

# INMATE INFORMATION HANDBOOK



FEDERAL BUREAU OF PRISONS  
FCI ELKTON, OHIO

**Mailing Address: FCI ELKTON  
P.O. BOX 10  
Lisbon, OH 44432**

Updated: August 1, 2011

# TABLE OF CONTENTS

<b>INTAKE, CLASSIFICATION, AND THE UNIT TEAM</b>	
Classification Teams (Unit Teams).....	1
<b>GENERAL FUNCTIONS OF UNIT STAFF</b>	
Communications.....	2
Program Reviews.....	2
Town Hall Meetings.....	2-3
Team Participation in Parole Hearings.....	3
Treaty Transfers for Non-U.S. Inmates.....	3
<b>DAILY INMATE LIFE</b>	
Sanitation.....	3
Personal Property Limits/Uniform.....	3-8
Quarters Rules.....	10
Wake-up.....	10
Clothing Exchange & Laundry.....	10-13
Commissary/Spending Limitations.....	14
Deposits to Accounts.....	14
Commissary Fund Withdrawals.....	15
<b>SECURITY PROCEDURES</b>	
Counts.....	15
Call-Outs.....	16
Shakedowns.....	16
Drug Surveillance.....	16
Alcohol Detection.....	17
Prevention and Control.....	17
Suicide Prevention.....	17
<b>PROGRAMS AND SERVICES</b>	
Job Assignments.....	17-18
Food Service.....	18
Education Programs.....	18
Recreation, Leisure, and Social Programs.....	18
Counseling Activities.....	19
Sexual Assault/Abuse Prevention and Intervention.....	20-22
Psychology and Psychiatry Programs.....	19
Escorted Trips.....	22
Furloughs.....	22
Central Inmate Monitoring System.....	22
Release Preparation Programming.....	22
Religious Programs.....	23
Inmate Financial Responsibility Program.....	23
Savings Account Procedures.....	23
Barber Shop.....	23
Health Services.....	23-24
Categories of Care.....	24-25

Fire

Medication - Pill Line.....	29-30
On-the-job Injuries.....	33
Health Services Rights & Responsibilities.....	31-33
<b>CONTACT WITH THE COMMUNITY AND PUBLIC</b>	
Correspondence.....	33, 34
Incoming Correspondence.....	34
Incoming Publications.....	34
Special Mail.....	34
Inmate Correspondence with Representatives of the News Media.....	35
Rejection of Correspondence.....	35
Notification of Rejection.....	35
Change of Address/Forwarding of Mail.....	36
Certified/Registered Mail.....	36
Funds Received through the Mail.....	36
Visiting.....	36-40
Identification of Visitors.....	38
Visiting Hours.....	37
<b>ACCESS TO LEGAL SERVICES</b>	
Attorney Visits.....	40
Legal Material.....	40
Attorney Phone Calls.....	40
Law Library.....	40
Notary Public.....	40
Copies of Legal Materials.....	41
Federal Tort Claims.....	41
Freedom of Information/Privacy Act of 1974.....	41
Inmate Access to Central Files.....	41
Inmate Access to Other Documents.....	41
Executive Clemency.....	41
Commutation of Sentence.....	42
<b>PROBLEM RESOLUTION</b>	
Inmate Requests to Staff Members.....	42
Administrative Remedy Process.....	42
Relief Requested Sensitive Complaints.....	43
<b>DISCIPLINARY PROCEDURES</b>	
Discipline.....	43-44
Inmate Discipline Information.....	43, 44
Initial Hearing.....	43
<b>DISCIPLINE HEARING OFFICER</b>	
Appeals of Disciplinary Actions.....	44
<b>SPECIAL HOUSING UNIT STATUS.....</b>	<b>44</b>
<b>RELEASE</b>	
Sentence Computation.....	45
Fines and Costs.....	45

Detainers.....	45
Good Conduct Good Time.....	45
Good Time.....	46
Statutory Good Time.....	46
Extra Good Time.....	46
Community Corrections Center Good Time.....	47
Camp Good Time.....	47
Lump Sum Awards.....	47
Good Time Procedures.....	48
Parole.....	48
Release Planning.....	48
Community-Based Residential Programs.....	49
INMATE RIGHTS AND RESPONSIBILITIES.....	50-52
PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE.....	53-63

## **INMATE INFORMATION HANDBOOK**

### **Federal Bureau of Prisons Introduction**

The purpose of this handbook is to provide inmates confined with the Federal Bureau of Prisons with general information regarding the Bureau, its programs, institution, and the rules and regulations they will encounter during confinement. It is not a specific guide to the detailed policies of the Bureau (which are subject to change) or all procedures in effect at each Bureau location. That information will be made available during the institution's Admission and Orientation program. Rather, the material in this handbook will help new inmates more quickly understand what they will be encountering when they enter prison, and hopefully assist them in their initial adjustment to institution life, intake, classification, and the Unit Team.

Inmates are socially and medically screened at the time of arrival and will also be screened by the Mental Health Staff upon arrival or shortly thereafter. Inmates are immediately provided with a copy of the institution's rules and regulations, which includes information on inmate rights and responsibilities.

For the first week or two of an inmate's stay at an institution, the inmate will be assigned to the Admission and Orientation (A&O) Program. While in A&O, inmates are advised of the programs, services, policies, and procedures regarding the facility. Also, they will hear lectures from staff regarding their programs and departments. While in the A&O Program, inmates will also be given the work of A&O assignment once medically clear a permanent job will be assigned.

#### **Classification Team (Unit Teams)**

FCI ELKTON is organized into a unit management system. A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. Each unit is staffed by a unit team directly responsible for those inmates living in that unit. The unit staff offices are located in the housing units so staff and inmates can be accessible to each other.

The unit staff typically includes the one unit manager, two case managers, two correctional counselors and one unit secretary. Staff psychologist, education advisor, and unit officer also are considered to be unit staff, and may sit on or participate in Unit Team decisions.

Inmates are assigned to a specific unit team. The resolution of issues or matters of interest while at the institution are most appropriately initiated with the unit team. Unit team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while in prison.

Ordinarily, a member of the unit staff will be at the institution weekdays from 7:30 a.m. to 9:00 p.m., and during the day on 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. Staff schedules are posted in the unit bulletin boards.

## General Functions of Unit Staff

**Unit Manager:** The Unit Manager is the administrative head of the general unit and oversees all unit programs and activities. He or She is a Department Head at the institution and has a close working relationship with other departments and personnel. The Unit Manager is the Chairperson of the Unit Discipline Committee and the classification team and reviews all team decisions.

**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 or she is supervised by the Unit Manager on a daily basis. The Case Management Coordinator, (a specialist department head who provides technical assistance to unit staff in case management matters) provides direction in reference to specialized training and duties to the case managers. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager is a frequent member of the Unit Discipline Committee.

**Counselor:** The Counselor provides counseling and guidance for inmates in their units, in areas of institutional adjustment, personal difficulties, and future plans. Counselors play a leading role in all segments of unit programs and are a voting member of the Unit Team. The Counselor will visit inmate work assignments regularly and 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. The Counselor is responsible for unit sanitation, monitoring inmate Financial Responsibility Program, and updating inmate visitation lists. The Counselor is a frequent member of the Unit Discipline Committee.

**Unit Secretary:** The Unit Secretary performs clerical and administrative duties. The unit secretary works for the Unit Manager.

**Unit Officer:** The Unit Officers have direct responsibility for the day-to-day supervision of inmates and the enforcement of rules and regulations. They have safety, security, and sanitation responsibilities in the unit. Unit Officers are in regular contact with inmates in their housing units. Unit Officers are jointly supervised by the Operations Lieutenant, Unit Manager and the Captain ( the Chief Correctional Supervisor) during their unit assignment.

**Communications:** There will be a unit staff member available each day of the week and most evenings until 9:00 p.m. The unit bulletin boards contain written communication of interest to inmates.

**Program Reviews:** Program reviews will be held every 90 to 180 days. These are held by the unit teams to review the inmates classification and progress toward program recommendations, work assignments, transfers, institutional adjustment, release planning, etc.

**Special Teams:** Inmates may request a special team by submitting an Inmate Request to Staff Member to their Unit Manager. Special teams are generally held when an inmate has had a change in their sentence; i.e. a detainer has been placed or removed.

**Town Hall Meetings:** Unit Town Hall Meetings are held periodically to make announcements and discuss changes in policy and procedures. Inmates are encouraged to ask pertinent questions to staff and any guest speakers who are present. These questions should pertain to the unit as a whole, rather than

personal questions or problems. Individual problems will be resolved by unit staff members during the regular working hours. An Open Door policy is in effect at these times.

**Team Participation in Parole Hearings:** The case manger prepares progress reports by compiling information in the inmate's central file for presentation to the U. S. Parole Commission or other appropriate agencies. The inmate's case manager will ordinarily be present at that inmate's Parole Hearing. The case manager's function at the hearing is to assist the Parole Examiners, not as a staff representative for the inmate.

**Treaty transfers for non-U.S. Inmates:** Inmates who are not U.S. citizens may be eligible for a transfer to their country of citizenship to serve the remainder of their sentence. This is only possible for inmates with citizenship from a country with a formal prisoner exchange treaty with the United States. The unit team is the source of information about these transfers, and can tell an inmate if their country of citizenship has signed this kind of agreement with the U.S., and if so, how to apply for transfer.

### **DAILY INMATE LIFE**

**Inmate Identification Cards:** Inmates must wear their identification cards on a lanyard around their neck outside their outer most garment, with their name and register number visible. Any inmate not wearing or in possession of his I.D. card will be subject to disciplinary action and denied entry into the dining hall.

**Sanitation:** It is the inmate's responsibility to check his living area immediately after receiving the assignment bunk and to report any and all damage and contraband to the Correctional Officer, Case Manager, or Counselor. An inmate may be held financially liable for any damage to his personal living area.

Each inmate is responsible for making his bed in accordance with regulations before work call (including weekends and holidays when he leaves the area). Each inmate is also responsible for maintaining the general sanitation of his personal living area by sweeping, mopping, and removing the trash. Cardboard boxes and other paper containers are not to be used for storage due to their combustibile nature and plastic trash can liners are not to be used in inmate trash cans. Lockers must be neatly arranged inside and out.

Toothpaste, toothbrushes, combs, razors, and soap are issued by the institution and are available in the Laundry area. Inmates may purchase name brand items through the commissary. Linen and other laundry exchange procedures vary widely from institution to institution. In most instances, linens may be exchanged once a week.

**Personal Property Limits:** Items which may be retained by an inmate are limited for sanitation and security reasons to ensure that excess personal property does not pose a fire hazard or impair staff searches. The following list is not all-inclusive, but it is a guide to the kind of items an inmate may be authorized.

**AUTHORIZED INMATE PERSONAL PROPERTY  
ADMINISTRATIVE DETENTION**

Books (issued from SHU supply)	2 ea
Conditioner	1 bottle
Denture Adhesive	1 ea
Deodorant (plastic container)	1 ea
Envelopes	6 ea
Eyeglasses	1 pr
Legal Materials	**
Lotion, Skin	1 bottle
Magazines	2 ea
Newspapers (current date)	1 ea
Pencils (1/2) (SHU issue)	2 ea
Personal Letters	5 ea
Photos	5 ea
Religious Medal w/chain	1 ea
Shampoo	1 bottle
Shoes, shower	1 pr
Snack food	5 items
Soap, bar	1 ea
Drinks (powder mix)	1 ea
Stamps	20
Toothbrush (SHU issue)	1 ea
Toothpowder	1 ea
Wedding Band	1 ea
Writing Paper (sheets)	12 ea

\*\* The amount of legal material that an inmate will be allowed to retain in Administrative Detention will be limited to current cases only and will be determined after consulting with the Paralegal.

**AUTHORIZED INMATE PERSONAL PROPERTY  
DISCIPLINARY SEGREGATION**

Books (issued from Special Housing Unit supply)	2 ea
Deodorant (plastic container)	1 ea
Envelopes	6 ea
Eyeglasses	1 pr
Legal Materials	**
Lotion, Body	1 bottle
Newspapers (current date)	1 ea
Pencils (1/2) (SHU issue)	1 ea
Personal Letters	5 ea
Photos	5 ea
Religious Medal	1 ea
Shampoo	1 ea
Shoes, shower	1 pr

Soap, bar	1 ea
Stamps	20
Toothbrush (SHU issue)	1 ea
Toothpowder	1 ea
Wedding Band	1 ea
Writing paper (sheets)	12 ea

\*\* The amount of legal material that an inmate will be allowed to retain in Disciplinary Segregation will be limited to current cases only and will be determined after consulting with the Paralegal.

**ALL PERSONAL PROPERTY ITEMS MUST FIT IN THE STORAGE COMPARTMENT UNDER THE BED.**

**INMATE PERSONAL PROPERTY LIST  
AUTHORIZED FOR RETENTION AND TRANSFER BETWEEN INSTITUTIONS  
UNLESS LISTED ALL ITEMS ARE COMMISSARY PURCHASE ONLY**

CLOTHING

Bathrobe (white or gray; no hoods)	1 ea
Cap, Baseball (white or gray; no logos)	1 ea
Shoes, Athletic (white, maximum \$100 value, no pumps/ no pockets)	1 pr
Shoes, Specialty, (white, black, black/white combination, \$100 value, no pumps/no pockets) court, turf, running shoe,	1 pr
Shoes, Casual	1 pr
Shoes, shower (white or gray)	1 pr
Shoes, Slippers (colorless)	1 pr
Shoes, work	1 pr
Shorts, gym (white or gray/no logos)	2 ea
Socks (white)	5 pr
Sweat pants (gray/cotton/no logos)	2 pr
Sweatshirts (gray/pullover/no hoods/no logos/cotton)	2 ea
T-shirts/sleeveless undershirts (white or gray/no logos/no pockets)	5 ea
Underwear (white/boxers or briefs)	7 pr
Handkerchief (white only)	5 ea

PERSONALLY OWNED ITEMS

Address book	1 ea
Alarm clock (non-electric)	1 ea
Bag Athletic tote (no logos)(24 inches or less)	1 ea
Batteries	4 ea
Books (hard/soft)(excluding current school/vt books)	5 ea
Book reading light (battery operated)	1 ea

Bowl (plastic/24oz or less)	1 ea
Calculator, small (electronically unsophisticated inexpensive, non-print feature/battery or solar operated)	1 ea
Calendar, Small*	1 ea
Comb/Pick (plastic)	1 ea
Combination Lock	1 ea
Contact Lens (clear/prescribed)**	2 pr
Contact Lens Solution**	1 blt
Shaving Bag	1 ea
Cup (plastic)	1 ea
Dentures**	1 set
Earplugs	1 set
Envelopes	1 box
Eyeglasses**	2 pr
Eyeglass Case**	2 ea
Hairbrush	1 ea
Hangers (plastic)	5 ea
Headphones	1 ea
Jug (plastic)	1 ea
Laundry Bag (mesh)	1 ea
Letters	25 ea
Mirror (small/plastic)	1 ea
Pen, Ballpoint	2 ea
Pencils	2 ea
Photo Album/Scrapbook	1 ea
Photos (single-faced) (loose)	25 ea
Picture Frame (clear plastic)	1 ea
Playing Cards	2 decks
Radio W/Earplugs (walkman-type)	1 ea
Stamps (total value equivalent to 60 1 <sup>st</sup> Class)	60
Sunglasses (non-reflective)	1 pr
Towel (white/large)	1 ea
Watch (\$100 maximum value, no stones, electronically unsophisticated, i.e. inability to send signals)	1 ea
Watchband	1 ea
Wedding Band (no stones/white/yellow metal)	1 ea
Writing Tablet	2 ea
<b>HYGIENE ITEMS:</b>	
Dental Floss and/or Pick (unwaxed)	1 container
Denture Adhesive	1 ea
Denture Brush	1 ea
Denture Cleaner/Powder	1 ea
Denture Cup	1 ea
Deodorant	2 ea
Lens Cloth	1 ea
Nail Clippers (no file)	1 ea
Razor	1 ea

Scissors, Mustache (blunt tip)	1 ea
Sewing Kit	1 ea
Soap, Bar	2 ea
Soap Dish	1 ea
Toothbrush	1 ea
Toothbrush Holder	1 ea
Toothpaste	2 tubes
Tweezers (blunt tip)	1 ea

\* Approved institution sources      \*\* Must be medically approved

**Other Commissary non-perishable items sealed in unopened containers.**

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

**Clothing:** Civilian clothing of any type (except athletic apparel) is not authorized. Two (2) personal sweatshirts and sweat pants (purchased in BOP commissaries) may be permitted. Individual wash clothes, towels, and the uniform are issued to inmates. Authorized footwear includes: one pair of steel-toed safety shoes, one pair of shower shoes, one pair slippers, and two pair of tennis shoes. Institution issued footwear will be placed under the bed in a neat row. Footware must be worn at all times outside the dormitory. Shower shoes are not authorized outside the unit. Safety (steel-toed) shoes are to be worn on work details unless Medical Services issues a waiver. The waiver must be carried by the inmate and be present upon request. Inmates must wear clothing at all times in the housing unit common areas. Underwear, including thermal underwear bottoms, will not be worn as outer garments in common areas. When moving to and from the restroom/shower facilities, inmates must be properly covered in suitable attire such as a house coat, sweat pants, etc. Athletic uniforms and equipment issued by the Recreation Department will be returned immediately after use and will not be kept in the dormitories.

**Uniform:** The inmate uniform consists of trousers, long or short sleeve shirt, brown T-shirt, socks, and authorized shoes. Only the brown T-shirt and authorized shoes may be worn with personally owned clothing. Anytime the uniform shirt and/or pants are worn (including work hours), the shirt tail will be tucked neatly into the trousers and buttoned (top button must be unbuttoned). The sleeves of the long sleeve shirts may be neatly rolled above the elbow or worn all the way down and buttoned. The only T-shirt authorized to be worn with the institution dress uniform is the brown institution issue. The uniform must be worn in an appropriate manner at all times. Inmates are not permitted to wear pants that sag below the waist or with cuffs. Pegging or blousing of the pants is prohibited. Additionally, inmates may not have their hands inside the waist line of their pants. The uniform is required to be worn for organizational meetings and Chapel activities during regular work days between the hours of 7:30 a.m. to 4:00 p.m., and noon meals. For inmates on their day off, leisure clothing may be worn in the housing units or to and from Recreation. Approved athletic shorts and sweat clothing may be worn while participating in leisure activities and in the Dining Hall during the morning meal and after 4:00 p.m., on weekdays, all day on weekends and federal holidays. Inmates may wear institution issued or Commissary purchased thermal underwear under their uniform. However, a long sleeve uniform shirt must be worn over a thermal underwear top. A sweat shirt may be worn with the uniform during regular work hours provided the sweat

shirt is worn underneath the uniform shirt. Coats are not to be substituted for the uniform shirt. When wearing a coat, the inmate must still be in full uniform. When the outside temperature reaches 60 degrees and above, inmates are not permitted to wear coats inside the Dining facility. While physically working outside in the heat during the months of June, July, and August, the outer uniform shirt may be removed, however, the brown T-shirt must be worn and tucked in. When on a break, or not working in the heat, inmates must return to full uniform. Clothing issued for specific details will be worn on the specified detail only, and will not be worn when engaging in recreational activities or after work hours. Hats shall not be worn inside buildings unless specified by work details, i.e. Food Service, Paint Shop, etc. Wave caps may only be worn in the living quarters and are not to be worn outside anywhere on the compound. Religious head coverings must reflect the inmate's designated religious assignment in SENTRY. The "Fez" is to be worn only in the Chapel.

**Special Purchase Items:** Special Purchase Items will be authorized only to the point where they can be contained in the storage area provided for personal property.

**Legal Materials:** Inmates are allowed to maintain legal materials and supplies (not to exceed a locally established limit) in their locker or placed in a commissary purchased grey plastic container. This container may contain legal material only and must be locked at all times.

**Hobby Craft Materials:** Hobby shop raw materials will be stored in Recreation. Disposal of completed hobby craft work must be arranged immediately after completion.

**Commissary Items:** The total value of an inmate's accumulated Commissary items (excluding special purchases) will be limited to the monthly spending of \$290.00. Special limits may apply.

**Phone System:** New inmate commitments will be issued a PAC # with a set of dialing instructions and given a phone request form which must be hand carried back to their Counselors for acceptance and approval. Inmates must complete telephone number requests through TRULINCS. Inmates transferring to other BOP facilities will keep the same PAC # and their list will also remain intact.

**Food Storage:** Food items that are left open create a health hazard. These items must be properly sealed at all times. Empty jars may not be used as drinking containers and are to be discarded.

**Letters, Books, Photographs, Newspapers, and Magazines:** An inmate can have five magazines, current issue newspapers, 25 letters, 25 photographs, 5 hardcover books, that can be stored in the locker or shelf provided in each room. One picture frame purchased from the Commissary may be displayed. **Nothing** is to be tacked, stapled, or scotch taped to any surface.

**Radios and Watches:** An inmate may not own or possess more than one (1) 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 which exceeds the locally established limits, of \$100.00. Radios and watches will be inscribed with the inmate's name and registration number. Only walkman-type **(CLEAR IN COLOR)** radios are permitted and headphones are required at all times. While an inmate is in holdover status he may not purchase, own, or possess a radio or watch. Inmates may not give any items of value to other inmates i.e., radio, watch, shoes, or commissary items.

**Jewelry:** Inmates may have a plain wedding band without stones and, with prior approval, a religious medal without stones. The value of the Jewelry will not exceed \$100.00.

### **QUARTERS RULES**

Institutions impose regulations on inmate conduct and furnishing in housing units. Unit officers inspect rooms daily in order to minimize maintenance cost, permit uniform inspection, search procedures, and to maintain orderly, congregate living. Typical rules would include items such as:

All beds are to be made daily in the prescribed manner. If a cell or room is not acceptable, corrective action including incident reports can be expected.

**Unit Meal Rotation:** Is based on weekly sanitation inspections.

Each inmate is responsible for the cleaning and sanitation of his bunk & cube area. Orderlies work 35 hour weeks and are responsible for the unit sanitation. However, everyone is responsible for cleaning up after themselves. Trash and wastebaskets are to be emptied prior to 7:30 a.m. each day. Beds will be made each day by 7:30 a.m. daily. At no time will a mattress be removed from a bunk and placed on the floor.

Showers are available every day, from 6:00 a.m. until 10:00 p.m. 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. Inmates requesting to shower after 7:30 a.m. must get the permission of the Unit Officer. Removal of food from the dining room is not permitted. Fruit must be consumed in the dining room.

Steel-toed safety shoes must be worn to work, including orderly positions in the unit. Shoes are to be worn in the dining room area. (No open-toe shoes permitted.) Unit televisions may be viewed during established hours. Inmates may play cards and approved games during established hours, providing appropriate noise levels are maintained.

**Use of Personal Radios:** Radios may be played in an inmate's cube, but headphones must be used at all times. Radios are not to be audible by anyone except the person wearing the headphones.

**Wake-up:** General wake-up for all inmates is 6:00 a.m. The units are called to breakfast by the Correctional Supervisor. The Unit Officer will announce breakfast when notified, and the Control Center will announce meal times. Inmates are given a reasonable amount of time to leave the unit if they desire breakfast.

**Clothing Exchange & Laundry:** All 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.

Clothing Issue:

1. Inmates requesting to pick up or exchange clothing, or desiring any other

service in Laundry, must present their commissary ID card to the staff member on duty.

2. New arrivals at FCI Elkton will be issued a bedroll by the Correctional Systems Department (CSD) during their processing. The CSD will be provided with an inventory of bedrolls. It will be the responsibility of the CSD to inform the Laundry Plant Manager of additional bedrolls or issue items that are needed to maintain that inventory. The bedroll will include bedding and all items necessary for the night or the weekend. The next working day, the inmates will come to the Laundry between 6:00 a.m. and 7:00 a.m. to sign up for their issue of clothing. Each inmate will take responsibility for their institution issued clothing by signing a completed clothing issue card.
3. Each inmate will receive the following issue upon arrival at FCI Elkton. There will be minimums and maximums for each item issued.

<u>Item</u>	<u>Minimum</u>	<u>Maximum</u>
pants	3	4
shirts	3	4
T-shirts	3	4
boxers	3	4
socks	3	4
towels	2	2
washcloth	2	2
knit hat	1	1
shoes	1	1
jacket	1	1
laundry bag	1	1
gloves	1	1

Each inmate is expected to maintain his initial issue of clothing for a minimum of one (1) year with the exception of the following: T-shirts, boxer shorts, and socks which the inmates may receive, as needed, a suitable issue every six (6) months. Disposal of any clothing item for any reason must be authorized by the Laundry Plant Manager.

All clothing articles issued to an inmate are the responsibility of that inmate. A second issue of an institution clothing item that has been willfully damaged, destroyed, or altered will not occur unless monetary restitution for the first issue is made. To make restitution, inmates will request that the cost of the item be taken off their commissary account, through a BP-199 (Form 24).

4. When an inmate is placed in the Special Housing Unit (SHU), his institution clothing will be stored in the inmates assigned unit. The inmates personal property will be taken to SHU. Unit staff will separate the issued clothing, inventory it and place the inventory sheet in the inmate's laundry bag. When the inmate is released from SHU, he will be given his laundry bag from unit staff. The bag will contain all issued clothing in his possession at the time of his placement in SHU. Institution clothing items will not be reissued to the inmate without written authorization from the Controller, and it can be verified that the clothing was lost through staff negligence.
5. When an inmate is released from SHU and not returned to the general population, the inmates clothing issue will be returned to the institution Laundry for reissue. Inmates with excess institution clothing, or who willfully damage, destroy, or alter institution clothing will be subject to disciplinary action.
6. Before an inmate's release or transfer, the inmate will return all clothing and medically issued items to the institution Laundry, except for one set of clothes to wear to the Receiving and Discharge area. Before release, each inmate is required to check in with the Laundry Department and sign his clothing issue card, documenting that all previously issued clothing and related items have been returned to the Laundry. On the day of release or transfer, the Receiving and
7. Discharge Officer will collect the remaining institution clothing and return it to the Laundry for cleaning and reuse. The Accounting Office, before posting any advance or final pay for inmate releases, will verify that the inmate has cleared the Laundry and does not owe the Government money. An inmate being transferred who owes the Government money for damaged clothing will sign a BP-199 (Form 24), before transferring, or his commissary account will be frozen for the amount owed. Excess clothing and/or linen found in the units that is not attributable to the inmate being locked up, shall be retained by the Unit Officer in a secure area. The Unit Officer will notify the Laundry Plant Foreman, who will send an inmate from the Laundry to pick up the excess clothing or linen.
8. It will be the responsibility of each Detail Supervisor to provide his/her detail with the proper issuance of any necessary work and / or safety clothing not provided in their basic issue.

## Laundry Services:

1. A centralized Laundry for the inmate population is provided for all institution issued clothing articles. In order to use the laundry services, each inmate will put his soiled laundry into his issued laundry bag, cinch it tight and deliver it to the Laundry Monday, Tuesday, Thursday and Friday 6:00 a.m. to 7:00 a.m.
2. Inmates will be permitted to pick up their clean laundry between the hours of 11:00 a.m. to 12:00 p.m. the same day it is dropped off or between the hours of 6:00 a.m. to 7:00 a.m. the next working day.
3. The institution Laundry is closed on all Federal holidays.
4. Household washers and dryers are provided in the housing units for personal clothing and for those inmates who do not wish to use the institution laundry services. Each inmate is responsible for his own clothing. Clothing must not be left unattended in the unit washers and dryers. Failure to comply, which results in the loss or theft of clothing articles will be subject to disciplinary action(s). Detergent is available for purchase in the Commissary.
5. FCI inmates can exchange sheets and blankets for clean ones between 6:00 a.m. and 7:00 a.m., Monday, Tuesday, Thursday, and Friday.
6. Federal Satellite Low (FSL) inmates can exchange sheets, and blankets for clean ones between 6:00 a.m. and 7:00 a.m., Monday, Tuesday, and Thursday.
7. SHU soiled laundry will be picked up each working day morning (Monday through Friday) and returned that afternoon. An empty laundry cart will be provided to SHU for this purpose. SHU will be provided an initial issue of clothing items, and it will be the responsibility of SHU staff to keep inventory of these items, to report any discrepancies, and to make proper requests for additionally needed clothing articles.
8. FCI inmates will be issued hygiene items on Wednesday from 6:00 a.m. to 7:00 a.m. If Wednesday falls on a Federal holiday, hygiene items will be issued on Tuesday.

FSL inmates will be issued hygiene items on Friday from 6:00 a.m. to 7:00

a.m. If Friday falls on a Federal holiday, hygiene items will be issued on Thursday.

**Commissary:** Hours of operation and inmate population rotation schedules are posted on the Unit bulletin boards and in the Commissary Lobby. Inmates must have their inmate ID with them allowing staff to identify them prior to a sale being conducted. Inmates are required to wait in the Commissary Lobby once their commissary list has been collected. Inmates unavailable for a sale once their name and number has been called will not be authorized to shop until their regularly scheduled time the following week.

**Spending Limitation:** Inmates are currently permitted to spend up to \$290.00 per month according to BOP Policy. Stamps, telephone credits, over-the-counter medications, items approved by the Chaplain for religious purposes and items approved by the Supervisor of Education for educational purposes are the only items which are exempted from the spending limitation. Once each month an inmate's account is Avalidated@. An Automated Inquiry Machine (AIM) is available during Commissary sales hours for inmates to verify information in their individual account. Inmates are given a 4 digit PIN # upon request from the Commissary to access the AIM machine. The Automated Inquiry Machine will show inmates when they validate, account balance, telephone list, available spending limitation, and last 22 transactions. Inmates may also follow dialing instructions on the phone system to check their account balance. No fee is charged for this service.

**Deposits to Accounts- Through Mail:** Deposits to commissary accounts from outside sources need to be sent to the Federal Bureau of Prisons National Lock Box. The sender must ensure the inmate's committed name (no nicknames) and register number are printed on all money orders; U.S. Treasury checks; state and local checks; any foreign negotiable instruments payable in U.S. currency. Only postal money orders will be posted upon receipt, all other money orders will have at least a fifteen day hold put on them. The envelope should be addresses as follows:

Federal Bureau of Prisons  
Inmate's Committed Name  
Inmate's Register Number  
P.O. Box 474701  
Des Moines, IA 50947-0001

Please ensure that outside sources do not enclose cash, personal checks, letters, pictures or any other items in the envelope. Enclose only the allowable negotiable instrument. The National Lock Box cannot forward any items enclosed with the negotiable instruments to the inmates. Items, personal in nature, must be mailed directly to the institution.

**Deposits to Accounts- Through Western Union Quick Collect:** Funds may be sent to an

inmate=s account through Western Union=s Quick Collect Program. All funds sent via Western Union=s Quick Collect will be posted to the inmate=s account within two to four hours, when those funds are sent between 7:00 am and 9:00 pm EST (seven days per week, including holidays). Funds sent to an inmate through Western Union Quick Collect may be sent via one of the following methods: 1) At an agent location with cash via a Blue Quick Collect Send Form. To find the nearest agent, the inmate=s family or friends may call 1-800-325-6000 or go to [www.westernunion.com](http://www.westernunion.com) . 2) By phone using a credit/debit card. The inmate=s family or friends may simply call 1-800-634-3422 and press option 2. 3) Online using a credit/debit card. The inmate=s family and friends my go to [www.westernunion.com](http://www.westernunion.com) ; select bill payment and select Quick Collect. For each Western Union Quick Collect transaction, the following information must be provided:

- 1) Inmate Register Number
- 2) Inmate Name (Committed Name)
- 3) City code: FBOP
- 4) State code: DC

The inmate name and register number must be entered correctly, if the sender does not provide the correct information, the transaction cannot be completed. If an incorrect register number and/or name are used by the sender and accepted and posted to that inmate, funds may not be returned.

**Commissary Fund Withdrawals:** A standard form is provided by the institution for the withdrawal of inmate funds from Commissary accounts. Unit Managers may approve withdrawals from the trust fund account to send funds to dependents and other family members, or payment of telephone calls, and postage costs. There is a dollar limit on special purchases. The Unit Manager may also approve withdrawals for legitimate debts and other obligations such as court fees, attorney fees, birth certificates, expenses and trips, bedside visits, funeral trips and the purchase of legal books. Only the Associate Warden of Programs and Superintendent of Industries may approve inmate contributions to recognized charities and withdrawals exceeding \$250.00.

### **Security Procedures**

**Counts:** Official counts will ordinarily be conducted at 12:00 a.m. (Midnight), 2:30 a.m., 4:00 a.m., 10:00 a.m. (on weekend and holidays), 4:00 p.m. and 9:30 p.m. When a count is announced, inmates will return to their assigned room or bed area where they are to remain quietly until the count is cleared. The 4:00 p.m. and 9:30 p.m. counts are stand up counts each day and 10:00 a.m. count on weekends and holidays is a stand up count. Inmates are required to stand at their bedside during these counts.

**Call-Outs:** Call-outs are a scheduling system for appointments (which will include hospital, dental, educational, team meeting, and other activities) and are posted each day on the unit bulletin boards after 4:00 p.m., on the day preceding the appointment. It is the inmates responsibility to check for appointments on a daily basis. All scheduled appointments are to be kept, failure to go to a callout will result in disciplinary action. If an inmate needs routine medical attention, he is expected to report to the hospital during specified hours and sign up for sick call. Emergency situations are handled accordingly.

**Controlled Movement:** Movement throughout the institution will be regulated by a procedure called Controlled Movement. The purpose of Controlled Movement is to ensure that the movement of inmates is orderly. Controlled Movements at this institution will be in effect during working and non-working hours and involve a 10 minute move period. The beginning and end of each move will be announced by the control room officer. During the ten minute period of Controlled Movement, inmates may move from one area of the institution to another. During evening hours, the first Controlled Movement usually will begin at the end of the evening meal. This means that after supper, inmates may travel to any unrestricted area of the institution during these hourly moves. On Saturdays, Sundays, and holidays, the first Controlled Movement will begin at the end of the morning meal.

**Contraband:** Contraband is defined as any item or thing not authorized or issued by the institution, received through unapproved channels, or not purchased through the commissary. All staff are alert to the subject of contraband and make efforts to locate, confiscate, and report contraband in the institution. Each inmate is responsible for all items found in their assigned living area and should report any unauthorized item to the Unit Officer. 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 other items from other inmates; items purchased in this manner are considered contraband and will be confiscated. Approved or issued items which have been altered are considered contraband. Altering or damaging government property is a violation of institution rules and the cost of the damage will be levied against the violator.

**Shakedowns:** Any staff may search an inmate's room to retrieve contraband or stolen property. You may not be present during the search. The property and living area will be left in the same general conditions as found. These inspections will be random and unannounced.

**Drug Surveillance:** The Bureau operates a drug surveillance program that includes mandatory random testing, as well as, testing of certain 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.

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

**Fire Prevention and Control:** Fire prevention and safety are everyone's responsibility. Inmates are required to report a fire to the nearest staff member, so property and lives can be protected. Piles of trash or rags in closed areas, combustible materials, 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.

**Suicide Prevention:** It is not uncommon for people to experience depression and hopelessness while in jail or prison, particularly if they are newly incarcerated, are serving a long sentence, are experiencing family problems or problems getting along with other inmates, or receive bad news. Sometimes, inmates consider committing suicide due to all of the pressure they are under. Staff are trained to monitor inmates for signs of suicide, and are trained to refer all concerns to the Psychology Department. However, staff do not always see what inmates see. If you are personally experiencing any of the problems noted above, or you or another inmate are showing signs of depression (sadness, tearfulness, lack of enjoyment in usual activities), withdrawal (staying away from others, reducing phone calls and/or visits), or hopelessness (giving away possessions, stating that there is nothing to live for), PLEASE alert a staff member right away. Your input can save a life.

### **Programs and Services.**

**Job Assignments:** All inmates are expected to maintain a regular job assignment. Many job assignments are controlled through the Performance Pay System, which provides monetary payment for work. Federal Prison Industries and the Commissary Workers have a separate pay scale. Inmates receiving performance pay who are found through the disciplinary process to have committed a level 100 or 200 series drug or alcohol related prohibited act will automatically have their performance pay reduced to maintenance pay level (\$5.25 per month) and will be removed from any assigned work detail outside the secure perimeter of the institution. This reduction to maintenance pay level, and removal from assigned work detail outside the secure perimeter of the institution, will ordinarily remain in effect for one year, unless otherwise authorized by the Warden. Institution maintenance jobs are usually the first assignment an inmate receives. These might include work in the areas of Food Service, Captain Crew, Landscape, or maintenance shops. However, most institutions have a significant number of inmate jobs in factories operated by Federal Prison Industries, also known as UNICOR. Many institutions have a waiting list for factory employment. Inmates will remain on their initial job assignment for a minimum of 90 days and subsequent reassignments for a minimum of 180 days, unless institution need would require placement on a different work detail.

**UNICOR:** Employs and trains inmates through the operation of and earnings from factories producing high quality products and services for the Federal Government. UNICOR earnings fund inmate programs and provide pre-industrial training to prepare inmates for employment. The UNICOR Factory at FCI Elkton consists of Data Processing. An application for employment can be obtained from your unit counselor. Inmates are required to pass a pre-employment test prior to being considered for employment. Once employed, inmates must successfully complete pre-industrial training. Additionally, inmates must comply with worker standards to remain employed.

**Food Service:** Inmates are provided nutritious, appealing meals in all Bureau institutions. Self-service meal operations for general population inmates may include features such as salad bars, special diet options, and pork-free meal programs. Specific approval procedures for special diets vary from institution to institution, and unit staff can explain them. Inmates in special housing units also receive a balanced, nutritious diet. Except for any approved special diets, inmates receive the same diet as inmates in the general population, although manner of service may vary.

**Education Programs:** Education programs provide inmates with an opportunity to earn a high school equivalency diploma/credential, obtain marketable job training, and acquire skills to make positive life decisions. All programs support the inmates effort to re-enter the community. Programs include literacy, English-as-a-Second Language (ESL), occupational education (which includes vocational training and apprenticeship), parenting, Release Preparation Program (RPP) , and adult continuing education (ACE) classes.

With few exceptions, inmates who do not have a high school diploma or GED credential must participate in a literacy program for a minimum of 240 instructional hours or until they earn a GED credential. Federal law requires inmates who lack such credentials to participate in the literacy program in order to be eligible to earn and vest the maximum amount of good conduct time. Federal law also requires that non-English proficient inmates, with few exceptions, participate in an ESL program until they pass competency skills test at the eight grade level.

**Recreation Programs:**

The Bureau of Prisons encourages inmates to make constructive use of their leisure time by participating in Recreation wellness and leisure time programs. Inmates are encouraged and assisted to adopt healthy daily lifestyle traits through participation in physical fitness and health education programs such as walking, nutrition and smoking cessation as well as in such leisure time activities as intramural sports leagues and hobbycraft programs. Group and individual activities are offered during non-working hours to promote positive lifestyle changes. Recreation strives to provide inmates with opportunities to reduce stress and enhance overall health and emotional well being. Activities are designed to enhance the potential for post-release involvement and to encourage participation regardless of ethnic, racial, age or handicap considerations.

**Counseling Activities:** Self-Image groups, and other voluntary groups are available for interested inmates. Such as; Cage your Rage, Re-Entering on Firm Footing, Mentoring, Successful Living, Responsibility for Your Relationships, Attitude - the Choice is Yours, Positive Mental Attitude, Who Moved My Cheese, Memory Power, Seven Habits of Highly Successful People, Self Discovery, Beat the Street and Victim Awareness/Impact Panel. Inmate participation in these activities will be encouraged but participation in such activities is voluntary. Staff members in each unit are available for informal counseling sessions.

**Psychology Services:** All inmates are reviewed by Psychology after their arrival; this may include a face-to-face interview. Depending upon need and interest, individual counseling for mental health concerns is available. Also, depending upon need and interest, psychiatric medication is available. Submit a written request to Psychology Services or come to the Psychology Services Department if you want to arrange to speak with a Psychologist. In case of a mental health emergency, such as suicidal thinking, immediately contact any staff member.

Various mental health classes or group counseling programs are also available. The content of these programs will vary over time and a current listing is available in the Psychology Services Department. Programs usually focus on issues related to adjustment to incarceration or pre-release planning. Submit a written request to Psychology Services to sign up for these programs.

**Drug Abuse Program:** Classes and counseling for substance abuse problems are available. The Residential Drug Abuse Program, the Drug Abuse Education Course, and the Non-Residential Treatment Program form the core of the programs offered here. AA/ NA is also available. Come to Drug Abuse Program Open House (Tuesdays 12:00 - 1:00 PM and Thursdays 10:30 - 11:30 AM at the FCI) in Psychology Services for further information on substance abuse programming. Submit a written request to Psychology Services to sign up for substance abuse programs. An inmate must be within 48 months of his projected release date in order to request evaluation for the Residential Drug Abuse Program.

**Sex Offender Treatment Program:** The Bureau of Prisons offers sex offender treatment programs at our Sex Offender Management Program (SOMP) institution. The Bureau's sex offender treatment programs are stratified into two program levels, residential and non-residential. The Residential Sex Offender Treatment Program (SOTP-R) is a high intensity program designed for high risk sexual offenders – ordinarily inmates with multiple sex offenses, or a history of contact sexual offenders. The SOTP-R is offered at the Federal Medical Center (FMC) in Devens, Massachusetts. The Non-residential Sex Offender Treatment Program (SOTP-NR) is a moderate intensity program designed for low to moderate risk sexual offenders. Many of the inmates in the SOTP-NR are first-time offenders serving a sentence for an Internet sex crime. All SOMP institutions offer the SOTP-NR. The FSL at Elkton will have the Non-residential SOTP. If you are interested in receiving sex offender treatment and would like to know if you are eligible for such programming, contact Psychology Services.

**Sexual Assault/Abuse Prevention and Intervention :** All inmates have the right to be safe from sexual assault and abuse. According to the federal law, Prison Rape Elimination Act of 2003, sexually abusive behavior is defined as: Rape: the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person FORCIBLY or against that person's will; The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth or his/her temporary or permanent mental or physical incapacity; or the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the exploitation of the fear or threat of physical violence or bodily injury. Carnal Knowledge: contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight. Oral Sodomy: contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus. Sexual Assault with an Object: the use of any hand, finger, object, or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person (NOTE: This does NOT apply to custodial or medical personnel engaged in evidence gathering or legitimate medical treatment, nor to health care providers performing body cavity searches in order to maintain security and safety within the prison). Sexual fondling: the touching of the private body parts of another person(including the genitalia, anus, groin, breast, inner thigh, or buttocks) for the purpose of sexual gratification. Sexual misconduct (staff only) the use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification. An incident is considered Inmate-on Inmate Abuse/Assault when any sexually abusive behavior occurs between two or more inmates. An incident is considered Staff-on-Inmates Abuse/Assault when any sexually abusive is initiated by a staff member toward one or more inmates. It is also considered Staff-on-Inmate Abuse/Assault if a staff member willingly engages in sexual acts or contact that are initiated by an inmate. **NOTE: sexual acts or contacts between two or more inmates, even when no objections are raised are prohibited acts, and may be illegal. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised by either party, are always forbidden and illegal. Inmates who have been sexually assaulted by another inmate will not be prosecuted or disciplined for reporting the assault. However, inmates will be penalized for knowingly filing any false report.**

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

dangerous, it probably is. If you fear for your safety, report your concerns to staff.

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

There are other means to confidentially report sexually abusive behavior if you are not comfortable talking with staff. Write directly to the Warden, Regional Director or Director. You can send the Warden an Inmate Request to Staff Member (Cop-out or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures. File an Administrative Remedy. You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor. Write the Office of the Inspector General (OIG) which investigates allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

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

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

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

Inmate who engage in inappropriate sexual behavior can be prosecuted and/or charged with the

following Prohibited Acts under the Inmate Disciplinary Policy:

Code 101/(A): Sexual Assault

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

Code 206/(A): Making a Sexual Proposal

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

Code 300/(A): Indecent Exposure

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

If you become a victim of sexual assault or abuse, you should report it immediately to staff. Staff will protect you from the perpetrator and conduct investigative, medical and mental health follow-up. Refer to the handbook entitled "Sexual Abuse/Assault Prevention and Intervention, and Overview for Offenders" provided during A&O and also available in Psychology Services for further information.

**Escorted Trips:** Bedside visits and funeral trips may be requested when an immediate family member is seriously ill, in critical condition, or has passed away. If approved, inmates will be escorted to the location by a Correctional Staff member. All expenses will be borne by the inmate, except for the first eight hours of each day that the employee is on duty. There are occasions when an escorted trip may be denied. Requests for escorted trips may be denied if it is perceived that staff may be harmed or if security concerns exist which outweigh the need to visit the community.

**Furloughs:** A furlough is an authorized absence from an institution by an inmate who is not under escort of a staff member, a U.S. Marshal, other federal or state agent. Furloughs are a privilege, not a right, and are only granted when clearly in the public interest and for the furtherance of a legitimate correctional goal. Ordinarily, inmates with a history of violence will not be granted social furloughs. The Bureau has a furlough program for inmates who have community custody and have two (2) years or less from their anticipated release date. An inmate who meets the eligibility requirements may submit an application for furlough to staff for approval.

**Central Inmate Monitoring Program:** The Central Inmate Monitoring Program (CIM) is a method for the Bureau's Central and Regional Offices to review the transfer, temporary release, and participation in community activities of inmates.

Classification as a CIM case does not, in and of itself, prevent an inmate from participating in community activities. All inmates with CIM assignments will be notified by their Case Managers of classification into or out of the program.

**Release Preparation Programming:** The Release Preparation Program is designed to assist inmates in preparing for release. Inmates will be given aid in developing plans for their personal lives and for work. These programs offer classes and seminars concerning the personal, social and legal responsibilities of civilian life. Routinely scheduled informational sessions with U.S. Probation Officers, U.S. Parole Commission members, other agencies, and employers are available. In all units, Release Preparation programs will be emphasized and staff will address concerns about readjustment, current community issues, and education /vocational opportunities. For eligible inmates, furloughs and community corrections

center (halfway house) placements will be considered.

**Religious Programs:** Bureau institutions offer a wide range of religious programs to inmates. Staff chaplains of specific faiths are available, as well as, contract and volunteer representatives of other faiths. Special religious diets, holiday observances, and other worship activities are coordinated through the chaplain's office. Inmates requiring religious head wear must be of the corresponding religion in SENTRY. In order for inmates to wear religious headwear, garb, or a medallion, their religious preference in Sentry must be representative of the religious item. The 'fez' and 'kurta shirt' are to be worn only in the Chapel.

**Inmate Financial Responsibility Program:** Under the Crime Control Act of 1992, the Federal Bureau of Prisons was required to develop a program to collect inmate funds to repay financial obligations. All designated inmates are required to develop a financial plan to meet their financial obligations to the courts. The obligations may include: special assessments, court ordered restitution, fines and court costs, judgements in favor of the U.S., other debts owed the Federal Government, and other court-ordered obligations (e.g., child support, alimony, other judgements). Institution staff assist the inmate with a contract, but the inmate is responsible for making all payments required, either from earnings within the institution, or from outside resources. If an inmate has satisfied the financial obligation, he must provide documentation of compliance and payment to the unit team. If an inmate refuses to meet his obligations, the inmate cannot work for UNICOR or receive performance pay above the maintenance pay level. The status of any financial plans will be included in all progress reports, and will be considered by staff when determining an inmates security and custody level, job assignments, eligibility for community activities, and institutional program changes. The U.S. Parole Commission will also review financial responsibility progress at parole hearings.

**Savings Account Procedures:** Inmates are encouraged to save money for release needs. Your Correctional Counselor can assist you in opening a savings account in your release area. Inmates may open and maintain a single signature statement savings account. Joint accounts are not permitted. Withdrawals are not permitted prior to release from confinement. Exceptions for emergency situations may be granted by the Unit Manager who will notify the bank in writing. Transfer of funds from one individual's account to another individual's account is prohibited. Inmates are not permitted to be in possession of bank books. Therefore, the bank books will be mailed directly to the Unit Manager on behalf of the inmate. Inmates may receive monthly statements concerning interest payments, deposits, or withdrawals.

**Barber Shop:** Haircuts and hair care services are authorized in the barber shop only. Hours of operation will be posted in each of the housing units and the Barber Shop. Inmates must submit a request to the Captain's Secretary for haircuts. Inmates will then be placed on callout for the barber shop. Only inmates on callout and barbers are permitted in the barber shop. Any inmate found in the barber shop when not on callout will be subject to disciplinary action.

**Health Services Department:** The overall Bureau health care delivery system includes local medical facilities, as well as the major medical facilities. On-site medical care is available 16 hours a day. For routine care, inmates who wish to be seen on sick call for evaluation of medical problems are required to report to a prescribed location for sign-up. Inmates must have their ID available for positive identifications, sign-up for sick call from 6:30 to 6:45 a.m. on Mondays, Tuesdays, Thursdays and Fridays

except on Holidays. Inmates who become ill after the regular sick call appointment sign-up period should ask their work supervisor or Unit Officer to call the Health Services Unit for further instruction. Inmates in detention or segregation units are unable to sign up for this procedure. For that reason, a staff member from Medical Services tours these housing units daily. During the A&O Lecture the Health Service Administrator will provide additional information regarding medical services.

**Infection Control:** The number one way to prevent the spread of infection and protect yourself from infections is to WASH YOUR HANDS, with soap and water and towel dry. In the housing unit it is expected that you use your personal soap and towel. The Health Service Department in conjunction with the Safety Department had placed waterless soap dispensers in high volume, high risk areas such as Food Service, this is to provide you protection in areas that do not have access to soap and water, it does not replace soap and water. Respiratory etiquette, it is expected that when you cough or sneeze, you cover your nose and mouth with a tissue, however, it is acceptable to sneeze or cough into the crease of the elbow, afterwards, you must wash your hands. Many infections/viruses are spread through contact with shared items, such as, door knobs, common surfaces, and personal hygiene items. You should never share razors, tooth brushes, wash cloths, etc. Bloodborne infections are spread by coming in contact with blood or body fluids from another individual. You should avoid contact with another individual's blood at all times. Tattoos are one of the biggest causes of infections such as MRSA. You should never receive a tattoo while incarcerated. During the A&O Lecture, the Health Service Administrator will provide additional information regarding medical services.

- Λ **ID Card: Must be brought each time you come to Health Services.** 7  
You must bring your ID picture card and verify your ID number each time you visit Health Services. This ensures compliance with the double check ID system.

**OUT OF BOUNDS:** Inmates should not be in the Health Services area unless they:

- a. Have an appointment or are scheduled for call out,
- b. Have obtained approval from their detail supervisor or block officer, or
- c. Are making use of the time period set aside for sick call sign up or pill line.

Inmates who come by Health Services without prior approval are out of bounds and may receive an incident report.

## **CATEGORIES OF CARE**

The Bureau of Prisons assigns medical problems to one of five categories of care:

- a. **Medically Necessary - Acute or Emergent:** A condition that, if not immediately treated, is life-threatening, likely to cause blindness, or irreversible loss of function.
- b. **Medically Necessary - Non-Emergent.** A condition that, if untreated, will result in premature death, or interfere with the possibility of later repair; or creates a level of pain or discomfort which impairs the ability to conduct activities of daily living.

- c. **Medically Acceptable - Not Always Necessary.** Medical conditions whose treatment may be delayed without jeopardizing the life, sight, or bodily function of the patient.
- d. **Limited Medical Value.** Medical conditions in which treatment provides little or no medical value, are not likely to provide substantial long-term gain, or are expressly for the inmate's convenience.
- e. **Extraordinary.** Medical interventions are deemed extraordinary if they affect the life of another individual, such as organ transplantation, or are considered investigational in nature.

#### **TRIAGE**

- a. Triage is the determining what category of care a patient should be placed in. The purpose of Triage is to make sure that truly urgent conditions are given priority treatment.
- b. During triage the following will occur: The inmate will provide a brief history by completing the Chronological Record of Medical Care form; vital signs will be taken, if indicated; an appointment will be scheduled within a time frame appropriate for the inmate's medical needs; or, if no follow-up appointment is warranted, the inmate will be advised of other options (e.g. obtaining over-the-counter medications from the Commissary, submitting an Inmate Request to Staff Member, etc).

#### **SCOPE OF SERVICES**

- a. The Bureau of Prisons will treat all **Medically Necessary Emergent & Non-Emergent Conditions.**
- b. Medical problems falling within **Medically Acceptable - Not Always Necessary** Category are essentially Elective Procedures. These procedures require approval of the Institution's Utilization Review Committee. The Committee considers such factors as: the risks and benefits of the treatment; available financial resources; available medical consultant resources; medical treatment received prior to incarceration; prognosis in the absence of treatment; the effect the intervention is likely to have on the inmate's ability to conduct activities of daily living; the likely effect delay in care would have on subsequent treatment, etc.
- c. Medical problems falling within the **Limited Medical Value** or **Extraordinary** Categories are ordinarily not treated by the Bureau of Prisons.
- d. **Consultants and Referrals:** All care that is provided by the Bureau of Prisons will be consistent with community standards of care. When available, and when required, community consultants will be contracted for commonly needed services such as cardiology, dermatology, endocrinology, general surgery, ophthalmology, optometry, orthopedics, psychiatry, radiology, urology. Additionally, patients may also be referred to Bureau of Prisons Medical Referral Centers

#### **INMATE COPAYMENT PROGRAM**

Pursuant to the Federal Prisoner Health Care Copayment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. § 4048), The Federal Bureau of Prisons and FCI/FSL ELKTON, provide notice of the Inmate Copayment Program for health care, effective October 3, 2005.

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

**b. Health Care Visits with a Fee:**

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

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

2. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit.

**c. Health Care Visits with no Fee:**

We will not charge a fee for:

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

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

- \$ Blood pressure monitoring;
- \$ Glucose monitoring;
- \$ Insulin injections;

- \$ Chronic care clinics;
- \$ TB testing;
- \$ Vaccinations;
- \$ Wound Care; or
- \$ Patient education.

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

- d. **Indigence:** An **indigent inmate** is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days.

If you are considered indigent, you will not have the co-pay fee deducted from your Inmate Commissary Account.

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

- e. **Complaints:** You may seek review of issues related to all health service issues including co-payment fees through the Bureau's Administrative Remedy Program (see 28 CXR part 542).

## OBTAINING HEALTH CARE

- a. **Emergency Care:** All emergencies or injuries will be screened for priority of treatment and then will be examined accordingly. Appropriate medical care will be provided by institutional Health Services staff. Medical treatment on evenings, mornings, weekends, and federal holidays is limited to treatment of acute problems only. Treatment needs will be determined by the medical staff. Access to emergency medical care is obtained by notifying any staff member or activation of the inmate duress system. Any emergency or injury, must be reported to Bureau of Prisons staff immediately.
- b. **Questions Regarding Health Services, Requests For Medical Care, Dental Care, Sick Call, Lab Results, X-Ray Results, Eye Glasses, Etc.**
  1. All other Non-Emergency requests require completion of the CHRONOLOGICAL RECORD OF MEDICAL CARE.
  2. These triage forms are obtained and filled out by you, the inmate appropriately during sick-call sign-up, which begins at 0630hours-0645hours on Monday-Tuesday-Thursday-Friday.
  3. The PA will triage your sick call form, may choose to have you come back at a later time or another date. He/she will give you an appointment slip and also have you put on call out.
  4. You must turn the form in yourself so the PA can ask any questions he/she may

have about your problem.

**MEDICAL RECORDS:** Medical Records will conduct Open House every Wednesday between the hours of 11:00 a.m. and 1:00 p.m.

**DENTAL SICK-CALL:** Is for conditions, such as toothaches, abscesses, temporary fillings, etc. All routine appointments will be scheduled via institutions call-outs.

**SPECIAL HOUSING INMATES:** Inmates placed in Special Housing will be seen by a medical staff ( Nurse/Physician=s Assistant) during daily morning rounds. Inmates with routine medical and dental care concerns will be addressed by their primary care clinician on Mondays, Tuesdays, Thursdays, and Fridays.

**PHYSICAL EXAMINATIONS:**

- a. All new commitments to the Federal Bureau of Prisons System will be scheduled for a complete physical examination, which is mandatory, within 14 days of arrival at this institution.
- b. An inmate being released from custody may request a medical evaluation if he or she has not had one within one year prior to the expected date of release. One should be conducted within two months prior to release.
- c. Periodic visits to review the inmate=s need for and receipt of preventative health care services is recommended at least at the following intervals:
  - § Every three years, for sentenced inmates under age 50
  - § Annually, for inmates 50 years of age and older.

The frequency of monitoring inmates should be patient-specific, and adjusted as clinically necessary to monitor significant changes in a parameter such as weight or blood pressure.

**ANNUAL IMMUNIZATION/SCREENING:**

- a. All inmates will be scheduled for the tuberculosis screening on an annual basis. This screening will be in the form of the tuberculin skin test. An inmate may not request to substitute a chest radiograph for a screening tuberculin skin test. (P6190.03) the date of these screenings will be based on the inmate's previous test date.
- b. During the flu season which is typically in early winter, inmates will have the influenza vaccination or "flu shot" on an availability basis. Since some seasons cause the supply of this vaccination to be short, it will depend on the availability of the vaccine and the inmate=s medical priority. This optional vaccination requires an inmate to submit a Request to a Staff Member (Cop-Out) to the Health Services Department requesting the flu shot vaccination.

**PHARMACY:**

**ΔID Card:** Must be brought each time you come to Health Services.7  
 You must bring your ID picture card and verify your ID number each time you pick up medication from the pharmacy. This ensures compliance with the double check ID system.

a. **Medication Pick Up:** Monday - Friday. Medications prescribed during sick call can be picked up at the 1100hours to 1200hours pill line. Inform the PA at 0630 the next morning if your medications were unavailable for pick up or if you had some other problem with your medications.

b. **Pill Line Times:** For diabetics and patients taking restricted medications are:

**Daily Medication Lines at FCI Monday-Friday**

6:00AM	AM Insulin line
07:15AM -07:30AM	Regular Pill-line
11:00AM 12:00PM	Medication Pick-up
5:00PM	PM Insulin PM
7:30PM-7:45PM	Restricted Pill-line

**Weekends at FCI**

07:15AM -07:30AM	AM Insulin line
12:30AM 12:45PM	Medication Pick-up
	Restricted Pill-line

**Daily Medication Lines at FSL Monday-Sunday**

6:00AM	AM Insulin line
	Medication pick up
	Restricted pill-line
3:00PM -3:15PM	PM Insulin line
	Medication Pick-up
	Restricted Pill-line

c. **Restricted medications:** Will be issued only on a dose-by-dose basis and must be taken in full view of the person issuing the drug. You will be required to allow the dispensing individual to inspect your mouth after accepting the medication.

d. **Refills:**

1. All refills have an expiration date. Check the lower right corner on the label. If it is expired, you must complete a new Chronological Record of Medical Care form for a new prescription.

2. All refills have a limited number of refills. Check the lower left corner of the label. If it is expired, you must complete a new Chronological Record of Medical Care for a new prescription.

e. **Over-The-Counter Medications (OTC)** P6541.02, 11/17/2004, requires that personal resources will be used by inmates to obtain OTC medications that are indicated for

cosmetic and general hygiene issues or symptoms of minor medical ailments.

1. Patients will be referred to the commissary if their symptoms can be partially controlled by items available through the commissary.
2. Inmates will purchase OTC items from the commissary with their personal funds. ***The pharmacist will not dispense OTC medications prescribed by the clinician for non-indigent inmates.*** Inmates who are listed on the **TRUEFACS** database as indigent may receive up to two OTC medications per week from the institution pharmacy if a clinician determines that the medications are medically necessary. These requests will be made to the Pharmacist on Wednesday at the 11:00 a.m. to 12:00 p.m pill line.

#### **IDLE, CONVALESCENCE, AND MEDICAL ASSIGNMENTS:**

- a. In situations where it is necessary to restrict the inmates activities due to health concerns, an inmate may be placed on Idle, Convalescence, or Medically Unassigned status. The medical staff will issue you a Medical Duty Status form that identifies your limitations. It is the inmate=s responsibility to deliver one copy to his work supervisor and one copy to his unit officer. The following is a synopsis of restrictions for each type of medical limitation status:
- b. **Idle:** Temporarily disability not to exceed three days duration including weekends and holidays. Restricted to your room except for meals, barbering, religious services, sick-call, visits, and call-outs. No recreation activity.
- c. **Convalescence:** Recovery period for an operation, injury, or serious illness. Not less than four days and not to exceed 30 days, subject to renewal. Excused from work and may not participate in recreation activities.
- d. **Medically Unassigned/totally Disabled:** Totally unemployable and unassigned because of physical or mental handicap for a specific time period or indefinitely.
- e. **Restricted Duty:** Restricted from specific activities because of existing physical or mental handicap for a specific time period or indefinitely.
  1. **Lower Bunk Assignments** will be issued by medical staff only if the inmate:
    1. Paraplegic with wheelchair
    2. Seizure Disorder, on medication OR off medication because of medical non-compliance
    3. IDDM/NIDDM with peripheral neuropathy
    - \*\*4. Arm or leg prosthesis
    5. Patients with foot drop and/or AFO brace
    - \*\*6. Arm or leg casts (90 days after cast removal)

- 7. Severe DJD/OA
- 8. Obesity (greater than 100% of ideal weight)
- 9. Previous laminectomy
- 10. Patients on multiple psychotropic medications
- 11. Patients on Coumadin
- 12. Legally Blind greater than 20/200 (corrected)
- 13. C-PAP Machine
- 14. Post hospital patients (up to 90 days)

**2. SPECIAL SHOES**

Health Services will provide custom shoes or orthotic devices if medically necessary to accommodate inmates with significant foot deformity, or to decrease the chance of injury to feet with decreased sensation.

- (A) All requests for inmates to have custom shoes or orthotics will be submitted to the Utilization Review Committee for approval on a Consultation Sheet.
- (B) The Clinical Director or his designee must approve all requests for purchase of the custom shoes or orthotics.
- (C) All custom shoes and orthotics will be purchased through the Health Services Cost Center.

3. **FOOD SERVICE:** The only medical restrictions from being assigned to Food Service are chronic infectious diarrhea and chronic draining skin lesions.

**RIGHTS/RESPONSIBILITY:** 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. You also accept the responsibility to cooperate with your health care plans and respect the basic human rights of your health care provider.

<b>Your Health Care Rights:</b>	<b>Your Responsibilities:</b>
1. You have the right to access health care services based on the local procedures at this institution. Health services include medical,	1. You have the responsibility to comply with the health care policies of this institution and follow recommended treatment plans established for

dental, and all support services.	you by the health care staff.
2. 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.	2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
3. You have the right to address any concerns regarding your health care to any member of the institutional staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden, and the Warden	3. You have the responsibility to address your concerns in the accepted format, such as the <i>Inmate Request to Staff Member</i> form, at main line, or the accepted <i>Inmate Grievance Procedures</i> .
4. You have the right to provide the Bureau of Prisons with <i>Advance Directives</i> or a <i>Living Will</i> that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.	4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the right to be provided with information regarding your diagnosis, treatment, and prognosis.	5. You have the responsibility to keep this information confidential.
6. You have the right to obtain copies of certain releasable portions of your health record.	6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the right to be examined in privacy.	7. You have the responsibility to comply with security procedures should security be required during your examination.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious disease.	8. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activities that could result in the spreading or catching of infectious diseases.
9. You have the right to report complaints of pain to your health care provider, have your pain assessed, managed in a timely manner, be provided information about pain management as well as information on the limitations and side effects of pain treatments.	9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow-up.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.	10. You have the responsibility to be honest with your health care provider(s), to comply with prescription treatments and follow prescription orders. You also have the responsibility not to provide any other person with your medication

	or other prescription item.
11. You have the right to be provided healthy and nutritious food. You have the right to instructions regarding a healthy diet.	11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the right to request a routine physical examination as defined in the Bureau of Prisons policy.(If you are under the age of 50, once every 2 years, if over the age of 50, once a year and within one year of your release.	12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the right to dental care as defined in the Bureau of Prisons policy to include preventative services, emergency care, and routine care.	13. You have the responsibility to maintain your oral hygiene and health.
14. You have the right to a safe, clean, and healthy environment that includes smoke free living areas.	14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to report an unsafe act you have witnessed. You have the responsibility to follow smoking regulations.
15. You have the right to refuse medical treatment in accordance with the Bureau of Prisons policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative actions against you. You have the right to be counseled regarding the possible consequences of refusing medical treatment.	15. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.
16. In the case of language or cultural differences, all care will be taken to see that communication between the patient and those responsible for his care is adequate.	16. You have the responsibility to advise health services staff of any communication difficulties in regards to your medical needs and/or treatments.

**On-The-Job Injuries:** Whenever an inmate worker is injured while in the performance of assigned duty, regardless of the extent of the injury, the inmate shall immediately report the injury to his official work detail supervisor. The work detail supervisor shall immediately secure such first aid, medical or hospital treatment as may be necessary for the proper treatment of the injured inmate. Refusal by an inmate worker to accept such medical, surgical, hospital, or first aid treatment recommended by medical staff or by other medical professionals may result in denial of any claim for compensation for any impairment resulting from the injury.

#### **Contact with the Community and Public**

**Correspondence:** In most cases, inmates are permitted to correspond with the public, family members, and others without prior approval or the maintenance of a correspondence list. Outgoing mail is placed in mailboxes in the housing units. **Outgoing mail for inmates in low security institutions and pre-trial inmates may be sealed, in accordance with the Bureau=s open correspondence privileges.**

Outgoing mail in higher security level institutions may be inspected by staff and must be unsealed when

deposited in the institution mailbox. The outgoing envelope must have the inmate's name, registration number, and return address in the upper left hand corner.

Inmates must assume responsibility for the contents of all of 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. There is no mail service at many institutions on weekends and holidays.

**Incoming Correspondence:** First class mail is distributed Monday through Friday (except holidays) and ordinarily by the evening watch officer in each living unit. Newspaper and magazines may also be delivered at this time. Inmates will be placed on the call-out for the mail room to receive certified and legal mail. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution. Inmates are asked to advise those writing to them to put the inmate's registration number, unit and FCI Elkton, or FSL Elkton on the envelope to aid the prompt delivery of mail. All inmate packages received at the institution must have prior authorization. Ordinarily, authorizations for inmates to receive incoming packages will be limited to release clothing only.

**Incoming Publications:** The Bureau permits inmates to subscribe to and receive publications without prior approval. The term a publication@ means a book, single issue of a magazine or newspaper, or material addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. An inmate may receive soft cover publications (paperback books, etc. ) from any source. An inmate may receive hardcover publications and newspapers only from a publisher or a book club. Accumulation of publications will be limited to 5 magazines (not to be more than 3 months old) and to the amount that can be neatly stored in the locker provided in each room, due to sanitation and fire safety concerns. 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 or discipline of the institution, or if it might facilitate criminal activity. Publications which may be rejected 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. It is sexually explicit material.

**ASpecial Mail@:** is a category of correspondence which may be sent out of the institution unopened and unread by staff. Special/Legal Mail is to be brought to CSD during the morning mail call. Special/Legal mail includes correspondence to the: President and Vice-President of the United States, U.S. Department of Justice (including Bureau of Prisons), U.S. Attorney=s Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy or Air Force, U.S. Courts, U.S. Probation Officers, Members of the U. S. Congress, Embassies and Consulates, Governors, State Attorneys General, Prosecuting Attorneys,

Directors of State Department of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State law enforcement officers, attorneys, and representatives of the news media. Special Mail also includes mail received from the following: President and Vice-President of the United States, Attorneys, Member of U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons), other Federal law enforcement officer, U.S. Attorneys, State Attorney= s General, Prosecuting Attorney= s, Governors, U.S. Courts, and State Courts.

A designated staff member, opens incoming Special Mail in the presence of the inmate. This mail will be checked for physical contraband and for qualification as special mail. The correspondence will not be read or copied if the sender has accurately identified himself or herself on the envelope and it clearly indicates that the correspondence is special mail only to be opened in the presence of the inmate. Without adequate identification as Special Mail, staff will treat the mail as general correspondence. In this case, the mail will be opened, read, and inspected.

**Inmate Correspondence with Representative of the News Media:** An inmate may write through Special Mail procedures to representatives of the new 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 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 qualifications 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 is party in a legal action ( or witness) in which bother 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 Unit managers at both institutions must approve the correspondence for Bureau confined inmates. If the other inmate resides in a state facility, both respective Wardens must approve the correspondence.

**Rejection of Correspondence:** The Warden may reject correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, or discipline of the institution, to the protection of the public, or if it might facilitate criminal activity. Examples include: Matter which is non-mailable under law or postal regulations. Information of escape plots, of plans to commit illegal activities, or to violate institution rules. Direction of an inmate= s business ( prohibited act 408). An inmate may not direct a business while confined. This does not, prohibit correspondence necessary to enable an inmate to protect property or funds that were legitimately his at the time of his commitment. 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

**Notice of Rejection:** The Warden will give written notice to the sender concerning the rejections of mail and the reasons for rejection. The sender of the rejected correspondence may appeal the rejection. The inmate will also be notified of the rejection of correspondence and the reasons for it. The inmate also has the right to appeal the rejection. The Warden 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.

**Change of Address/Forwarding of Mail:** Inmate may obtain change of address cards from the institution mail room. These cards should be completed by 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 sender. Special mail will continue to be forwarded after 30 days.

**Certified/Registered 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 service, COD, or stamp collecting while confined. Scales and certified materials will be available in the law library.

**Funds Received Through the Mail:** To assure the correct posting to accounts of monies received through the mail at the National Lock Box, checks, and money orders must contain the inmate's committed name and registration number. Any checks or money orders not accepted because they are incorrectly prepared will be returned to sender with a letter of explanation.

**Telephones are to be used for lawful purposes only. Threats, extortion, etc. may result in prosecution. All inmates telephones are subject to monitoring and recording. Inmates must contact their Unit Manager to arrange an unmonitored attorney call.**

**Telephones:** While policy specifically allows inmates to make one call every three months, in many institutions there is no specific limit on the number of phone calls that an inmate may make. It is expected that each inmate will handle his calls in such a manner that will allow the equal use of the phone by all inmates. Call should be limited in length when others are waiting. **Telephones will not be used to conduct a business or during your normal working hours. (Time you are normally scheduled to work).** Telephone procedures are posted on each side of the units.

**FCI-FSL ELKTON** has the Inmate Telephone System (ITS) and collect calls. This system uses a Personal Access Code (PAC). It allows you to call up to thirty approved numbers. In order to use the system, you will have to transfer funds from your commissary account to your individual telephone account. There are telephones located in each housing unit for your use. **No third party or credit card calls can be made on these lines.** Collect calls can also be made to approved telephone numbers. Phone time will be purchased from the commissary. Forms for updating telephone numbers may be obtained for the Unit Counselor.

**Secret PAC:** (nine digit) number. This will allow you to place a call by first entering one (1) the telephone number, (9) digit PAC number. All calls are automatically terminated after 15 minutes. Additionally, there is a one hour waiting period between calls.

Changes to your phone list may be made on any day up to once a month. Additional changes will be permitted when staff determine that the inmate has demonstrated need for prompt communication, i.e., family emergency, etc.

### **VISITING**

Inmates are encouraged to have visits to maintain family and community ties. Visiting hours are

established locally and provided to inmates so they can advise their prospective visitors. Visiting may be limited on an hourly, or other allocation basis to ensure equitable access to visiting facilities. There will not be a point system utilized at the FSL, however, visits on weekend days (Saturday and Sunday) will be determined by the fifth digit of the inmate's register number. Inmates with odd numbers will be permitted to visit one weekend and inmates with even numbers will be permitted to visit the next weekend. Visits at the FCI will be held on a point system. Each inmate is allotted 4 points per month. Points will be assessed as one point per day visited on weekends. Each weekday visit will not be assessed any points for visiting. Holiday visits will not be assessed any points for visiting. New inmates are asked to submit a visiting list which will be given to their Counselor for approval. Relatives and friends may be approved after certain checks are made. Requests for approval for visitors should be made to the Counselor at least three weeks in advance of the intended visit. Holdovers and Pre-Trial inmates may be limited to immediate family on their visiting list. All visits will begin and end in the visiting room.

In the FCI Visiting Room, inmates will be issued a jumpsuit upon entry to the visiting room. Authorized dress for visitors will be posted at each facility. Each institution has limits on the number and type of articles that can be taken into the visiting room. Typical items that may be taken into the Visiting Room by an inmate are limited to wedding band, prescription eyeglasses, prescriptions and religious medal. Items purchased in the Visiting Room may not be brought back into the institution by the inmate.

The following information is provided to describe our visiting schedule and program. We want you to understand our program so that your visiting experience will be as pleasant as possible.

The directions to the Federal Correctional Institution are as follows: From I-80, take the exit for Route 11, South. Take the Lisbon exit, and turn left on Route 154. Take a left on Scroggs Road, the driveway to the institution is on the right.

**NORTH** General directions: I-75 toward Toledo, merge onto I-280 S, exit number 208 toward I-80/I-90 /Turnpike, merge onto I-80 E. Toward Cleveland, merge onto OH-11 S, take OH-154 toward US-30, turn onto OH-154 Turn Left onto Scroggs Rd.

**SOUTH** General directions: I-85 North, Merge I-77 North, US 30 toward Liverpool, continue on 30/OH-172, continue until OH-154/Lincoln Way E., turn left onto Scroggs Rd.

**EAST** General directions: I-76 W, merge to OH-7, exit number 232/16 toward E. Liverpool, to OH-164/OH-344 to OH-11 S, to OH-154 exit toward US-30, turn left on OH-154, turn left onto Scroggs Rd.

**WEST** General directions: I-270 N, I 270-N becomes I-70 E., merge I-465 S, merge onto I-70 E, merge to I-270 N, merge to I-71 N, take US 30 to OH-172, US-30/OH-9 to OH-154 turn left onto Scroggs Rd.

**Transportation:** The nearest airports are Pittsburgh International and Cleveland Hopkins International. The nearest bus station is the Greyhound Bus Station located at 340 West Federal Street, Suite A, Youngstown, Ohio 44503, telephone (330) 743-8387. Upon arrival to these areas, additional transportation will be required as the institution is a distance from each of these arrival destinations.

**Visiting Hours:** The regularly scheduled visiting hours for the FCI are Thursday, Friday, and Monday, 5:00 p.m. to 9:00 p.m.. Saturday, Sunday, and Federal Holiday, 8:00 a.m. - 3:00 p.m. Visitors will be

denied entrance to the FCI Visiting Room after the hours of 2:00 p.m. on Saturday, Sunday and Holidays and after 8:00 p.m. on Monday, Thursday, and Friday. Visitors should not arrive prior to the beginning of the scheduled visiting hours.

The regularly scheduled visiting hours for the FSL are Friday, 5:00 p.m. to 9:00 p.m., Saturday, Sunday, and Federal Holidays, 8:00 a.m. to 3:00 p.m. Visitors will be denied entrance to the FSL Visiting Room after the hours of 2:00 p.m. on Saturday, Sunday and Holidays and after 8:00 p.m. on Friday. Visitors should not arrive prior to the beginning of the scheduled visiting hours.

**Special/Emergency Visits:** In the event a special/emergency visit with family is requested. Requests should be submitted in writing to unit manager for review and processing.

1. All adult visitors must have with them a valid photo identification, (i.e., Passport, State Drivers License, or State ID Card ), which is to be presented to the Front Lobby Officer at the time of processing into the institution. Children under sixteen are not required to have ID with them, but must be accompanied by an adult who has been approved to visit. Visitors without the proper identification will be denied entry to the visiting room.
2. The debit card system will be utilized by visitors to purchase food and snack items in the Visiting Room. A debit machine will be available in the front lobby areas for visitors to purchase debit cards. Therefore, no money will be allowed in the Visiting Room.
3. Tobacco products are not permitted, as this is a non-smoking facility.
4. Visitors with infants may carry in one(1) small bag containing baby wipes, one (1) blanket , four (4) extra diapers, and two (2) plastic bottles with formula, or infant food stored in a plastic container. These items must be opened and inspected prior to being allowed inside. Children may not take in toys, cards, dolls, or games. No other items will be permitted unless approved by the Operations Lieutenant.
5. All carry-in items such as coats and baby needs **WILL** be searched before entering the Visiting Room.
6. Visitors are not allowed to bring into the Visiting Room any type of weapon or ammunition, any type of drug/narcotic, food items, chewing gum, newspapers, magazine, photo albums, photos, luggage, packages, tape players, tape recorders, cameras, pagers, cellular phones, or cosmetics. Prescription medications must be secured in your vehicle.
7. Medication of a necessary or emergency nature, such as asthma inhalants or nitroglycerine, are allowed to be brought in, however, these medications **MUST BE DECLARED** to the Front Lobby Officers.
8. Visitors will dress appropriately and avoid clothing styles that are sexually suggestive. Skirts, and shorts, will be permitted; however, must not be more than three (3) inches above the knee. Visitors wearing see through garments, midriff tops, strapless garments, garments which expose private parts of the body, and military clothing (i.e., field jackets, Spandex or other tight

fitting or form fitting clothing will not be allowed, camouflage, orange, red, khaki, green fatigues) will not be permitted into the visiting room. Undergarments will be worn by all visitors. No hats or headbands, except religious covering will be permitted. All visitors will wear shoes. Male visitors will wear shirts and pants or shorts; however, the shorts must not be less than three (3) inches above the knee. Spandex or other tight fitting or form fitting clothing will not be allowed. Tank top shirts, sleeveless tops or shirts of any kind that have symbols that are profane, sexually explicit, or illegal material will not be allowed in the visiting room. Provocative attire is reason to deny and/or preclude visiting. A visit may be terminated in order to maintain good taste and consideration of others. **Questionable attire will be referred to the Operations Lieutenant and/or Institution Duty Officer (when on duty) and an inmate check will be made by the Operations Lieutenant and/ or Institutional Duty Officer prior to Denial of visit.** Chewing gum or wax of any kind will not be permitted in the visiting room. This also includes items already in the mouth.

9. Any individual with alcohol on his/her breath, or who appears to be under the influence of alcohol or drugs, will not be allowed to enter the facility.
10. Inmates may not receive any items. Including: money, jewelry, pictures, papers, etc. Any item the inmate departs the Visiting Room with that he did not enter the Visiting Room with will be declared contraband and taken from the inmate. Disciplinary actions will be taken against the inmate for receiving contraband.
11. Ensure that your visitor is on your approved visiting list prior to planning a visit. Individuals who arrive for visits that are not on the visiting list will not be allowed access to the visiting room.
12. Inmates will be allowed only six (6) visitors at any given time. Kissing and embracing is Permitted **ONLY** when the visitor and inmate meet at the beginning of a visit and at the conclusion of the visit. Holding small children on the lap is permissible. Additional personal contact is not permitted and will be cause for termination of the visit and disciplinary action will be taken against the concerned inmate. A visit may be terminated in order to maintain good taste and consideration for others. Violations may also result in the removal of a particular visitor from the inmate's visiting list. Inmates are not permitted to speak with other inmates' visitors in the Visiting Room, so visitors are advised not to speak with other inmates other than the one they are at the institution to visit.
13. Keys, excluding institution locker keys, will not be permitted in the FCI Visiting Room. A small locker will be provided for visitors' personal vehicle keys.
14. All visitors must clear the metal detector(s) prior to entering the institution.
15. Visitors will be subject to random pat searches. Any visitor who refuses to be pat searched will not be permitted to visit.
16. FCI Elkton reserves the right to refuse admittance to anyone who fails to comply with our policies. Violations of these guidelines can result in a suspension of the inmate's visiting

privileges.

**Visitors Children:** Each inmate having a visit must assume reasonable responsibility for proper conduct during the visit, including the control of his visitor(s). Children should be controlled to the extent of consideration for other visiting groups and not be permitted to wander from the immediate area of the visit, run about the Visiting Room, or create noise that disturbs other visits. Failure to control children will result in termination of the visit. Visitors should not lay down or sleep anywhere in the visiting areas. Children under the age of sixteen (16) years old may not visit unless accompanied by a responsible adult. Exceptions in unusual circumstances may be made through special approval by the Warden.

### **Access to Legal Services**

**Legal Correspondence:** Legal correspondence from attorneys will be treated as Special Mail, if it is properly marked. The envelope must be marked with the attorney's name and an indication that he or she is an attorney. The front of the envelope must be marked "Special Mail - Open only in the presence of the inmate." It is 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. Attorneys are encouraged to visit during the regular visiting hours. However, visits from an attorney can be arranged at other times based on the circumstances of each case and available staff. Attorney visits will be subject to visual monitoring, but not audio monitoring.

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

**Attorney Phone Call:** In order for an inmate to place an unmonitored phone call to their attorney, the local procedures must be followed. Phone calls placed through the regular inmate phones are subject to monitoring.

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

**Notary Public:** Under provisions of 18 USC 4004, Case Managers are authorized to use an oath certification for documents. A recent change in the law allows that a statement to the effect that papers, which an inmate signs are "true and correct under penalty of perjury," will suffice in federal courts and other federal agencies, unless specifically directed to do otherwise. Some states will not accept a

government notarization for real estate transactions, automobile sales, etc. In these cases, it will be necessary to contact unit staff for arrangements with the institution's notary public.

**Copies of Legal Materials:** In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. A copier is available in the Education Department or Law Library for inmate use. Individuals who have no funds and can demonstrate a clear need for particular copies, may submit a written request for a reasonable amount of free duplication.

**Federal Tort Claims:** If negligence of institution staff results in personal injury or property loss or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a Standard Form 95, to the Associate Wardens Secretary who will respond and assist you in obtaining the forms you require.

**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 prior written consent of the individual to whom the records pertain, except for specific instances. All formal requests for access to records about another person and/or agency records other than those pertaining to themselves (including Program Statements and Operations Memoranda) shall be processed through the Freedom of Information Act, 5 USC 552.

**Inmate Access to Central Files:** Inmates may request to review disclosable portions of their central file (plus Presentence Report and/or Summary) prior to the parole hearing. Institution staff will permit the review of the central file under procedures established locally. Policy prohibits that inmates possess copies of their Presentence Reports or Statement of Reasons.

**Inmate Access to Other Documents:** An inmate can request access to the "Non-Disclosable Documents," regarding their case 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 their registration number and date of birth for identification purposes. A request on behalf of an inmate by an attorney, for records concerning that inmate will be treated as a "Privacy Act Request" If the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

**Executive Clemency:** The Bureau advises all inmates that the President of the United States is authorized under the Constitution to grant executive clemency by pardon, commutation of sentence, or reprieve. A pardon is an executive act of grace that is a symbol of forgiveness. It does not connote innocence nor does it expunge the record of conviction. A pardon can be in "full" or "partial" depending on whether it absolves a person from all or a portion of the crime. A pardon may have conditions imposed upon it or it can be "absolute," which is without conditions of any kind. A pardon restores basic civil rights and facilitates the restoration of professional and other licenses that may have been lost by reason of the conviction. Other forms of executive clemency include commutation of sentence (a reduction of sentence imposed after a conviction), and a reprieve (the suspension of execution of a sentence for a period of time). Inmates should contact their assigned Case Manager for additional information regarding this program.

**Commutation of Sentence:** The Bureau also advises inmates on commutation of sentences. This is the form of executive clemency power used to provide post-conviction relief to inmates during their incarceration. This clemency power is authorized by the Constitution for the Chief Executive Officer, who is the President of the United States for federal offenses. A commutation of sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. Inmates applying for a commutation of sentence must do so on forms that are available from the assigned Unit Team. The rules governing these petitions are available in the Law Library.

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

### **Problem Resolution**

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

**Administrative Remedy Process:** The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by contact with staff members through "cop-outs." When informal resolution is not successful, a formal complaint can be filed as an Administrative Remedy. Complaints regarding Tort Claims, Inmate Accident Compensation, Freedom of Information, 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 to attempt an informal resolution. If the issue cannot be informally resolved, the Counselor will issue a BP-229 (BP-9) form (usually within 48 hours of the time the inmate approached the employee with the problem.) The inmate will return the completed BP-229 to the staff member designated by the Warden, who will review the material to insure an attempt at informal resolution was made. The BP-229 complaint must be filed within twenty (20) calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time. Institution staff have twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional twenty (20) calendar days, but the inmate must be notified of the extension.

When a complaint is determined to be of an emergency nature and threatens the inmates's immediate health or welfare, staff must respond as soon as possible, or at least within 48 hours after receiving the complaint. If the inmate is not satisfied with the response to the BP-229, he or she may file an appeal to the Regional Director. This appeal must be received in the Regional Office within twenty (20) calendar

days from the date of the BP-229 response. The Regional Appeal is written on a BP-230 (BP-10) form, and must have a copy of the BP-229 form and response attached. The Regional Appeal must be answered within (20) calendar days, but the time limit may be extended an additional twenty (20) days. The inmate must be notified of the extension.

If the inmate is not satisfied with the response by the Regional Director, he or she may appeal to the Central Office of the Bureau of Prisons. The National Appeal must be made on a BP-231 (BP-11) form and must have copies of the BP-229 and BP-230 forms with responses.

The BP-231 form may be obtained from the Counselor. The National Appeal must be answered within twenty (20) calendar days, but the time limit may be extended an additional twenty (20) days if the inmate is notified.

In writing a BP-229, BP-230, or BP-231, the form should contain the following information:  
Statement of Facts, Grounds for Relief, Relief requested.

**Relief Requested Sensitive Complaints:** If an inmate believes a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known to the institution, he may file the complaint directly to the Regional Director. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees that the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination and it will be returned. The inmate may then pursue that matter by filing a BP-229 at the institution.

### **Disciplinary Procedures**

**Discipline:** It is the policy of the Bureau of Prison 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 or the Disciplinary Hearing Officer (DHO). 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 they have evidence that an inmate has 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 twenty-four (24) hours of the time staff become 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. Violation in the greatest severity category must be forwarded to the DHO 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 ordinarily be given an initial hearing within **five (5) work days of the time**

staff become aware of the inmate=s involvement in the incident or once the report is released for administrative processing following a referral for criminal prosecution. (excluding day staff became aware of the incident, weekends, and holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence on their behalf. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five (5) days. The inmate must be provided with written reasons for any extension. The UDC will either make a final disposition of the incident or refer it to the DHO for final disposition.

**Discipline Hearing Officer:** The DHO conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC. The Captain conducts periodic reviews of inmates in Disciplinary Segregation.

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 provided with a full-time staff member of his or her choice to represent them if requested. An inmate may make statements in their own defense and may produce documentary evidence. The inmate may present a list of witnesses and request they testify at the hearing. Inmates may not question a witness at the hearing; the staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

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

### **Appeals of Disciplinary Actions**

**Appeals of all disciplinary actions:** May be made through Administrative Remedy Process. On Appeal, the following items will be considered:

Whether the UDC or DHO substantially complied with the regulations on inmate discipline

Whether the UDC or DHO based its decisions on substantial evidence.

Whether an appropriate sanction was imposed according to the severity level or 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 the UDC members, the DHO, the investigator, the reporting officer, and the staff representative.

### **Special Housing Unit Status:**

There are two categories of special housing: 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 as 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 hearing for a violation of Bureau regulations, 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. As inmates in Disciplinary Segregation are denied certain privileges, personal property will usually be impounded. Inmates placed in Disciplinary Segregation are provided with blankets, a mattress, toilet tissue, and shaving utensils (as necessary). Inmates may possess legal and religious materials while in Disciplinary Segregation. Also, staff shall provide a reasonable amount of non-legal reading material. Inmates in Disciplinary Segregation shall be seen by a member of the medical staff daily, including weekends, and holidays. A unit staff member will visit the segregation unit daily. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular reviews of their housing status.

### **Releases**

**Sentence Computation:** The Designation and Sentence Computation Center is responsible for the computation of inmate sentences. An inmate will be given a copy of his or her sentence computation as soon as it is prepared. Any questions about good time, jail time credit, parole eligibility, full term dates, release dates, or periods of supervision are resolved by staff upon an inmate=s request for clarification or during Records Office open house hours.

**Fines and Costs:** In addition to jail time, the court may impose a committed or non-committed fine and/or costs. A committed fine means that the inmate will stay in prison until the fine is paid, and or makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18, USC, Section 3569 (pauper=s oath). Non-committed fines have no condition of imprisonment based on payment of fines or costs. Payment for a non-committed fine or cost is not required for release from prison or transfer to a contract community corrections center.

**Detainers:** Warrants ( or certified copies of Warrants) based on pending charges, over-lapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions, will be accepted as detainers. Detainers and untried charges can have an effect on institutional programs. Therefore, it is very important that the inmate attempt to resolve these charges. Federal and state detainers may be quickly processed under the procedures of the AInterstate Agreement on Detainers.@ This agreement applies to all detainers based on pending charges which have been lodged against an inmate by a A member@ state, including the U.S. Government, regardless of when the detainer was lodged. For an inmate to use this procedure, the warrant must be lodged with the institution. If no detainer is actually lodged at the institution, but the inmate knows of pending charges, it is important for the inmate to contact the court and district attorney because, in some states, the detainer notice may start the time running for a Speedy Trial Act Agreement.

**Good Conduct Good Time:** This applies to inmates sentenced for an offense committed after November 1987. The Comprehensive Crime Control Act became law November 1, 1987. The two most significant changes in the sentencing statutes deal with good time and parole issues. There are no provisions under the new law for parole. The only good time available will be fifty-four (54) days of good conduct time for

each full year served. This is awarded on the anniversary date and may be awarded in part or in whole, contingent upon behavior during the year. Once awarded, it is vested and may not be forfeited. There is no statutory good time or extra good time for people being sentenced for crimes committed after November 1987.

**THE GOOD TIME DISCUSSION BELOW DOES NOT APPLY TO INMATES SENTENCED UNDER THE NEW SENTENCE GUIDELINES.**

**Good Time:** Good time awarded by the Bureau of Prison 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. This is not always done; however, 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 U.S. Code 4161, an offender sentenced to a definite term of six months or more is entitled to a deduction from their term, computed as follows, if the offender has faithfully observed the rules of the institution and has not been disciplined:

Not greater than one year - 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 a 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 420 (d) requires the Parole Commission to release an offender after he or she has served two-thirds of the sentence, unless the Commission determines that he or she has seriously violated Bureau of Prisons rules or regulations or that there is a reasonable probability that he or she will commit a crime. For offenders serving the sentences of five to ten years, this provision may mandate release before the date established by subtracting good time from the sentence. Statutory Good Time does not apply to life sentences or to those few inmates remaining who were sentenced under the Youth Corrections Act. It applies to a split sentence if the period of confinement is exactly six months, a shorter period does not qualify for good time under the statute, and a longer period cannot be part of a split sentence.

**The following applies only to inmates sentenced for an offense committed prior to November 1, 1987.**

**Extra Good Time:** The Bureau of Prisons awards extra good time credit for performing exceptionally meritorious service, performing duties of outstanding importance, employment in an industry or camp. An inmate may earn only one type of good time award at a time (e.g., an inmate earning industrial or camp good time is not eligible for meritorious good time), except that a lump sum award may be given in addition to another extra good time award. Neither the Warden nor the DHO may forfeit or withhold extra good time.

The Warden may disallow or terminate the awarding of any type of extra good time (except for lump sum awards), but only in a non-disciplinary context and only upon recommendation of staff. The DHO may also disallow or terminate the awarding of any type of extra good time (except lump sum awards) as a disciplinary sanction. Once an awarding of meritorious good time has been terminated, the Warden must approve a new staff recommendation in order for the award to recommence. A disallowance means that an inmate does not receive an extra good time award for only one calendar month. A disallowance must be for the entire amount of extra good time for that calendar month.

There may be no partial disallowance. A decision to disallow or terminate extra good time may not be suspended pending future consideration. A retroactive award of meritorious good time may not include a month in which extra good time has been disallowed or terminated.

**Community Corrections Center Good Time:** Extra good time for an inmate in a Federal or contract Community Corrections Center is awarded automatically beginning on arrival at that facility and continuing as long as the inmate is confined to the center, unless the award is disallowed.

**Camp Good Time:** An inmate assigned to a camp is automatically awarded extra good time, beginning on the date of commitment to the camp and continuing as long as the inmate is assigned to the camp unless the award is disallowed.

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

No award will be approved if the award would be more than the maximum number of days allowed under 18 USC 4162. The actual length of time served on the sentence, including jail credit time, is the basis on which the maximum amount of the award is calculated. Any extra good time already earned will be subtracted from this stated maximum. Staff may recommend lump sum awards of extra good time for the following reasons:

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

**Good Time Procedures:** Extra good time is awarded at a rate of three days per month during the first twelve months, and at the rate of five days per month thereafter, (i.e., the first twelve 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 job, or if good time was terminated for any reason, the time that the inmate is not earning good time does not count in the calculation for the first twelve months). If the beginning or termination date of an extra good time award occurs after the first day of the month, a partial award of days is made. An

inmate may be awarded extra good 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 institution on writ of Habeas Corpus, or removed under the Interstate Agreement on Detainers Act. Extra good time may be terminated or disallowed during such absences if the Warden finds that the inmate=s behavior warrants such action. An inmate committed for civil contempt is not entitled to extra good time deductions while serving the civil contempt sentence. An inmate in an extra good time earning status may not waive or refuse extra good time credits. Once extra good time is awarded, it becomes vested and may not be forfeited or withheld or retroactively terminated or disallowed.

**Parole:** Parole is release from incarceration under conditions established by the U.S. Parole Commission. Parole is not a pardon or an act of clemency. A parolee remains under the supervision of a U.S. Probation Officer until the expiration of his or her full term

Inmates are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment (EXCEPTIONS: inmates sentenced before September 6, 1977 and inmates with a minimum parole eligibility of ten years). If 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 Manger or Counselor prior to the time of the scheduled Parole Hearing. This waiver will be made part of the Parole Commission file 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 hearings. The Parole Board conducts hearings at designated Bureau institutions every two months.

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 the case manger.

Following the hearing, the inmate will be advised of the tentative decision reached in the case by the hearing examiners. The recommendations of the hearing examiners must be confirmed by the Central Office of the Parole Board. This confirmation usually takes three to four weeks and is made through the mail on a form called a Notice of Action. The decision may be appealed by the inmate. Forms for appeal may be obtained from case managers. If granted a presumptive parole date (a parole date more than six months following the hearing), a Record Review Progress Report will be sent to the Parole Board nine months before the parole date.

Parole may be granted to a detainer or for the purpose of deportation. The inmate should have an approved residence and an approved employer before being released on parole.

**Release Planning:** If granted Parole by the U.S. Parole Commission, the Commission will require an approved parole plan prior to release. An approved parole plan consists of employment and a place to reside. The job must pay at least minimum wage and normally may not require extensive travel. The place to reside must be a reputable establishment, but can be almost anywhere (parents, wife, friend, YMCA,

etc.) The proposed parole plan is thoroughly investigated by the U. S. Probation Officer and must be approved. The parole plan is part of the material which is submitted in connection with the parole hearing. The Unit Team submits the inmate=s release plans to the U.S. Probation Officer approximately three to six months before the scheduled parole date.

**Halfway House Transfers:** Inmates who are nearing release, and who need assistance in obtaining a job, residence or other community resources, may be transferred to a community corrections program. The Bureau=s Community Corrections Branch, with the Correction Programs Division, supervises services provided to offenders housed in contract facilities and participating in specialized program in the community. The Community Corrections Manager (CCM) links the Bureau of Prisons with the U.S. Courts, other Federal agencies, State and local Governments, and the community. The CCM is responsible for developing and maintaining a variety of contract facilities and programs and works under the supervision of the appropriate Regional Administrator.

**Community programs have three major emphases:** Residential community-based programs provided by community corrections centers and local detention facilities, are programs that provide intensive nonresidential supervision to offenders in the community; and programs that board juvenile and adult offenders in contract correctional facilities.

**Community-Based Residential Program:** The community based Residential programs available include typical Community Corrections (CCC) and local detention facilities. Each provides a suitable residence, structured programs, 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. The inmate=s payment rate during CCC residence is twenty-five (25) percent of the inmate=s income.

Most Bureau of Prisons community based residential programs are provided in CCC=s. These facilities contract with the Bureau of Prisons to provide residential correctional programs near the offender=s home community. CCC=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 reestablishing family ties.

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

Each CCC now provides two components with one facility, a pre-release component and a community corrections component. The pre-release component assists offenders making the transition from an institutional setting to the community, or as a resource while under supervision. The community corrections component is designed as a punitive sanction. Except for employment and other required activities, the offenders in this second, more restrictive component must remain at the CCC where recreation visiting, and other activities are provided in house.

The other option for community-based residential programming is local detention facilities. Some local jails and detention centers are used to confine offenders serving short sentences. Many have work release

programs where an offender is employed in the community during the day and returns to the institution at night. These facilities may also be used for offenders sentenced to terms of intermittent confinement such as nights, weekends, or other short intervals. Some of the local facilities have work release programs similar to the Community Corrections Component in a CCC. Which serve to facilitate the transition from the institution to the community.

## **INMATE RIGHTS AND RESPONSIBILITIES**

<b>RIGHTS</b>	<b>RESPONSIBILITIES</b>
1. You have the right to expect that you will be treated in a impartial, and fair	1. You are responsible for treating inmates and staff in the same manner respectful, manner by all staff
2. You have the right to be informed of the rules, procedures, and know schedules concerning the operation of the institution.	2. You have the responsibility to know and abide by them.
3. You have the right to freedom of religious affiliation and voluntary worship. of others in this regard.	3. You have the responsibility to recognize and respect the rights
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing,- and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.	4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. You have the opportunity to visit and correspond with family members and friends, and correspond with members of the news media, in accordance with Bureau rules and institution guidelines. contraband, and not to violate the correspondence.	5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of law or Bureau guidelines through your

6. You have the right to unrestricted and confidential access to the courts by correspondence as the legality of your conviction, civil matters, and conditions of your imprisonment.)

6. You have the responsibility to present honestly and fairly your petitions, questions, (on matters such and problems to the court. pending criminnal cases,

7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.

7. It is your responsibility to use the services of an attorney honestly and fairly.

8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.

8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.

9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.

9. It is your responsibility to seek and use such materials for your personal benefit, without depriving others of their equal rights to the use of this material.

10. You have the right to participate in educational, vocational training, counseling, and employment programs as resources permit, and in keeping with your interests, needs, and abilities.

10. You have the responsibility to take advantage of activities which will aid you to 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 participation in such activities.

11. You have the right to use your funds for commissary and other purchases, consistent with institution

11. You have the responsibility to meet your financial and legal obligations, including, but

security and good order, for opening bank and/or savings accounts, and for assisting your family, in accordance with Bureau rules.

not limited to, DHO and court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

## **Prohibited Acts and Disciplinary Severity Scale**

### **Greatest Category Codes and Prohibited Acts**

#### **GREATEST SEVERITY LEVEL PROHIBITED ACTS**

##### **100 Killing.**

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

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

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

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

##### **105 Rioting.**

##### **106 Encouraging others to riot.**

##### **107 Taking hostage(s).**

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

**109 (Not to be used).**

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

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

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

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

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

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

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

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

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

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

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

**A. Recommend parole date rescission or retardation.**

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

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

**C. Disciplinary segregation (up to 12 months).**

**D. Make monetary restitution.**

**E. Monetary fine.**

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

**G. Change housing (quarters).**

**H. Remove from program and/or group activity.**

**I. Loss of job.**

**J. Impound inmates personal property.**

**K. Confiscate contraband.**

**L. Restrict to quarters.**

**M. Extra duty.**

## **HIGH SEVERITY LEVEL PROHIBITED ACTS**

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

**201 Fighting with another person.**

**202 (Not to be used).**

**203 Threatening another with bodily harm or any other offense.**

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

**205 Engaging in sexual acts.**

**206 Making sexual proposals or threats to another.**

**207 Wearing a disguise or a mask.**

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

**209 Adulteration of any food or drink.**

**210 (Not to be used).**

**211 Possessing any officers or staff clothing.**

**212 Engaging in or encouraging a group demonstration.**

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

**214 (Not to be used).**

**215 (Not to be used).**

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

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

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

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

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

or drill (except for drill authorized by staff).

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

222 (Not to be used).

223 (Not to be used).

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

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

226 Possession of stolen property.

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

228 Tattooing or self-mutilation.

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

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

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

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

299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act.

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

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

A. Recommend parole date rescission or retardation.

B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).

B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).

C. Disciplinary segregation (up to 6 months).

D. Make monetary restitution.

E. Monetary fine.

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

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmates personal property.

K. Confiscate contraband.

L. Restrict to quarters.

M. Extra duty.

#### MODERATE SEVERITY LEVEL PROHIBITED ACTS

300 Indecent Exposure.

301 (Not to be used).

**302 Misuse of authorized medication.**

**303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.**

**304 Loaning of property or anything of value for profit or increased return.**

**305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.**

**306 Refusing to work or to accept a program assignment.**

**307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).**

**308 Violating a condition of a furlough.**

**309 Violating a condition of a community program.**

**310 Unexcused absence from work or any program assignment.**

**311 Failing to perform work as instructed by the supervisor.**

**312 Insolence towards a staff member.**

**313 Lying or providing a false statement to a staff member.**

**314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).**

**315 Participating in an unauthorized meeting or gathering.**

**316 Being in an unauthorized area without staff authorization.**

**317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).**

**318 Using any equipment or machinery without staff authorization.**

**319 Using any equipment or machinery contrary to instructions or posted safety standards.**

**320 Failing to stand count.**

**321 Interfering with the taking of count.**

**322 (Not to be used).**

**323 (Not to be used).**

**324 Gambling.**

**325 Preparing or conducting a gambling pool.**

**326 Possession of gambling paraphernalia.**

**327 Unauthorized contacts with the public.**

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

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

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

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

**332 Smoking where prohibited.**

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

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

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

**336 Circulating a petition.**

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

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

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

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

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

**A. Recommend parole date rescission or retardation.**

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

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

**C. Disciplinary segregation (up to 3 months).**

**D. Make monetary restitution.**

**E. Monetary fine.**

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

**G. Change housing (quarters).**

**H. Remove from program and/or group activity.**

**I. Loss of job.**

**J. Impound inmate's personal property.**

**K. Confiscate contraband.**

**L. Restrict to quarters.**

**M. Extra duty.**

#### **LOW SEVERITY LEVEL PROHIBITED ACTS**

**400 (Not to be used).**

**401 (Not to be used).**

**402 Malingering, feigning illness.**

**403 (Not to be used).**

**404 Using abusive or obscene language.**

**405 (Not to be used).**

**406 (Not to be used).**

**407 Conduct with a visitor in violation of Bureau regulations.**

**408 (Not to be used).**

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

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

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

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

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

D. Make monetary restitution.

E. Monetary fine.

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

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmate’s personal property.

K. Confiscate contraband

L. Restrict to quarters.

M. Extra duty.

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







