors must be closed during the daytime (Monday through Friday) when inmates are not in them.
- \* Orderlies are to be available throughout the workday and are responsible for the unit sanitation. However, everyone is responsible for cleaning up after him or herself. Trash and wastebaskets are to be emptied prior to work call each day, normally at 7:30 a.m.
- \* On weekends, beds will be made whenever inmates are awake or gone from the cell. At no time will a mattress be removed from a bunk and placed on the floor.
- \* Showers are available each day, but inmates may not be in the shower during an official count. Food service workers and others with irregular work shifts may shower during the day as long as showering does not interfere with the cleaning of the unit.
- \* Removal of food from the dining room is not permitted. No items are authorized for entry with an inmate in to the dining hall.
- \* Approved safety shoes must be worn on the job, including orderly positions in the unit.
- \* Tennis-shoes and loafers are not authorized in work areas but may be worn in the dining area.
- \* Unit televisions may be viewed during established off-duty hours, which generally coincide with the hours cells are unlocked. During normal working hours, the television may be viewed at the discretion of the Unit Officer.
- \* Inmates may play cards and approved games during established hours, providing that appropriate noise levels be maintained.
- \* Inmates must carry their identification card anytime they are outside of the housing unit.

**WAKE - UP**

General wake-up for all inmates is 6:00 a.m. The Unit is called to breakfast by the Correctional Supervisor on the basis of a rotating schedule. The Unit Officer will announce breakfast when notified, and the Control Center will announce meal times. Inmates are given five minutes to leave the Unit if they desire breakfast. It is the inmate's responsibility to leave the unit for work. Late sleepers who are unable to maintain adequate sanitation or unable to arrive at work on time are subject to disciplinary actions.

**CLOTHING EXCHANGE & LAUNDRY**

Issued clothing, linen, towels, etc. are exchanged on a one-for-one basis at the Laundry Room. The schedules for exchange are posted on unit bulletin boards and laundry. FCC-POLLOCK allows inmates to retain additional items of personal clothing, i.e. recreation T-shirts, shorts, and socks. In those cases, the inmate(s) may send personal items in a laundry bag on the designated day to be laundered. Laundry bags should contain clothing, personal, or

physical evidence of assault. The individual who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported.

**REPORT SEXUAL ASSAULT:**

It is important that you tell a staff member if you have been sexually assaulted. 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 the reported information confidential any only discuss it with the appropriate officials on a need to know basis. There are however, other means to confidentially report the assault 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 sexual misconduct. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.

**ADMINISTRATIVE REMEDIES:**

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 to the Office of the Inspector General (OIG), which investigates allegations of staff misconduct. The OIG address is:

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

**SEEK MEDICAL HELP:**

If you have been sexually assaulted, you must get medical attention immediately. Although it may be difficult, it is important that you do not shower after the assault. Showering may wash off the hair and body fluids which are critical evidence. Also, bring the cloths and underwear that you had on at the time of the assault to the medical exam with you. You will be checked for the presence of physical evidence that supports your allegation. A medical professional will perform a pelvic and/or rectal examination to obtain samples of or document the existence of physical evidence such as hair, body fluids, tears, or abrasions that remain after the assault. This physical evidence is crucial in corroborating the sexual assault occurred and in identifying the assailant. The examination will be conducted privately and professionally.

You should seek medical help if you have been sexually assaulted or had sexual relations with others, to determine if you have been exposed to the HIV virus or other sexually transmitted diseases. Female offenders will be tested for pregnancy when appropriate.

**INVESTIGATIVE PROCESSES:**

Once the misconduct 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 extent of the misconduct. 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. Any inmate who alleges that he or she has been sexually assaulted shall be offered immediate protection and will be referred for a medical examination.

**COUNSELING SERVICE FOR VICTIMS:**

If you have been the victim of an assault by staff or inmates, you may seek counseling and/or advice from a psychologist or chaplain. Crisis counseling, coping skills, suicide prevention, and mental health counseling are all available to you. Most people need help to recover from the emotional effects of sexual assault. If you are the victim of a sexual assault, (whether recent or in the past), psychology staff are available to



## SEXUAL ABUSE PREVENTION

U.S. Department of Justice  
Federal Bureau of Prisons  
Sexual Abuse/Assault  
Prevention and Intervention  
An Overview for Offenders  
October 1998

## WHAT IS SEXUAL ABUSE/ASSAULT?

According to the Federal Bureau of Prisons (BOP) Program Statement on Sexual Abuse/Assault Prevention and Intervention Programs,  
Inmate-on-inmate Sexual Abuse/Assault is: one or more inmates engaging in, or attempting to engage in a sexual act with another inmate or the use of threats, intimidating, inappropriate touching, or other actions and/or communications by one or more inmates aimed at coercing and/or pressuring another inmate to engage in a sexual act.

## STAFF ON INMATE SEXUAL ABUSE/ASSAULT IS:

Engaging in, or attempting to engage in a sexual act with any inmate or the intentional touching of an inmate's genitalia, anus, groin, breast, inner thigh, or buttocks with the intent of abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person.

Sexual abuse/assault of inmates by staff or other inmates is an inappropriate use of power and is prohibited by BOP policy and the law.

## SEXUAL MISCONDUCT BY STAFF IS:

Sexual behavior between a staff member and inmate which can include, but is not limited to indecent, profane, or abusive language or gestures and inappropriate visual surveillance of inmates.

## RIGHT TO BE SAFE FROM SEXUAL ASSAULT:

While you are incarcerated, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual assault or pressure to engage in unwanted sexual behavior regardless of your age, size, race, and ethnicity. Whether you are straight, gay, lesbian, or bisexual, you have the right to be safe from unwanted sexual advances and acts.

## CONFIDENTIALITY:

Information concerning the identity of an inmate victim reporting a sexual assault, and the fact of the report itself, shall be limited to those who have a need to know in order to make decisions concerning the inmate-victim's welfare and for law enforcement/investigative purposes.

## WHAT TO DO IF SEXUALLY ASSAULTED:

If you become a victim of a sexual assault, you should report it immediately to staff that will offer you immediate protection from the assailant and will refer you for a medical examination and clinical assessment. You do not have to name other inmates or the staff member to receive assistance, but specific information may make it easier for staff to help you. You will continue to receive protection from the assailant, whether or not you have identified your attacker or agree to testify against them. Even though you may want to clean up after the assault, it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom. Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases and gather any

institutional only, no tennis shoes, or boots. Under NO circumstances will clothing be altered from its original condition. You will not be allowed to alter the method of wearing your clothing in any of the following manners: wearing clothing inside out, "Sagging and Dragging" or cutting pants legs. "Do-Bags" will not be worn in any areas of the institution other than the housing unit. Sunglasses will not be permitted to be worn inside any building.

\* Laundry bags are not allowed to be left on the floor in the corridors. A shelf is provided to hold your laundry bag—linen if attending the breakfast meal. Inmates are not allowed to bring laundry or linen into Food Service dining room.

## COMMISSARY

Inmates' funds are retained by the institution in a trust fund from which the inmate may withdraw money for personal spending in the institution commissary, family support, or other approved purposes. Accumulated institutional earnings and monies sent from outside are given to the inmate upon release or may be mailed home. The complex uses point-of-sale computerized commissary withdrawal system that simplifies purchasing and gives the inmate an improved, up-to-date record of all account activity. The commissary access time for inmates is based on housing unit assignment. The schedule is posted in the unit. It is the inmate's responsibility to know the amount of money available in his commissary account.

An inmate may check on the balance of his account by utilizing the computerized ITS system and the ATM machine located in the East Corridor next to the Commissary lobby. The ATM machine is available for use with a PIN number only during Commissary sales periods. Borrowing commissary items from other inmates is not allowed. Items such as tennis shoes, gym clothes, sweat suits, and radios are stocked in the commissary.

## SPENDING LIMITATION

An inmate is permitted to spend a maximum dollar amount of (\$290.00) a month, however you may spend up to \$145.00 a week, for regular purchase to include any amount for special purpose items. Once a month, each inmate's account is "validated." That is, the spending period begins with the validation. Validation dates will be posted.

## DEPOSITS TO ACCOUNTS

Deposits to commissary accounts from outside sources may be made only through the Bureau Wide Collections Program (Lockbox) or the Western Union Quick Collect Send Form. Deposits to the Lockbox may be made in the form of United States Postal Money Orders, United States Treasury Check, state, county or municipal checks, U.S. Government issued drafts, checks from privately contracted correctional facilities, cashier's checks, domestic money orders, postal money orders issued by Anguilla, Antigua, Barbuda, Bahamas, Barbados, Belize, British Virgin Islands, Curacao, Dominica, Grenada, Montserrat, St. Christopher, Nevis, St. Lucia, St. Vincent, The Grenadines and Canadian postal money orders (if they are addressed to a payee within the United States and the amount is expressed in United States Currency). Checks or money orders must be made out in the inmate's name and the inmate's registration number should be included. NO personal checks will be accepted. All non-domestic or foreign checks will be held to 30 to 60 days at the Lockbox's discretion before being posted. All non-government checks and non-postal money orders will be held 15 days before being posted. All funds to be deposited via the Lockbox must be mailed to the following address:

Federal Bureau of Prisons
Inmate's Name:
Inmate's Reg. No.
Post Office Box 474701
Des Moines, Iowa 50947-0001

Individuals wishing to deposit funds to an inmate's commissary account via Western Union Quick Collect Send Form may contact Western Union to find an agent at 1-800-325-0000, use the website [www.westernunion.com](http://www.westernunion.com), or use a credit/debit card at 1-800-634-3422. The sender will need the following information.

Inmate's Name:
Inmate's Register Number:
City Code: (FBOF)
State Code: (DC)

Funds deposited via Western Union Quick Collect will be posted to the inmate's account within two to four hours when the funds are sent between the hours of 7:00 a.m. and 9:00 p.m. (EST) seven days a week including holidays. Funds received after 9:00 p.m. (EST) will be posted by 9:00 a.m. the following day.

**COMMISSARY FUND WITHDRAWALS**

A standard form is provided by the institution for the withdrawal of inmate funds from commissary accounts (BP-199). Unit Managers can approve withdrawal from the trust fund account to send funds to dependents and other family members. The Unit Manager can also approve withdrawals for the payment of fines, restitution for losses, legitimate debts, and other obligations such as court fees, attorney fees, birth certificates, expenses for escorted trips, bedside visits, escorted funeral trips, and the purchase of legal books. Only the Associate Warden can approve inmate contributions to recognized charities and withdrawals exceeding \$250.00. Withdrawals for education a leisure time items are approved by the Supervisor of Education.

**SECURITY PROCEDURES**

**EMERGENCY SITUATIONS**

In an emergency where Staff is responding through the corridors, all inmates will get against the wall and face the wall while Staff is responding. Failure to comply with the procedure may lead Staff to believe you are involved with the situation at hand or are attempting to keep staff from responding. Failure to comply with these instructions will lead to disciplinary action. Any time the Verbal Warning System is activated from the center compound tower, all inmates are to lie down on the ground and comply with staff orders. Inmates are to clear walkways on the compound and not to block the avenues of response. Refusal to comply with these instructions will lead to disciplinary actions. Inmates may return to normal operation status when the emergency has been cleared by staff and are instructed to resume with normal activities. The center tower has the obligation to take necessary action to curtail or stop violent situations on the compound between inmates or inmate and staff. If the officer believes there is a threat of loss of life or serious injury, the officer is authorized to use less lethal munitions or lethal munitions to stop such actions. The verbal warning system acts as instructions and warning to

provided with a full-time staff member of his choice to represent him if requested. An inmate may make statements in his own defense and may produce documentary evidence. The inmate may not question a witness. An inmate may submit a list of questions for the witness or witnesses to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

The inmate has the right to be present throughout the DHO Hearing, except during deliberations. The inmate charged may be excused during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for the delays must be documented in the record of the hearing. Final disposition is made by the DHO.

**APPEALS OF DISCIPLINARY ACTIONS**

Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. Appeals regarding UDC sanctions are made to the Warden (BP-9). Appeals are made to the Regional Director (BP-10), and the General Counsel (BP-11). On appeal, the following items will be considered:

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

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

**CONCLUSION**

Hopefully this information will assist you in your first days in federal custody. You should feel free to ask any staff member for assistance, particularly your unit staff. Additionally, you may utilize the open door procedure during the lunch hour (11:00 am to 12:00 noon-Monday through Friday) inside the dining room. Again, it is stressed that you first attempt honest resolution of your problem with your assigned unit team.

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

The other option for community-based residential programming is local detention facilities. Some local jails and detention centers are used to confine offenders serving short sentences. Many have work release programs where an offender is employed in the community during the day and returns to the institution at night.

These facilities may also be used for offenders sentenced to terms of intermittent confinement such as nights, weekends, or other short intervals. Some local facilities have work release programs similar to the Community Corrections component in a RRC serving as the transition from the institution to the community.

## DISCIPLINARY PROCEDURES

### DISCIPLINE

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

### INMATE DISCIPLINE INFORMATION

If a staff member observes or believes he or she has evidence that an inmate committed a prohibited act, the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against the inmate. The incident report shall ordinarily be delivered to the inmate within 24 hours of the time staff became aware of the inmate's involvement in the incident. An informal resolution of the incident may be attempted by the Correctional Supervisor.

If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the greatest severity category. Violation in the greatest severity category must be forwarded to the Discipline Hearing Officer for final disposition. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an initial hearing.

### INITIAL HEARING

Inmates must be given an initial hearing within three working days of the time staff became aware of the inmate's incident. The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence in his behalf. The UDC must give its decision in writing to the inmate by the close of business the next workday. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension. The UDC will either make final disposition of the incident or refer it to the Discipline Hearing Officer (DHO) for final disposition.

### DISCIPLINE HEARING OFFICER (DHO)

The Discipline Hearing Officer (DHO) conducts disciplinary hearing on serious rule violations. The DHO may not act on a case that has not been referred by the UDC. An inmate will be provided with advance written notice of the charges not less than 24 hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be

stop any disruptive action or lethal force may be used. The system states you must stop your actions or you may be shot.

### COUNTS

It is necessary for staff to count inmates on a regular basis. During a count, inmates are expected to stay quietly in their cells until the count is announced as clear. At FCC-POLLOCK, you are expected to be standing at bedside daily during the 4:00 p.m. stand-up count and during the 10:00 a.m. weekend stand-up official count.

Official counts will ordinarily be taken at 12:10 a.m., 3:00 a.m., 5:00 a.m., 4:00 p.m., and 10:00 p.m. each day, and an additional count at 10:00 a.m. on weekends and federal holidays. Other counts occur when they may be deemed necessary.

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

At various times staff will conduct picture "bed book" counts. Each inmate is required to have the light on in the cell. When staff approaches the cell door, each inmate will state their name and registration number to the counting staff members.

### LOCKDOWN

Lock down (the locking of all cell doors) in housing units are at 9:55 p.m. every day, followed by the 10:00 p.m. secure count.

### CALL-OUTS

Call-outs are a scheduling system for all appointments (which include hospital, dental, educational, team meetings, and other activities) which are posted each day on the unit bulletin boards after 4:00 p.m., on the day preceding the appointment. It is the inmate's responsibility to check for appointments on a daily basis. ALL SCHEDULED APPOINTMENTS ARE TO BE KEPT. If you are in need of routine medical attention, you ordinarily will have to go to the hospital that morning between the hours of 6:30 a.m. and 7:30 a.m. and sign up for sick call. Illnesses of an emergency nature are exceptions and are handled accordingly.

### MOVEMENT PROCEDURE SCHEDULES

A procedure called activity movement will regulate all movements throughout the institution. The purpose of controlled movement is to ensure that the movement of inmates is conducted in an orderly manner. The beginning and end of each move will be announced by the Control Center. The following is an updated movement procedure schedule.

### MAINLINE PROCEDURES

All mainline meal rotations will be conducted by unit with the rotation based upon the sanitation score for each of the four pods, for one total score.

No more than two pods will be moved to Food Service at one time. Once the unit has been called, inmates will have five minutes to exit the unit and the unit slider will be closed. Once an inmate is processed thru the service line, 10 minutes will be allowed to finish the meal and depart Food Service. Movement out of Food Service will be to the housing units only. The yard will remain closed during mainline to all recreation activity. Inmates must remain on the sidewalk; continue to move and no loitering.

During the noon meal, UNICOR will eat separately from the units. Upon completion, they will report to work. Inmates working UNICOR are not authorized to return to the housing units. Facilities inmates will be released for mainline prior to the first unit being called during the noon meal. Facilities inmates are not authorized to return to the housing units, they must report directly back to work upon completion of their meal.

Prior to the evening meal and after a clear institution count, a five-minute one-way move to indoor programs areas will be conducted. This includes Education, indoor Recreation, and the law library. Inmates reporting to these areas are choosing not to eat the evening meal. Inmates will not be released from the indoor programs areas until mainline is completed.

Friday only - Inmates involved in Jumah prayer will have a one-way move to mainline at 11:45 a.m. and upon completion of their meal a Jumah prayer move to the Chapel will occur.

#### WORK AND PROGRAM MOVEMENT

UNICOR and Education morning programming will be conducted first. All inmates coming out of the unit during this move must be in full khaki uniform. This movement includes Education classes, law library, leisure library, Education workers, Psychology, and chapel orderlies. Inmates will have five minutes to depart the units; unit doors will then be secured. The yard will be secured of all inmates prior to the next work call being conducted.

Facilities, Safety, Health Service, ISM and Barber Shop work call will be conducted next. This is a one-way move out of the units. Inmates must be in full work uniform. Inmates will have five minutes to depart the units; unit doors will then be secured.

The Recreation yard remains closed during all work calls.

During the normal workweek, a one-way move to indoor recreation will then be conducted and outdoor recreation move is called. Inmates will have five minutes to depart the units; unit doors will then be secured.

Prior to allowing an inmate to enter the housing unit, Staff will require the inmate to produce their photo identification prior to allowing entrance into the area. The verification of photo identification will allow staff to ensure inmates are not attempting to enter a unit in which they do not live.

#### WEEKEND AND HOLIDAY MOVEMENTS

Once the 10:00 a.m. count has cleared a one-way move to all programs areas and indoor Recreation will occur. Inmates will have five minutes to depart the units; unit doors will then be secured. Once all inmates have been received, the programs doors will be secured. Inmates choosing to go to the programs areas and indoor Recreation are choosing not to attend mainline.

#### RECREATION MOVEMENTS

After the completion of the evening meal, the Tower 8 gates will be secured. A five-minute one-way move to outdoor Recreation will be conducted. After five minutes, the unit doors will be secured. Inmates will be restricted to one yard after the move is closed.

After completion of the evening meal, the Tower 8 gates will be secured. A five-minute one-way move out of the unit will be announced. After five minutes, the unit doors will be secured. Prior to yard recall, the Tower 8 gates will be opened for five minutes for inmates to return to the yard in which their housing unit is located. Once the Tower 8 gates are secured, yard recall will be announced and the unit doors will be opened.

On weekends and holidays, the Recreation schedule will remain the same as during the evening hours. This will allow inmates to participate in Recreation activities on each yard, yet restricting inmates from being able to enter other housing units. In addition, the three yards will remain secured after the movement closed to be able to monitor inmates' activity to prevent inmates from moving from yard to yard.

If any changes or editing is made to the above referenced Movement Schedules, they will be posted in the bulletin boards in all the housing units.

This waiver will be made part of the Parole Commission filed and the inmate's central file. All inmates who previously waived a parole hearing are eligible to appear before the parole board at any regularly scheduled hearing after they waive. Application for a parole hearing must be made at least 60 days before the first day of the month of the hearing. The parole board conducts hearing at FCC-POLLOCK on a 17-week cycle. Hearings are held via video conference.

Application to the Parole Commission for a hearing is the responsibility of the inmate, but in certain cases, the unit team will assist the inmate if necessary. Application forms may be obtained from Case Managers.

Following the hearing, the inmate will be advised of the tentative decision reached in the case by the hearing examiner. The recommendations of the hearing examiner must be confirmed by the Commissioner. The confirmation usually takes three weeks and is made through the mail on a form called a "Notice of Action." This decision may be appealed by the inmate unless it is a DC Superior case which is non-applicable. Forms for appeal may be obtained from Unit Case Managers. If granted a presumptive parole date (a parole date more than six months following the hearing), a parole progress report will be sent to the parole board nine months before the parole date. Parole may be granted to a detainee or for the purpose of deportation.

#### RESIDENTIAL REENTRY CENTER (RRC)

Inmates who are nearing release, and who need assistance in obtaining a job, residence or other community resources, may be transferred to a RRC.

The Bureau's Community Corrections Branch, within the Correctional Program Division, supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Community Corrections Manager (CCM) links the Bureau of Prisons with the United States Court, other federal agencies, state and local government, and the community. Located strategically throughout the country, the CCM is responsible for developing and maintaining a variety of contract facilities and programs working under the supervision of the appropriate Regional Community Correctional facilities.

#### COMMUNITY BASED RESIDENTIAL PROGRAM

The community - based residential programs available include both typical community corrections centers and local detention facilities.

Each provides a suitable residence, structured program, job placement, and counseling while monitoring the offender's activities. They also provide drug testing and counseling, and alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement.

Most Bureau of Prisons community - based residential programs are provided in Residential Reentry Centers (RRC's). These facilities contract with Bureau of Prisons to provide residential programs near the offender's home community. RRC's are used primarily for three types of offenders:

Those nearing release from a BOP institution, as a transitional service while the offender is finding a job, locating a place to live, and re-establishing family ties.

Those under community supervision who need guidance and supportive services beyond what can be provided through regular supervision

Those serving short sentences of imprisonment and terms of community confinement.

job, or if good time was terminated for any reason, the time that the inmate is not earning good time does not count in calculation of the first 12 months).

If the beginning or termination date of an extra good time award occurs after the first day of the month, a partial award of day is made. An inmate may be awarded extra time even though some or all of the inmate's statutory good time has been forfeited or withheld.

Extra good time is not automatically discontinued while an inmate is hospitalized, on furlough, out of the institution on a Writ of Habeas Corpus, or removed under the Interstate Agreement on Detainers Act.

Extra good time may be terminated or disallowed during such absences if the Warden finds that the inmate's behavior warrants such action.

An inmate committed for civil contempt is not entitled to extra good time deduction while serving the civil contempt sentence.

An inmate in an extra good time earning status may not waive or refuse extra good time credits.

Once extra good time is awarded, it becomes vested and may not be forfeited or withheld or retroactively terminated or disallowed.

L U M P S U M A W A R D S

Any staff member may recommend to the Warden the approval of an inmate for a lump sum award of extra good time or a monetary award depending on the eligibility of the inmate. Such recommendations must be for an exceptional act of service that is not a part of a regularly assigned duty. The Warden may make lump sum awards of extra good time of not more than 30 days. If the recommendation is for more than 30 days and the Warden agrees, the Warden will refer the recommendation to the Regional Director, who may approve the award.

No award will be approved if the award would be more than the maximum number of days allowed under USC 4102. The actual length of time served on the sentence including jail credit time, is the basis on which the maximum amount of the award is calculated. Any extra good time already earned will be subtracted from this stated maximum. Staff may recommend lump sum awards of extra good time for the following reasons:

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

#### P A R O L E

Parole is release from incarceration under conditions established by the United States Parole Commission. Parole is not an act of clemency. A parolee remains under the supervision of a United States Probation Officer until the expiration of his full term.

Inmates are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment (EXCEPTIONS: inmates sentenced before September 6, 1977, and inmates with a minimum parole eligibility of ten years). If the inmate chooses not to appear before the Parole Board within the first 120 days of commitment, a waiver must be given to the Case Manager prior to the time of the scheduled parole hearing.

#### C O N T R A B A N D

Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels, or purchased through the commissary. All staff members are alert to the subject of contraband and make an effort to locate, confiscate, and report contraband in the institution. Any item in an inmate's personal possession must be authorized, and a record of the receipt of the item should be kept in the inmate's possession. Inmates may not purchase radios or any other items from another inmate.

Items purchased in this manner are considered contraband and will be confiscated. An altered item, even if approved or issued, is considered contraband. Altering or damaging government property is a violation of institutional rules, and the cost of the damage will be levied against the violator.

#### S E A R C H E S

Any staff member may search you or your living area to retrieve contraband or to prevent the introduction of contraband at any time. When staff is searching a living area, the inmate is required to leave that area. The property and living area will be left in the same general condition as found as much as possible. You are also subject to personal searches when staff determines it is appropriate.

#### D R U G S U R V E I L L A N C E

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 for this program and the inmate does not do so, that inmate will be subject to an incident report. Specially trained dogs may also be used for periodic inspections.

#### O U T O F B O U N D S A R E A S

Any area(s) marked as "OUT OF BOUNDS" or "STAFF ONLY" is unauthorized for all inmates without a staff escort. Areas marked with red lines painted on the sidewalks are considered out of bounds during non-movement periods. Any inmate caught in an Unauthorized Area will be subject to disciplinary action.

#### A L C O H O L D E T E C T I O N

Random samples of the inmate population are tested on a routine basis, as well as those affected of alcohol use. A positive test will result in an incident report. Refusal to submit to the test will also result in an incident report.

#### F I R E P R E V E N T I O N A N D C O N T R O L

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

#### M A X I M U M C U S T O D Y L I M I T A T I O N S

Inmates with "MAX" custody status may be limited to, or restricted from certain jobs assignments or from certain areas for security purposes.

#### S P E C I A L H O U S I N G U N I T S T A T U S

There are two statuses of special housing. These are Administrative Detention and Disciplinary Segregation. Administrative Detention separates an inmate from the general population. To the extent practical, inmates in Administrative Detention shall be provided with the same general privileges inmates in general population. An inmate may be placed in Administrative Detention when the inmate is in holdover status during transfer, is a new commitment pending

classification, is pending investigation or a hearing for a violation of Bureau regulation, is pending investigation or trial for a criminal act, is pending transfer for protection, or is finishing confinement in Disciplinary Segregation.

Disciplinary Segregation is used as a sanction for violations of Bureau rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Inmates placed in Disciplinary Segregation are provided with a blanket, a mattress, a pillow, toilet tissue, and shaving utensils (as necessary). Disciplinary Segregation inmates will be separated from Administrative Detention inmates.

#### SAFETY, SANITATION & REGULATIONS (SHU)

\* All beds will be made by 7:30 a.m. This will consist of the bed being made up with all bedding material issued to the inmate, with the blanket on top. If an inmate desires to sleep after 7:30 a.m., he may do so on top of his made bed. These regulations are in effect Monday through Friday, except for federal holidays. Inmates will be fully dressed by 7:30 a.m. daily on weekdays. Inmates will not be allowed out of their cells without being in the proper issued clothing. All cells with only one inmate housed in them will have the unused mattress remaining on the empty bed. The pillow will also remain on the unused bed. Inmates are not permitted to place the unused mattress on the floor or cover the window.

\* Nothing is permitted to be hung on the walls. NO homemade clothes lines are permitted and no items will be allowed to be placed over the lights in the cells. Repeated violations for cleanliness, extreme unsanitary conditions, and linen or paper covering lights in the cell will result in the cell being placed on restriction for these items. Paper sheets, pillowcases, and gowns may be issued for violators, and restricted issue of toilet paper to ensure sanitation levels are maintained at high standards.

\* "Lights On" will be at 6:00 a.m. Sunday through Saturday. All inmates will be responsible for their cells. The lights will remain on until 10:00 p.m. each day.

\* Sanitation supplies for the maintenance of the living areas will be made available by the Correctional Officer. No personal cleaning supplies will be maintained by inmates. Inmates will be given the opportunity to clean their cell each week upon request of the Officer responsible for the range. This will include the use of a broom, mop, cleanser, dustpan, and sponge. These items will be used to ensure a high level of sanitation. All trash will be disposed from the cell during this time. At no time are inmates to throw any trash out onto the range corridor. No clothing or line is to be hung from any part of the bed.

\* Smoking is strictly prohibited throughout the institution.

\* Linen, (sheets and pillowcases will be exchanged once each week), (towels & washcloths will be exchanged on Mondays and Thursdays). Clothing, (underwear, T-shirts, socks) will be exchanged twice per week on Mondays and Thursdays. Blankets will be exchanged once per month. All items will be on a one for one exchange. On the day of your release, all bed linens, towels, and washcloths must be given to the SHU officer to be returned to the SHU laundry room. You will ensure that your cell is clean for the next person to use. Under NO circumstances will clothing be altered from its original condition.

\* Segregated inmates shall have the opportunity to maintain a high level of personal hygiene. Special Housing Unit staff shall provide inmates with toilet tissue (two rolls per week, issued on Wednesdays, toothbrushes, toothpaste, and shampoo, (Issued weekly on Fridays). Re-supply of these items will be furnished on an as needed basis. Segregated inmates will also have the opportunity to receive on haircut every thirty days on Saturdays only. You must submit a cop-out to the Officer in Charge (SHU OIC) asking to be placed on the haircut list.

\* If the offender has faithfully observed the rules of the institution and has not been disciplined.

\* Not greater than one year - 5 days for each month of the not less than six months or more than one year sentence.

\* More than 1 year, less than 3 years - 6 days for each month of the stated sentence.

\* At least 3 years, less than 5 years - 7 days for each month of the stated sentence.

\* At least 5 years, less than 10 years - 8 days for each month of the stated sentence.

\* 10 years or more - 10 days for each month of the stated sentence.

At the beginning of the prisoner's sentence, the full amount of statutory good time is credited, subject to forfeiture if the prisoner commits disciplinary infractions.

If the sentence is for five years or longer, 18 USC 4206 (d) requires the parole commission to release an offender after he has served two-thirds of the sentence, unless the commission determines that he has seriously violated Bureau of Prisons rules or regulations or that there is reasonable probability that he will commit a crime. For offenders serving sentences of five to ten years, this provision may mandate release before the date established by subtracting good time from the sentence.

Statutory good time does not apply to life sentences or to those few inmates remaining who were sentenced under the Youth Correction Act. It applies to a split sentence if the period of confinement is exactly six months; a shorter period does not qualify for good time under the statute and a longer period cannot be part of a split sentence. This applies only to inmates sentenced for an offender committed prior to November 1, 1987.

#### EXTRA GOOD TIME

The Bureau of Prisons awards extra good time credit for performing exceptionally meritorious service, or for performing duties of outstanding importance, or for employment in an industry of camp. An inmate may earn only one type of good time award at a time (i.e., an inmate earning industrial or camp good time is not eligible for meritorious good time), except that a lump sum award may be given in addition to another good time award.

The Warden may disallow or terminate the awarding of any type extra good time (except for lump sum award), but only in a non-disciplinary context and only upon recommendation of staff. The Discipline Hearing Officer may also disallow or terminate the awarding of any type of extra good time (except lump sum awards) as a disciplinary sanction. Once an awarding of meritorious good time has been terminated, the Warden must approve a new staff recommendation order for the award to re-commence. "Disallowance" means an inmate does not receive an extra good time award for only one time for the calendar month. There may be no partial disallowance. A decision to disallow or terminate extra good time may not be suspended pending future consideration. No retroactive award of meritorious good time has been disallowed or terminated.

#### RESIDENTIAL REENTRY CENTER

Extra good time for an inmate in a federal contract Residential Reentry Center (RRC) is awarded automatically beginning on arrival at the facility and continuing as long as the inmate is confined to the Center.

#### GOOD TIME PROCEDURES

Extra good time is awarded at a rate of 3 days per month during the first 12 months, and at the rate of 5 days per month thereafter (i.e., the first 12 months, as stated, means 11 months and 30 days - day for day - of earning extra good time before an inmate can start earning 5 days per month. For example, if an inmate were to stop working, transfer from industry to an institution

## RELEASE

## SENTENCE COMPUTATION

The Designation and Sentence Computation Center (DSCC) is responsible for the computation of inmate sentences. An inmate will be given a copy of his sentence computation as soon as it is prepared. Any questions about good time, jail credit, and parole eligibility, full term dates, release dates, or periods of supervision should first be submitted to ISM staff.

## FINES AND COSTS

In addition to jail time, the court may impose a committed or non-committed fine and/or costs. DETAINEES

Warrants (verified or certified warrants) based on pending charges, complaints, judgments, overlapping consecutive or unadjudicated sentences in federal, state, or military jurisdictions, will be accepted as detainers. Detainers and untried charges can have an effect on institutional programs. Therefore, it is very important that the inmate initiate efforts to clear up these cases.

Records Office staff may give assistance to offenders in resolving their detainer status. The degree to which staff can assist in such matters will depend on individual circumstances. Federal and State detainers based on untried charges may be quickly processed under the procedures of the "Interstate Agreement on Detainers." This agreement applies to all detainers based on pending charges which have been lodged against an inmate by a "member" state, including the United States Government, regardless of when the detainer was lodged.

For an inmate to use this procedure, the warrant must be lodged as a detainer with the institution. If no detainer is actually lodged at the institution, but the inmate knows of pending charges, it is important for the inmate to contact the court and district attorney because in some states the detainer notice may start the time running for a Speedy Trial Act agreement.

## GOOD CONDUCT AND GOOD TIME

This applies to inmates sentenced for an offense committed after November 1, 1987.

The Comprehensive Crime Control Act became law November 1, 1987. The two most significant changes in the sentencing statutes deal with the good time and parole issues. There are no provisions under the new law for parole. The only good time available will be 54 days per year good conduct time. This may not be awarded until the end of the year, and may be awarded in part or in whole, contingent upon behavior during the year. Once an awarded, it is vested and may not be forfeited. There is no statutory good time or extra good time for persons sentenced after November 1, 1987.

## THE GOOD TIME DISCUSSIONS BELOW DO NOT APPLY TO INMATES SENTENCED UNDER THE NEW SENTENCING GUIDELINES:

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

The behavior for which good time is awarded may also be considered by the Parole Commission in setting a parole date. However, this is not always done. Even when it is the extent of the benefit to the offender may not be equivalent to the good time earned.

## STATUTORY GOOD TIME

Under 18 USC Code 4161, an offender sentenced to a definite term of six months or more is entitled to a deduction from his term, computed as follows:

\* Random cell searches will be conducted daily. There are to be no items displayed on the cell walls or doors. No writing, drawing, or graffiti of any kind will be permitted on cell walls or door. Disciplinary action could result for non-compliance to these rules or for any contraband found in your assigned cell.

\* Each cell in the SHU is equipped with a duress button. This button is to be utilized for emergency purposes only. This button is not to be used as a call button for summoning staff. Disciplinary action will be taken if this button is misused.

\* Destruction, alienation, or theft of government property will result in an incident report, and if found guilty, the individual will be required to pay for the damaged property at full replacement value.

## COMMISSARY (SHU)

Inmates assigned to the SHU are given the opportunity to purchase items from the commissary. Staff will pass out commissary forms on Monday of each week the commissary is operating. Inmates wishing to purchase commissary items need to fill out the commissary form and turn it in by the end of the evening shift. These forms are forwarded to the SHU Lieutenant for approval and forwarded to the commissary. The approved items will normally be brought back to the SHU no later than Thursday afternoon. No substitutions to the listed items will be permitted.

## LAW LIBRARY (SHU)

All inmates assigned to the SHU have access to the law library. Inmates must submit a cop-out to the SHU #3 Officer asking to be placed on the law library list. Inmates will be randomly visually searched prior to and after use of the law library. Carbon paper will be issued upon request and must be returned at the completion of the law library use. No items are to be removed from the law library. Disciplinary action could result for removing items from the law library. Disruptive behavior in the Law Library will result in the restriction use of the Law Library.

## ELECTRONIC LAW LIBRARY (ELL) (SHU)

The Electronic Law Library (ELL) is available for inmates assigned to Special Housing Units (SHU) and subject to the following procedures and restrictions:

To obtain an ELL account you must turn in an inmate request to staff (cop-out) to the Education Department Staff (only) and request the Rules of Behavior for Inmate Access to the Electronic Law Library (ELL) form. Upon completion of this form, SHU inmates must turn in the signed and dated form to Education Staff during the weekly SHU rounds. Upon receipt of the Rules of Behavior form, an account will be created within 1 to 2 business days. A basic set of instructions on how to operate the (ELL) will be provided and posted in the SHU law library for review.

## RECREATION (SHU)

Each segregated inmate will be permitted five hours of exercise per week. Exercise will be provided in two hours periods three days a week. Beds must be made and cells cleaned prior to recreation. Recreation may be canceled due to institutional needs as deemed appropriate by the Warden.

## MEALS (SHU)

Inmates assigned to the SHU will be provided with nutritionally adequate meals. The meals will ordinarily be from the menu of the day for the institution. Inmates which throw food trays out of the cells onto the range or at staff will be placed on sack meals for duration of at least 7 days.

## PROPERTY (SHU)

Inmates housed in the SHU will have the opportunity to review their personal property with the SHU Property Officer. No property that was brought into the SHU will be issued to the inmate unless approved by the SHU Lieutenant or its legal work in a current case.

UNIT TEAM (SHU)

At FCC-POLLOCK, a unit staff member will be available to see the inmates weekly to answer questions on your status or caseload.

COUNTS (SHU)

It is necessary for staff to count inmates on a regular basis. At FCC-POLLOCK, you are expected to be standing at bedside daily during the 4:10 p.m. count and during the 10:00 a.m. weekend official count. Official counts will ordinarily be taken at 12:10 a.m., 3:00 a.m., 5:00 a.m., 4:10 p.m., and 10:15 p.m. each day, and an additional count at 10:00 a.m. on weekends and federal holidays. Other counts occur when deemed necessary.

CONTRABAND

Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels, or purchased through commissary. All staff members are alert to the subject of contraband and make an effort to locate, confiscate, and report contraband in the institution. Any item in an inmate's personal possession must be authorized.

SEARCHES

Any staff member may search you or your living area to retrieve contraband.

CELL ROTATIONS (SHU)

All inmates assigned to the Special Housing Unit, without exception, will have cell rotations conducted at least every twenty-one (21) days, as mandated by P.S. 5500.07.

READING MATERIAL (SHU)

Only legal materials for current cases and books issued from the SHU book cart will be allowed in the cells. No magazines or newspapers will be allowed. All magazines and newspapers mailed into an inmate will be placed in the inmate's property.

HEALTH SERVICES (SHU)

If you have a medical or dental problem, you should submit an Inmate Request (cop-out) to the medical representative while daily rounds are being made.

TELEPHONES (SHU)

All administrative detention and disciplinary segregation inmates are allowed 15 minutes of telephone call every thirty days. Inmates assigned to the SHU must submit a cop-out to the SHU #2 Officer asking to be placed on the telephone list. For additional telephone calls, you must submit a cop-out to your unit team to approve and administer the additional call.

PROGRAMS AND SERVICES

JOB ASSIGNMENTS

All inmates are expected to maintain a regular job assignment. Many job assignments are controlled through a performance pay system, which provides monetary payment for work. Federal Prison Industries (FPI) has a separate pay scale. The Job Committee will approve job changes and see that the changes are posted on the daily change sheet. Institutional maintenance jobs are usually the first assignment an inmate receives. These might include work in the Food Service Department, as a unit orderly, or in a maintenance shop. FCC-POLLOCK also has a significant number of inmate jobs in the prison UNICOR factory.

UNICOR

FPI UNICOR employs and trains inmates through the operation of and earnings from factories producing high-quality products and services for the federal government.

UNICOR, Federal Prison Industries at FCC-POLLOCK, manufactures textile products ranging from cold weather jacket liners, and Army physical fitness uniform trunks. The rate of pay is either hourly or piece rate depending on the position you hold in the factory. There are three waiting lists in which UNICOR hires from. The "Priority," "FRP" (Financial Responsibility Program), and "Regular" waiting list. Within the first 30 days of your arrival at

the employee with the problem). The inmate will return the completed BP-9 along with the BP-8 form to the Counselor, who will review the material to ensure an attempt at informal resolution was made. The BP-9 complaint must be filed within 20 calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period. Institution staff has 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 20 calendar days when deemed necessary to do so. The inmate will 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, ordinarily within three working days from receipt of the complaint.

If the inmate is not satisfied with the response to the BP-9, he may file an appeal to the Regional Director. This appeal must be received in the Regional Office within 20 calendar days from the date of the BP-9 response. The Regional Appeal is written on a BP-230 (BP-10) form and must have a copy of the BP-9 form and response attached. The Regional appeal must be answered within 30 calendar days, but the time limit may be extended an additional 30 days. The inmate will be notified of the extension.

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

The BP-11 form may be obtained from the Correctional Counselor. The national appeal must be answered within 40 calendar days, but the limit may be extended an additional 20 days if the inmate is notified.

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-11 response
Response/Extension	
BP-9	20 days
BP-10	30 days
BP-11	40 days

SENSITIVE COMPLAINTS

If an inmate believes a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known to the institution, he may file a 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 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 and the complaint will be returned to the inmate. The inmate may then pursue that matter by filing a BP-9 at the institution.



USC §552. Clearly mark the request "FOIA/Privacy Act Request," and mail such request to the follow address:

BUREAU OF PRISONS CENTRAL OFFICE  
320 First Street NW  
Washington, DC 20534

**INMATE ACCESS TO CENTRAL FILES**

An inmate may request review of disclosable portions of his central file (plus Pre-Sentence Report and/or summary) prior to the individual's parole hearing. Institution staff will permit the review of the central file upon receipt of a written request from an inmate. The assigned Unit Team will schedule the inmate on a call-out to review his file.

**INMATE ACCESS TO OTHER DOCUMENTS**

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

A request on behalf of an inmate by an attorney for a record 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.

**PROBLEM SOLUTION**

**INMATE REQUESTS TO STAFF (COP-OUT)**

The Bureau form BP-148, 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. 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. I hope that an inmate can resolve a problem informally by contacts with staff members or "cop-outs." When informal resolution is not successful, a formal complaint can be filed as an Administrative Remedy. Complaints regarding Tort Claim, 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 (usually within 5 working days of the time the inmate approached

FCC-POLLOCK, you will receive your initial classification by your Unit Team and will be asked if you wish to be placed on the waiting list for UNICOR. If you indicate yes, you will be placed on the UNICOR regular list or the UNICOR FRP list; this is for prior status inmates also. You will be placed upon your bus arrival date and sequenced by your register number. Inmates requesting to have their prior status checked after being placed on one of the two lists must submit a cop-out to a UNICOR staff member at mainline. Once your status has been verified, UNICOR will place you on the UNICOR prior list with the date you were placed on the UNICOR waiting list. UNICOR inmates must report to work in appropriate attire (khaki trousers and tucked in khaki shirt) and must leave in appropriate attire.

If you have any questions about UNICOR or wish to know where your name appears on the list, please see UNICOR staff during the noon meal Monday through Friday.

**FOOD SERVICE**

<b>MEAL SCHEDULE</b>	
<b>MONDAY THROUGH FRIDAY</b>	
(Time Approximately)	
Breakfast	6:00 a.m.
Lunch	10:30 a.m.
Dinner	Upon Completion of 4:10 p.m. Count
<b>WEEKENDS SCHEDULE</b>	
(Time Approximately)	
Coffee Hour	6:00 a.m.
Brunch	10:45 a.m.
Dinner	Upon Completion of 4:10 p.m. Count

- \* Schedule service hour may change based on institutional needs or unusual circumstances.
- \* No items will be permitted in or out of Food Service.
- \* Inmates are not permitted to possess books, legal work, laundry bags, radios, cups, bottles, or other personal property in Food Service.

**MEAL TIME PROCEDURES**

All inmates are required to take a place at the end of the existing line and to remain in that position throughout the serving process. Each inmate is authorized to pass through the mainline only one time during each meal. Each inmate must be in possession of their own I.D. Card, any inmate in possession of other inmate's I.D. Card will be processed the disciplinary system. Inmates who are found going through the line a second time will receive an Incident Report for "Possession of Anything Not Authorized" and will be charged for the value of the meal. Inmates are entitled to have as much as they want from the salad and hot bars, but are encouraged to eat what they take. Excessive amounts of waste have a very negative impact on the Food Service budget. Meal tickets will be used to control portions on all major holidays and for all other special occasion meals.

Inmates are responsible for cleaning all items from their table and taking them to the dish room window.

Inmates not assigned to Food Service are prohibited from entering the dish room at any time. All inmates must conduct themselves properly while in the dining room. Tables may not be moved or adjoined to another table. A clear path must be maintained between tables in both directions.

When items are accidentally spilled, please locate and notify a member of the Food Service staff.

**MAINLINE DRESS CODE**

- Monday through Friday Breakfast and Lunch meals:
- \* Institution issued clothing and work boots only.
- \* No headwear or sun glasses, unless approved by the appropriate department (Religious Services, Health Services).
- \* Shirt must be buttoned and tucked in and pants/sweat pants cannot be sagging. Evening meals and weekends:
- \* Long pants or shorts
- \* Shirts buttoned and tucked into the trousers/sweat pants.
- \* No headwear (except approved religious headwear).
- \* No sunglasses, sandals, shower shoes, or bus shoes.

**DIET CONCERNS**

Food Service offers several diet options at each meal. A no-flesh alternative will be offered at all meals that have a flesh featured as the entrée. Heart Healthy alternatives will be available for those inmates who prefer a less-fatty diet. All special allergy diets must be requested and approved by Health Services. A Religious Diet is available for those inmates whose needs cannot be met through mainline self-selection. Inmates who wish to participate in the Religious Diet program must apply through Religious Services staff. Religious Services staff will conduct an integrity interview and approve or disapprove participation in the program. Participants of the Religious Diet program are prohibited from eating anything from the mainline service and the hot bar. They are also prohibited from giving away any items from their diet tray. All violations will be forwarded to Religious Services with a recommendation to be removed from the program.

**S A F E T Y**

**S A F E T Y A N D H E A L T H**

Despite a well-managed and progressive safety and health program, it is not possible to prevent every accident and injury sustained by an inmate worker. In the event you should sustain a work related injury, it is in your best interest to notify your immediate supervisor at the time. Failure to notify of that injury within a maximum of 48 hours may result in forfeiture of lost time and/or inmate accident compensation. You will receive an Inmate Accident Compensation Procedures pamphlet that outlines procedures to follow if an accident occurs.

**P E R S O N A L P R O T E C T I O N E Q U I P M E N T**

To protect against physical injury and/or health hazards, you are required to use all safety equipment provided. Personal protective equipment such as hard hats, hearing protection, goggles, respirators, aprons, arm guards, wire mesh gloves, and safety shoes are to be used in designated areas and must be worn in the proper manner. This equipment is provided by your immediate detail supervisor. Safety goggles must be worn when performing any grinding, chiseling, filing, or sanding operations.

**L O C K O U T / T A G O U T P R O G R A M**

Do not adjust, oil, clean, repair, or perform any other maintenance to any machinery while it is in motion or if the machine is not locked out. When major repairs are needed to a piece of machinery, staff will lock out and tag out the machine to ensure the equipment is not activated

subject to inspection for contraband. These acknowledgments will be treated in a similar manner as the special mail procedures described above. Inmates are expected to handle the transfer of legal material through the mail as often as possible.

**A T T O R N E Y P H O N E C A L L S**

In order to make an unmonitored phone call between an attorney and an inmate, the inmate must follow procedures established by the institution. Phone calls placed through the regular inmate phones are subject to monitoring.

**L A W L I B R A R Y**

The law library is located in the Education Department and contains a variety of legal reference material for use in preparing legal papers. Reference materials include the United States Code Service, 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 (hours of operation are posted on the bulletin board in the Education Department). An inmate law library clerk is available for assistance in legal research. Those inmates in SHU may submit copouits for legal items not maintained in the SHU Law Library.

**OATHS AND ACKNOWLEDGMENTS:** 28 USC § 1746 provides that an unsworn declaration under penalty of perjury may be used with "like force and effect" as a sworn declaration... when required by the United States. Since most documents inmate's sign are pursuant to a United States law, rule, or regulations, a sworn oath is often not required. When an unsworn declaration is not sufficient, your case manager is authorized to administer oaths and acknowledgments.

**N O T A R Y P U B L I C**

As stated above, an unsworn declaration under penalty of perjury is sufficient for most federal documents. Should you have a state or local document that needs to be notarized, submit a cop-out to the Executive Assistant. The Executive Assistant will then arrange with the appropriate staff member to notarize the document.

**C O P I E S O F L E G A L M A T E R I A L S**

In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. A debit card copy machine is available in the Education Department for inmate use. Inmates may purchase copy cards at the commissary.

**F E D E R A L T O R T C L A I M S**

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 claim, inmates must complete a Standard Form 95. They can obtain this form from the Unit Counselor. All Federal Tort Claims should be mailed to the following address:

<b>BUREAU OF PRISONS</b>
<b>SOUTH CENTRAL REGIONAL OFFICE</b>
Attn: Regional Counsel's Office
4211 Cedar Springs Road, Suite 300
Dallas, Texas 78219

**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 shall be processed through the Freedom of Information Act, 5

food may be brought into the visiting room, but vending equipment is located in the visiting room. A clear container or case will be required for storage of any articles allowed in the visiting room.

Inmates are not allowed to receive either coins or money for their commissary account while in the visiting room. Visitors are not allowed to bring in any items to give to inmates; however, they are allowed to purchase items from the vending machines. The inmate must consume these items prior to exiting the visiting room.

Visitors may be asked to submit to a search and will be checked with a metal detector. Purses, briefcases, etc. may also be searched. No personal articles other than those listed above will be permitted and must be left in their car.

**SPECIAL VISITS**

The Warden or his /her designee must approve all special visits at times other than regular visiting hours. Unit staff will be responsible for the supervision of special visits, with the exception of clergy visits. During times of personal or family emergencies, an inmate will be authorized a visit from his minister or record. Religious Services staff will supervise clergy visits. Upon conclusion of the visit, staff will search the inmate in accordance with established procedures.

**Directions to FCC-POLLOCK**

- \* From the south go north on highway 165. After passing the town of Ball, watch for the FCC-POLLOCK and Airport signs. Turn left on Airbase Road. Go approximately 2 miles to the entrance of FCC-POLLOCK.
- \* From the north go south on Highway 165. After passing the town of Pollock, watch for the FCC-POLLOCK and Airport signs. Turn right on Airbase Road. Go approximately 2 miles to the entrance of FCC-POLLOCK.

**LOCAL TRANSPORTATION SERVICES**

Broadway Cab	(318) 443-1278	24/7
Cenia Taxi	(318) 448-1417	24/7
Yellow Checker	(318) 487-2889	24/7
Magic City Taxi	(318) 640-2768	(Mon-Sat 4 a.m. - 12 a.m.)

**ACCESS TO LEGAL SERVICES**

**LEGAL CORRESPONDENCE**

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

**ATTORNEY VISITS**

Attorneys should ordinarily make advance appointments for each visit. No prior approval is required for attorney visits on a visiting day if the attorney of record is noted on the inmate's visiting list. Attorneys are encouraged to visit during regular visiting hours. Attorney visits will be subject to visual monitoring.

**LEGAL MATERIAL**

During attorney visits, a reasonable amount of legal material may be allowed in the visiting area with prior approval. Legal material may be transferred through appropriate staff but is

while it is being worked on. Only the staff member who locks out the machine is authorized to unlock the machine. Exceptions may be allowed to remove the lock out for repairs if the machine is down for a long period of time, and the staff member is not on duty.

**VEHICLE OPERATION**

If you are permitted to drive a vehicle, you must obey all driving rules. Do not ride on tractors, forklifts, or any tow vehicles. All inmates operating forklifts must be trained by a certified forklift instructor. No inmate is authorized to operate any vehicle without an inmate license.

**HAZARDOUS COMMUNICATION**

Your supervisor will instruct you on the chemicals you work with and the hazards associated with them. All chemicals must be properly labeled and must be in the original container. The contents of all chemicals you will use are listed on Material Safety Data Sheets (MSDS). The MSDS for your area are stored in a binder and are readily accessible. The MSDS provide the chemical names, the manufacturer information, any hazardous ingredients, health hazard data, physical data, fire and explosive data, reactivity data, spill or leak procedures, personal protection information, special precautions, and disposal procedures. You will be trained on the proper handling, use, and storage of these chemicals.

**RECYCLING**

An effective recycling program at FCC-POLLOCK is in place to meet the objective defined through Executive Orders. There are designated containers and locations for recycled materials throughout the institutions. They have been established to accomplish that requirement.

**FIRE PROTECTION AND PREVENTION**

Fire protection/prevention equipment is established throughout the facility. This includes but is not limited to fire extinguishers, sprinkler heads, smoke detectors, etc. These have been established and are maintained for the protection of the persons and the physical structure of these facilities. Tampering with this equipment is not permitted. Fire drills are done on a quarterly basis during day watch, evening watch, and morning watch. Follow the direction of the staff member(s) conducting the drill until the area is back to normal operation.

**SAFETY CONCERNS**

If you have any safety related concerns, report them to your supervisor. If you feel the concerns have not been corrected, you have the responsibility to report your concerns to the Safety Department.

**EDUCATION DEPARTMENT PROGRAMS**

The primary goal of the Education Department at FCC-POLLOCK is to provide programs emphasizing the needs of each inmate. Education, vocational training, recreational and leisure activities in a correctional setting are designed to provide individuals the opportunity to develop skills that will aid them in returning to the community as responsible and productive citizens. In an effort to design the education programs to the needs and interests of the inmates, annual surveys are taken requesting input and suggestions for educational, vocational, recreational, leisure time activities, and library programs.

**GENERAL EDUCATIONAL DEVELOPMENT (GED)**

The literacy standard for the Bureau of Prisons is the high school diploma or GED equivalency. Program Statement 5350.28, dated December 1, 2003, requires that an inmate without a documented high school diploma or equivalency, participate in the GED program for a minimum of 240 hours (excluding sick time, furloughs, and other excused absences from scheduled classes) or until completion of the GED, whichever comes first. After 240 hours, participation is voluntary. However, inmates will not be eligible for a promotion above pay grade 4 unless they have obtained a GED or provided documentation of a high school diploma.

Education requirements of inmates with diagnosed special learning needs will be addressed in appropriate classes and provided with remedial instruction. When these students achieve their maximum learning potential, they will be presented with a \$10.00 achievement award.

Additionally, the 1994 Violent Crime Control and Law Enforcement Act (VCCLEA) mandates that any inmate with a date of offense on or after September 13, 1994, but before April 26, 1996, who does not have a high school credential, must participate and make progress toward attainment of a General Education Development (GED) certificate in order to vest earned Good Conduct Time. The Prison Litigation Reform Act (PLRA) provides that in determining Good Conduct Time awards the Bureau of Prisons will consider whether an inmate with a date of offense on or after April 26, 1996, has earned or is making satisfactory progress toward attainment of a GED credential. Inmates with deportation detainers who were sentenced under either act must participate and make satisfactory progress in order to vest Good Conduct Time (VCCLEA) or be eligible to earn the maximum amount of Good Conduct Time (PLRA).

**ENGLISH AS A SECOND LANGUAGE (ESL)**

Program Statement 5350.24, dated July 24, 1997, requires all inmates who have limited English proficiency skills to complete one period of ESL program participation during his confinement. The mandatory period ends when the inmate has achieved the eighth - grade level as measured by score of 225 on the ESL CASAS reading certification test and a score of 215 on the CASAS listening comprehension test on forms B or C. The Education Department will recognize students for outstanding classroom participation and performance. These inmates will receive a certificate and an incentive award.

**INCENTIVE FOR AWARD**

Each student who successfully completes the General Educational Development test or CASAS certification test will receive a \$25.00 achievement award and, will be recognized during the Education Department's graduation ceremony.

**VOCATIONAL TRAINING**

Vocational training programs are provided for inmates who want to acquire marketable skills in a variety of areas. Upon completion the inmate will be prepared for an entry-level position in the field of study and have a general knowledge of his career options. Current vocational training programs include Industrial Sewing and Microcomputers.

To enroll in a vocational training program, an inmate must submit an Inmate Request to Staff Member form requesting enrollment in a specific course. Each student who completes a vocational training course will receive a \$15.00 incentive award.

**ADULT CONTINUING EDUCATION (ACE)**

Students interested in refresher skills or continuing education may sign up for various courses that are offered on a rotating basis throughout the year. Schedules of planned courses are posted on the education bulletin board for your review. Examples of ACE courses are Conversational Spanish, Prison to Paycheck, National Geographic Classics, and United States and World History.

Informational flyers will be posted providing information on the classes and when cop-outs will be accepted for these programs. Inmate Request to Staff Member forms will not be accepted as an official request for enrollment. ACE classes are limited in enrollment capacity and those inmates who officially sign up first will be given enrollment priority.

**PARENTING PROGRAM**

The parenting program is designed to help the inmate develop positive relationships and family values. Mutual support and nurturing will be promoted and reinforced among inmates and their families. Discipline, physical and sexual abuse, nutrition, self-esteem, child development, and social services resources will be provided and discussed. Opportunities will be given for structured parenting visitation activities as well as guest speakers.

attorney calls may be made to unit staff via cop-out and approved by the Unit Manager, only if a documented and compelling legal need exists, such as an imminent court deadline.

**A I M A C H I N E**

Inmate's approved telephone number list and the ending date of any telephone or commissary restriction may be viewed at the AIM machine located in the East Corridor next to the Commissary lobby. Inmate's telephones will be turned off 30 minutes prior to each official court.

**V I S I T I N G**

Inmates are encouraged to have visits in order to maintain family and community ties. Visiting hours are from 8:00 a.m. to 3:00 p.m. on Friday, Saturday, Sunday, and approved holidays. No more than five visitors are allowed per visit. Inmates may have only one visit per day. To alleviate overcrowding in the visit room, the Operations Lieutenant will ask volunteers to end their visits. If overcrowding still exists, the institution utilizes a system of "first in," "first out" meaning the first visitor processed in that morning will be the first to leave. Special consideration may be given for inmates who rarely receive visits over those who receive visits on a daily basis when overcrowding occurs. The following information is provided to expedite visiting privileges. As soon as possible, following assignment to a unit, inmates should submit a tentative list of visitors to the Counselor. Immediate members of one's family are usually approved within the guidelines of the Bureau and local policies. Your team will send inquiries to authorities to determine the character of potential visitors. Special visits may be requested through the Unit Manager.

Normally, within 30 days, inmates will receive a copy of their approved visiting list. Business may not be conducted during visits. Inmates are allowed to have immediate family and up to 10 friends and up to 10 friends and associates on their approved list. Inmate visiting will be based on the point system. At the beginning of the month, each inmate will have 12 points. Inmates will be assessed on point for weekday visits and two-points for weekend and holiday visits.

All visits will begin and end in the visiting room. Kissing, embracing, and handshaking are allowed only on arrival and departure. Inmates may not move around in the visiting room once seated and are subject to special seating assignments at the discretion of the Visiting Room Officer and Operations Lieutenant. Inmates are responsible for the conduct and supervision of their minor visitors and children.

Inmates must be properly dressed in order to be admitted to the visiting room. Clothing must be neat and clean.

Items that may be taken into the visiting room by an inmate are limited to wedding band, religious headwear, and religious medallion and prescription eyeglasses. Items purchased in the visiting room may not be brought back into the institution by the inmate.

Visitors must be properly dressed. Low cut, halter-tops, and other clothing of a suggestive or revealing nature will not be permitted in the visiting room. All visitors must wear footwear.

**I D E N T I F I C A T I O N O F V I S I T O R S**

Identification is required for visitors. These may include a state driver's license, official state I.D. card. Persons without proper picture identification will not be permitted to visit.

Visitors are permitted to bring no more than \$20.00 of money (coins only) into the visiting room to purchase items from the vending machines. In addition, two diapers, one baby blanket, two baby food containers, and two clear full baby bottles may be brought into the visiting room. No

also has the right to appeal the rejection. The Warden shall refer the appeal to a designated officer other than the one who originally disapproved the correspondence. Rejected correspondence ordinarily will be returned to the sender.

#### MAILING OF INMATE PROPERTY

Inmates wishing to have personal items mailed into the institution will send an inmate request to the department head responsible for the requested items as follows:

Correctional Counselor - release clothing.  
Health Services Administrator - orthopedic shoes, arch supports, prescription eyeglasses, prosthetic devices and hearing aids.  
Chaplain - special purchase items.

Associate Warden - questionable items not covered in the other categories will be submitted to the appropriate Associate Warden for a decision.

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

#### CHANGE OF ADDRESS

The mailroom will provide inmates with change of address cards required by the United States Post Office upon request. These cards are given to inmates who are being released or transferred, to notify correspondents of a change in address. Any general mail received after 30 days will be returned to the sender.

#### CERTIFIED/INSURED MAIL

Inmates desiring to use certified, registered, or insured mail may do so, subject to handling methods established at each institution. An inmate may not be provided services such as express mail, private carrier services, COD, or stamp collecting while confined.

#### FUNDS RECEIVED THROUGH THE MAIL

As previously noted, all funds to be applied to inmate accounts must be forwarded to the Bureau of Prisons, Lockbox in Des Moines, Iowa, or sent via Western Union. Any funds sent directly to the institution will be returned to the sender with a letter of explanation. A copy of this letter will be forwarded to the inmate and a copy retained in the mailrooms.

### TELEPHONES

In order to preserve the security and orderly running of the facility and protect the public, the Bureau of Prisons monitors and records conversations on all inmate telephones located within the institution. All phone calls will be no longer than fifteen minutes; as the system will disconnect the call. After each successful call, your account will be closed for 30 minutes before you will be able to make another call. Phones will not be used during your work hours. Additionally, it is considered an infraction of the rules to use another's inmate's telephone access code (PAC) or place a call to an individual and be connected to another number (3-way calls). 3-way call will not be tolerated. You may not place a call and allow another inmate to speak on the telephone.

Upon an inmate's arrival, he will be able to submit up to 30 names with telephone numbers for activation in the Inmate Telephone System (ITS). These names should include family members, friends, attorneys, etc., in essence, the inmate's 30 most important phone numbers. Verify the number before it is submitted through the unit team to the financial management office. Numbers may only be changed one time per month. Inmates must buy telephone credits through the telephone system itself using their PAC Number. Any other request regarding TTYphone should be directed by cop-out to the Trust Fund Supervisor. Request for unmonitored

- \* To enroll in Parenting Programs, an inmate must submit an Inmate Request to Staff Member form requesting enrollment.
- APPRENTICESHIP PROGRAMS**
- Apprenticeship training provides the inmate the opportunity to participating in training which prepares him for employment in various trades. Inmates who successfully complete apprenticeship training will receive a journeyman's certificate from the U.S. Department of Labor, Bureau of Apprenticeship, and Training.
- \* To enroll in an apprenticeship program, an inmate must submit an Inmate Request to Staff Member form requesting enrollment.

#### POST-SECONDARY EDUCATION

Correspondence courses are structured to provide the inmate the opportunity to receive college credit while incarcerated. The Post-Secondary Education Coordinator must approve all correspondence courses. Inmates who are currently enrolled in a correspondence course and who transfer from another institution must seek re-approval from FCC-POLLOCK education staff. In addition, staff will receive and review all incoming correspondence course materials before distributing them to the inmate.

#### LEISURE AND LAW LIBRARIES

The leisure and law libraries offer a variety of services. Books, magazines, and newspapers will be available for inmates use. An interlibrary loan program will be available for inmate use. The law library offers legal material as mandated by Program Statement 1315.07, dated November 5, 1999.

#### ELECTRONIC LAW LIBRARY

The Education Department has an Electronic Law Library system. In order to access the law library you must have an active account. In order to gain access you must do the following:

- \* Submit a cop-out to Mr. Martinez, Supervisor of Education or Mr. Weldon, VT Computer Instructor ONLY, requesting an Electronic Law Library account.
- \* You will be placed on call-out once your account has been created.
- \* You will read and sign the Rules of Behavior for the Inmate Access to the Electronic Law Library and given your account password.
- \* All new accounts will be created at the earliest convenience of the Education staff.

#### EDUCATION HOURS OF OPERATION

Class schedules and hours of operation for the leisure and law libraries will operate in conjunction with Movement Schedules.

#### DRESS CODE

Inmates must wear the designated institution uniform while in the Education Department from 7:30 a.m. (work call/class schedule) to 4:00 p.m. (recall). During the evening (after 4:00 p.m. stand-up count), and on weekends, inmates (excluding students and workers) may wear casual attire in the Education Department. Casual attire: sweat pants, shorts, and sleeved shirts must be tucked-in at all times. Students and workers assigned to the Education Department must wear the designated institution uniform (tucked in) while in class and/or on duty during all hours of operation. No hats (unless approved religious head wear) or sunglasses are to be worn while in the Education Department. Headphones are not allowed in any classroom. There are "No exceptions."

## RECREATION DEPARTMENT

## HOURS OF OPERATION

The Recreation Department's hours of operation will operate in conjunction with Movement Schedules.

## HOBBY CRAFT

All hobby craft raw material and projects will be stored in a hobby craft locker. All projects kept in the hobby shop locker may be removed if they pose a safety, sanitation, or security hazard. Disposal of completed hobby craftwork must be arranged immediately after completion. Disposal will be by mailing the project(s) to any individual approved to visit the inmate. The hobby craft supervisor will approve all such mailings.

When a waiting list exists for inmates waiting to participate in hobby crafts, inmates presently in hobby crafts may be limited to 180 days participation. After 180 days, each inmate may be rotated out of hobby craft and placed on the bottom of the waiting list. During such waiting periods, hobby craft will provide secure storage space for inmate hobby craft materials. Hobby crafts may not be sold to another inmate.

The Recreation Department will provide various league plays, wellness programs such as health and fitness classes and cardiovascular conditioning, music programs, leather craft and art. Inmates interested in participating in classes or programs must submit a cop-out to a staff member in the department.

## PSYCHOLOGY SERVICES

## INTAKE SCREENING

An inmate's initial contact with a psychologist will ordinarily come within 14 days of arrival and will take the form of a routine intake screening. An inmate will be asked to participate in an interview and information from his PSI will be used to complete a short intake screening report that will be included in the inmate's central file and used for planning purposes at FCC-POLLOCK.

## INDIVIDUAL PSYCHOTHERAPY

A psychologist will be available for individual psychotherapy on an as needed basis. Inmates may request an appointment via cop-out to the Psychologist. An appointment will be scheduled on the call-out sheet on a timely basis, generally within 14 workdays.

## GROUP PSYCHOTHERAPY AND PERSONAL DEVELOPMENT GROUPS

Each Psychologist will be conducting various groups for the inmates. The kinds of groups will depend upon the inmates' needs and interests. Announcements for these groups will generally be made at meetings and/or on unit bulletin boards.

## CRISIS INTERVENTION

The Psychologists are available for discussion of any personal problem. If an inmate has a serious problem of an emergency nature that limits his ability to cope with day-to-day activities, the Psychologist will see him as soon as possible, usually the same day. Inquire via the Detail Supervisor, Unit Officer or a unit staff member to notify the Psychologist as soon as possible. Non-emergencies will be scheduled on the call-out sheet on a timely basis, generally within 14 working days.

## DRUG ABUSE PROGRAMMING

Inmates with histories of drug and/or alcohol abuse during the past five years should discuss their interest in and need for drug abuse programming with the Psychologist during intake

For incoming correspondence to be processed under the special mail procedures, (See 540.18-540.19). The sender must be adequately identified on the envelope and the front of the envelope must be marked, "Special mail - Open only in the presence of the inmate."

A designated staff member opens incoming special mail in the presence of the inmate. This is usually done by the Mail Room Staff. This type of correspondence will be checked for physical contraband and for qualification as special mail. The correspondence will not be read or copied if the sender has accurately identified him/herself on the envelope and the front of the envelope clearly indicated that the correspondence is special mail only to be open in the presence of the inmate. Without adequate identification as special mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

## NEWS MEDIA CORRESPONDANCE

An inmate may write through special mail procedures to representatives of the news media if specified by name or title.

The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in Bureau custody.

Representatives of the news media may initiate correspondence with an inmate. Correspondence from a representative of the news media will be opened, inspected for contraband, for qualification as media correspondence and for content which is likely to promote either illegal activity or conduct contrary to regulations.

## CORRESPONDENCE BETWEEN CONFINED INMATES

An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family or a party in a legal action (or a witness) in which both parties are involved. The following additional limitations apply:

Such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate).

The Superintendent/Warden at both institutions must approve the correspondence from a state facility. The Unit Managers are designated as the approval officials for correspondence between federal institutions.

## 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, or plans to commit illegal activities, or to violate institution rules.

Directions 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 rejections. 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

requiring prior approval. This will help avoid the erroneous return of packages. If upon inspection, a package marked with the special mail markings, marked as material otherwise approved under Bureau policy, contains property, or other than approved material, the entire contents shall be released and returned at government expense.

#### INCOMING PUBLICATIONS

The Bureau permits inmates to subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of a magazine or newspaper, or material addressed to a specific inmate. An inmate may receive hardcover publications only from a publisher, book club, or bookstores. See section on Unit Rules for specific guidelines for receiving incoming publications. Accumulation of publications will be limited to five magazines and to the amount that can be neatly stored in the locker provided in each room, due to sanitation and fire safety reasons. The Unit Manager may allow more space for legal publications upon request.

The Warden will reject a publication if it is determined to be detrimental to the security, good order, discipline of the institution, or if it might facilitate criminal activity. Publications that may be rejected by the Warden include, but are limited to, publications that meet one of the following criteria:

It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.  
 It depicts, encourages, or describes methods of escape from correctional facilities or contains blueprints, drawings, or similar descriptions of Bureau of Prisons institutions.  
 It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.

It is written in code.  
 It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.  
 It encourages or instructs in the commission of criminal activity.  
 Sexually explicit material poses a threat to the security, good order, or discipline of the institution.

#### SPECIAL MAIL

"Special Mail" is a category of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence sent to the following: President and Vice-President of the United States, United States Department of Justice (including Bureau of Prisons), U.S. Attorneys Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, S.S. Courts, (including U.S. Probation Officers), Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorney Generals, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State Law enforcement officers, attorneys, and representatives of the news media.

An inmate is expected to use the special mail privilege responsibly. Questions concerning alleged abuses of the special mail privilege should be referred to the Office of the General Counsel.

"Special Mail" also include correspondence received from the following: President and Vice-President of the United States, Attorneys, Members of U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons, but including U.S. Attorneys), other Federal law enforcement officers, State Attorney Generals, Prosecuting Attorneys, Governors, U.S. Courts (including U.S. Probation Officers), and State Courts.

screening. Individualized programs will be designed to meet each inmate's needs and may consist of one or more of the following: Group therapy or counseling, personal development groups, individual therapy or counseling, correctional counseling, crisis intervention, pre-release counseling, voluntary groups, or other programs deemed appropriate.

#### CHALLENGE PROGRAM

The Challenge, Opportunity, Discipline, Ethics. The CHALLENGE Program is a unit-based, residential treatment program stressing the acquisition and implementation of pro-social values and a non-criminal lifestyle. The core curriculum is designed to lead participants toward (1) respect for self and others, (2) responsibility for personal actions, (3) honesty in relationships with others, and (4) tolerance toward others. Participants challenge faulty criminal thinking and behavior patterns, encourage positive interpersonal interactions, and work toward preventing relapse. Specific skill building programs, such as anger management, stress management, problem solving, and oral setting are included in the program. Participants in the program should be interested in making lifestyle changes and willing to commit to the program for 12 months. Inmates interested in participating or finding out more information are encouraged to send a cop-out to the CHALLENGE program staff.

#### INMATE SUICIDE PREVENTION PROGRAM

While in jail or prison, it is not uncommon for people to have feelings of depression and hopelessness. This is particularly true if they are newly incarcerated, serving a long sentence, experiencing family problems, experiencing problems getting along with other inmates, or receiving bad news. When someone is experiencing these feelings, as well as the pressure of incarceration, it is not unusual for them to consider committing suicide. Although staff is trained to watch for signs of suicidal inmates and notify Psychology Services of any concerns, they do not always see signs that other inmates may see. If you are experiencing any feelings of depression or hopelessness or any of the problems listed above, or you know another inmate that is showing signs of depression, hopelessness, or withdrawal, please alert a staff member IMMEDIATELY. Your quick action may save a life.

Signs of depression include, but are not limited to, sadness, tearfulness, lack of enjoyment in usual activities. Staying away from others or reducing phone calls and/or visits is some of the signs of withdrawal. A person who is giving away his possessions, stating, "there is nothing to live for," seems to be obsessed with their death, or similar words and actions are signs of a person who is experiencing feelings of hopelessness.

#### CENTRAL INMATE MONITORING SYSTEM

The Central Inmate Monitoring System (CIMS) is a method for the Warden, the regional office, and the central office to monitor and control the transfer, temporary release, and participation in community activities of inmates who require management considerations.

Classification as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities. All inmates who are designated as CIMS cases will be notified by their Case Manager.

#### MARRIAGES

Any inmate wishing to be married while incarcerated must have the Warden's authorization to do so. All expenses of the marriage will be paid by the inmate. Government funds may not be used for marriage expenses. Chaplains are available to discuss with the inmate and fiancée the issue of marriage while incarcerated. If any inmate requests permission to marry, he must:

- \* Have a letter from the intended spouse, which verifies her intention to marry.
- \* Demonstrate legal eligibility to marry.
- \* Be mentally competent.
- \* Submit a Request to Marry Form to the Unit Staff.

**RELEASE PREPARATION**

The Release Preparation Program is designed to assist inmates in preparing themselves for release. Inmates will be given aid in developing plans for their personal lives and for work. These programs offer classes and information seminars concerning the personal, social, and legal responsibility of civilian life. Routinely scheduled information sessions with the United States Probation Office, other interested agencies, and employers are available. The program is divided into six areas and several classes are available your round in each area. To receive credit for the program, successful completion of at least one class in each of the six areas is required.

**RELIGIOUS SERVICES**

**THE CHAPLAINS**

The FCC has three full-time chaplains. They conduct worship services according to their faith and are available for counseling. They also coordinate weekly services for other faith groups, which includes community contractors and volunteers. If you have any questions concerning your faith group, please see one of the chaplains during open house hours, which are posted on the Religious Services schedule or during mainline.

**EMERGENCIES**

Should there be an outside emergency, your family must contact the institution at (318) 561-5300. The person calling should tell the officer that they have an emergency message for inmate (your name and registration number). It is important that the caller provide information to verify the emergency, for example, the name of a funeral home, hospital, or police agency and phone number(s). Information will be verified by Unit Team or appropriate staff member. Only upon verification of the information, the Chaplain, if present, will inform you of the nature of the emergency phone call. When there is a death in your family or a family member is in the hospital, your PSI will be used to define immediate family.

**EMERGENCY TELEPHONE CALLS**

The Chaplains are authorized to assist you with an emergency phone call during a verified personal emergency. This generally means a family member is in the hospital or there has been a death in the immediate family. The Associate Warden must approve any calls other than verified emergencies.

**CHAPEL SCHEDULE**

Chapel schedules and upcoming special event notices are posted in each housing unit.

**RELIGIOUS DIET PROGRAM**

A religious diet program usually referred to as "Common Fare" is available at FCC-POLLOCK. Inmates who wish to participate must submit an "Inmate Request to Staff Form" to Religious Services requesting the diet. Once the request is made, an interview will be set up. After completion of the interview, the inmate will be notified in writing which component of the Religious Diet program he has been approved for. If you are interested in this program, please see a Chaplain.

- ◆ You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.
- \* You have the right to refuse medical treatment in accordance with Bureau of Prisons' policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill effects of refusing medical treatment.
- ◆ You have the responsibility to notify health services regarding any ill effects that occur because of your refusal. You also accept the responsibility to sign the treatment refusal form.

**INMATE SYSTEMS MANAGEMENT**

**CORRESPONDENCE**

In most cases, inmates are permitted to correspond with the public, family members and others without prior approval. Outgoing mail is placed in mailboxes located in the housing units. Outgoing mail for inmates may be inspected and must remain unsealed. The outgoing envelope must have the inmate's name, registration number, and return address in the upper left-hand corner. "United States Penitentiary Pollock" must be spelled out in the return address. If this information is not reflected on the envelope, it will be returned for correction.

**YOUR INSTITUTIONAL ADDRESS IS:**

Full Name:	_____
Register Number:	_____
United States Penitentiary	_____
P.O. Box 2099 (Unit)	_____
Pollock, Louisiana 71467-2099	_____

Inmates must assume responsibility for the contents of all their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of federal laws.

Inmates may be placed on restricted correspondence status based on misconduct or as a matter of classification. The inmate is notified of this placement and has the opportunity to respond.

Only mail from the United States Postal Service will be accepted. There is no mail service at this institution on weekends and holidays.

**INCOMING CORRESPONDENCE**

First class mails are distributed Monday through Friday (except holidays) and ordinarily by the evening watch officer in each living unit. Newspapers and magazines may also be delivered at this time. The Mail Room Staff will deliver legal and special mail as soon as possible after it is received. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution.

The incoming inmate mail must have an inmate's full name and full register number. The mailroom staff will not recognize nicknames and/or religious names. This will aid prompt delivery and accuracy. All inmate packages received at the institution must have prior authorization. Note: Some packages are authorized under Bureau policies (i.e., magazines, special mail, paperback books, educational or legal materials). These packages do not require pre-approval. However, these packages must be marked with words such as "Authorized by Bureau Policy." This will alert mail room staff that the enclosed materials contain items not



- ◆ You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, main line, or the accepted Inmate Grievance Procedures.
- \* You have the right to provide the Bureau of Prisons with Advance Directives or a Living Will that would provide the Bureau of Prisons with instructions if you were admitted as an inpatient to a hospital.
  - ◆ You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
- \* You have the right to be provided with information regarding your diagnosis, treatment, and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.
  - ◆ You have the responsibility to keep this information confidential.
- \* You have the right to obtain copies of certain releasable portions of your health record.
  - ◆ You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
- \* You have the right to be examined in privacy.
  - ◆ You have the responsibility to comply with security procedures should security be required during your examination.
- \* You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.
  - ◆ You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.
- \* You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.
  - ◆ You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow check ups.
- \* You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
  - ◆ You have the responsibility to be honest with your health care provider(s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
- \* You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.
  - ◆ You have the responsibility to eat healthy and not abuse or waste food or drink.
- \* You have the right to request a routine, physical examination, as defined by Bureau of Prisons' Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).
  - ◆ You have the responsibility to notify medical staff that you wish to have an examination.
- \* You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative services, emergency care, and routine care.
  - ◆ You have the responsibility to maintain your oral hygiene and health.
- \* You have the right to a safe, clean, and healthy environment, including smoke-free living areas.

**PERSONAL PROPERTY**  
 The institution has policies that govern incoming publications and personal property, including religious property. There are catalogs in the Chapel from which you may purchase approved personal religious items from your commissary account through an SPO. SFO orders are done at 2:30 p.m. Saturday afternoons. You must bring your property form showing you do not already have the item you are ordering. The Bureau's policies do not allow anything to be sent in from friends or relatives.

**RELIGIOUS HEADWEAR**  
 Religious Headwear has been standardized across the BOP. If you have questions about appropriate headwear see one of the chaplains. Approved headwear is sold in the Commissary. **SPECIAL OBSERVANCES**

Many religions have days that are important and considered special or holy to its followers. The BOP recognizes certain holy days and days of "work prescription," i.e., days off from work. To participate in any recognized special religious observance, fast, ceremonial meal, holy day or religious day off (work prescription), you must submit a request in writing to a chaplain 30 days prior to the observance date. Jewish Passover request must be received 90 days in advance due to ordering Passover foods. If approved you will be placed on the call-out that day to observe the event and/or a religious day off.

**CHAPEL LIBRARY**  
 The Chapel has religious books, videos, and literature available for each Religious Faith Group. Most books may be checked out during the faith groups meeting time (s). See the Chapel schedule for video viewing times.

**SPECIAL RELIGIOUS EVENTS**  
 The Chaplains may reschedule or limit any activity that occurs to facilitate special religious events. The schedule is subject to change without prior notice.

**INMATE FINANCIAL RESPONSIBILITY PROGRAM**

Working closely with the Administrative Office of the Courts and the Department of Justice, the Bureau administers a systematic payment program for court-imposed fines, fees, and costs. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include special assessments, imposed under 18 USC 3013 court ordered restitution, fines, court costs, judgments in favor of the United States; other debts owed the federal government, and other court-ordered obligations (i.e., child support, alimony, and other judgments).

Institution staff assists in planning, but the inmate is responsible for making all payments required, either from earnings within the institution or from outside resources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet his obligation, the inmate will be removed from Federal Prison Industries and will not receive any compensation above maintenance pay level. Normally, inmates in refusal status will not be permitted in a single cell, special purchase orders, or receive pre-release RRC placement. Telephone use and other privileges may also be restricted. The institution will provide additional pertinent information regarding specific financial obligations and requirements during the institution's Admission and Orientation program.

**HEALTH SERVICES**

Shortly after your arrival to the institution, you will receive a screening examination. You should report any urgent medical problems or prescription medications to the medical staff at

that time. Inmates who are newly committed to the BOP will receive a medical and dental examination within 14 days of arrival.

**GENERAL INFORMATION**

The Health Services staff at FCC-POLLOCK will provide necessary medical and dental services to the inmate population consistent with acceptable community standards. Most medical care is provided through appointments, which will be placed in the institutional Call Out. You must present your ID card each time you report to Health Services.

**SICK CALL APPOINTMENTS**

If you have a medical or dental problem, you should report to sick call at the Health Services Unit (HSU). A \$2.00 co-pay fee is charged to you when you request health care services, such as Sick Call, or after hours treatment for a condition which is not an emergency. Needed health care will not be denied due to lack of funds. Co-payment fees are waived when appointments

Medical/Dental Sick Call Sign-Up Hours (As Units are Called to A.M. Breakfast Mainline)				
Monday	Tuesday	Wednesday (closed)	Thursday	Friday
Approximate time schedule 6:30 a.m. to 7:30 a.m.				

or services, including follow-up appointments, are initiated by medical staff.

**ROUTINE MEDICAL/DENTAL TREATMENT**

You may send an Inmate Request to Staff Member (cop-out) to request routine care from your assigned Primary Care Provider or Dentist. Examples include wellness concerns appropriate for age such as blood pressure checks, HIV tests, physicals, dental cleanings, and prostate examinations. You may also request a medical exam within one year of expected day of release.

**EMERGENCY MEDICAL TREATMENT**

Emergency medical services will be available and provided on a 24-hour, seven days a week basis. In the event of a medical emergency, you are to report directly to the nearest staff member for assistance. Telephone arrangement and/or notification must be made between the institution staff member and a member of the medical staff prior to the individual being seen. The staff member contacting the medical department will furnish information regarding the nature of the impending emergency and will receive instructions on how you should proceed in obtaining medical care. You should not report to Health Services without authorization by a medical staff member. Medical coverage on evenings, weekends, and holidays is for the treatment of emergency medical and dental problems only.

**INFECTIOUS CONTROL**

You will receive a PPD (TB) test yearly to determine if you have been exposed to tuberculosis. This is mandatory unless a healthcare provider has determined that you are exempt from testing. A Chest X-Ray is not a substitute for a PPD test. Refusal of PPD may result in an Incident Report. Other infectious diseases may be monitored in Chronic Care Clinics, such as HIV or Hepatitis. All inmates are cautioned to avoid activities which may result in exposure to blood-borne diseases, including tattooing. Good hand washing and hygiene practices will limit the transmission of contagious skin infections.

**PHARMACY SERVICE AND PILL LINE**

New prescriptions and re-fills are completed during normal business hours Monday-Friday and will be available for pick up in conjunction to issuing Pill Line only and pills may be crushed according to BOP policy. No medications of any type will be dispensed without the presentation of your ID card. Pill Line staff do not provide Sick Call Services.

Pill Lines Times are As Units are Called to Mainline  
For the breakfast meal and 7:30 p.m. Pill Line/Open-Movement

**ADVANCE DIRECTIVES**

If you are unexpectedly ill or injured and become unconscious, you will have no control over the medical decisions that are made for you in your final days. You may choose to execute a Living Will, which states that you do not want your life to be prolonged by extraordinary means in the event of a terminal and incurable condition. You can only write and sign a Living Will when you are mentally alert and competent to make decisions. You are not required to have a Living Will BOP pre-printed Living Will forms can be found in the inmate law library, along with more information on Advanced Directives. You may also have this document prepared by a private attorney at your own expense. Once completed, the original document will be placed in your Health Record.

**HEALTH CARE RIGHTS & RESPONSABILITIES**

You are responsible for attending all medical appointments on the Call-Out. If you choose to refuse treatment or your appointment, then you will need to report to Health Services to sign a Refusal of Treatment form. Failure to report for an appointment is grounds for an incident report. If you are not satisfied with your treatment, and the issue cannot be resolved between you and your medical provider, then you may proceed with the Administrative Remedy Process outlined in this handbook.

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 accept the responsibility to cooperate with your health care plans and respect the basic human rights of your health care providers.

- \* You have the right to access health care services based on the local procedures at your institution. Health services include medical, dental and all support services. Health Services cannot be denied due to lack (verified) of personal funds to pay for your care.
- ◆ You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you by health care providers. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.
- \* You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration, and dignity.
- ◆ Responsibility: You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
- \* You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden and the Warden.