

**FEDERAL CORRECTIONAL INSTITUTION  
WASECA, MINNESOTA  
ADMISSIONS AND ORIENTATION  
HANDBOOK**



Revised October 2011

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Warden's Signature

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## INTRODUCTION

The purpose of this handbook is to provide you with general information regarding FCI Waseca's programs, and the rules and regulations you will encounter during confinement. It is not a specific guide to the detailed policies of the institution (which are subject to change) or all procedures in effect. That information will be made available during the institution's Admission and Orientation program. Rather, the material in this handbook will help you quickly understand what you may encounter when entering prison, and hopefully assist you in your initial adjustment to institution life.

## INTAKE, CLASSIFICATION, AND THE UNIT TEAM

### ORIENTATION

You will be given a case management and medical screening at the time of arrival and will also be screened by the Mental Health Staff. You will be provided with a copy of the institution's rules and regulations, which include information regarding inmate rights and responsibilities. Ordinarily, within seven days, you will receive an orientation by your assigned unit team. Within approximately 30 days, you will attend an institution orientation. You will hear lectures from staff regarding specific programs and departments.

### CLASSIFICATION TEAMS (UNIT TEAMS)

FCI, Waseca is organized into a unit management system. A unit is a self-contained inmate living area that includes both housing sections for inmates and office space for unit staff. Each unit is staffed by several Unit Teams directly responsible for those inmates assigned to their units. The Unit Staff offices are ordinarily located in the units so staff and inmates can be accessible to each other. The Unit Team typically includes the Unit Manager, Case Managers, Counselors and Unit Secretaries. The Staff Psychologist, Education Advisor, and Unit Officer also are considered to be unit staff members and may sit in on Team reviews.

You will be assigned to a specific Unit Team at your intake screening. Generally, the resolution of issues or matters of concern while incarcerated 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 7:00 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 at least one of them will be available at times when inmates are not working. The Unit Teams have an open door policy for accessibility to inmates. Staff also stand mainline and visit inmate work sites. Staff work schedules are posted on a bulletin board in the units.

## 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/she is a Department Head at the institution and has a close working relationship with other departments and personnel. The Unit Manager is the "Chairperson" of the team, reviews all team decisions, and usually chairs the Unit Discipline Committee.

### 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 your commitment. He/she is responsible to the Unit Manager on a daily basis. 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

This staff handles your daily needs such as processing visiting lists, job assignments, bed changes, phone lists, etc. They also provide counseling and guidance to you concerning your adjustment to the institution. Counselors monitor unit sanitation and inmate unit orderlies. The Counselor is a frequent member of the Unit Discipline Committee.

### UNIT SECRETARY

The Unit Secretary performs clerical and administrative duties for her respective unit.

### 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 units and are encouraged to establish professional relationships with them, as long as such interaction does not interfere with their primary duties. Unit Officers are jointly supervised by the Unit Manager and Operations Lieutenant during their unit assignment.

## PROGRAM REVIEWS

Program reviews will be conducted every 90 to 180 days. These are conducted by the Unit Teams to review programs, work assignments, transfers, custody, institutional adjustment, etc. As stated previously, these program reviews or team meetings are generally where you will initiate most of your requests and/or concerns. It is recommended you submit an Inmate Request to Staff Member (cop-out) form to your Unit Case Manager prior to your scheduled program reviews, stating your concern. This will allow for your Unit Team to discuss the issue and prepare properly prior to the meeting.

## TOWN HALL MEETINGS

Town hall meetings are held periodically in each unit. These meetings are held to make announcements and to discuss changes in the policies and procedures of the unit. Personal problems will be resolved by unit staff members during the regular working hours which are posted in each unit. An "Open Door" policy is usually in effect at these times.

## TREATY TRANSFERS FOR NON-U.S. INMATES

Inmates who are not U.S. citizens may be eligible for a transfer to their home country to serve the remainder of their sentence in a prison there. This only is possible for inmates whose country has 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 home country has signed this kind of agreement with the U.S., and if so, how to apply for the transfer.

## DAILY INMATE LIFE

### SANITATION

(See current policy). It is your responsibility to check your living area immediately after being assigned there, and to report all damage to the Correctional Officer. You may be held financially liable for any damage to this personal living area.

You are responsible for making your bed, in accordance with regulations, before work call (including weekends and holidays when leaving the area). You are also responsible for sweeping and mopping your personal living area, removing trash, and ensuring it is clean and sanitary. Cardboard boxes and other paper containers are not to be used for storage due to their combustible nature. Any container which no longer holds its original contents must be permanently removed. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. Combustible materials will not be stored under the mattress. No rugs, in any form, are allowed on the floor. Windows in your room must be cleaned regularly. Pictures cannot be posted on walls and calendars must be posted in your locker (see unit rules and regulations for further explanation).

Maxi pads, shaving cream, razors and bar soap are issued by the institution and are available in the housing units. A hygiene kit is also passed out on a monthly basis from the laundry. Inmates may

purchase name brand items through the commissary. Linen and other laundry exchange procedures are posted on the bulletin board in your unit.

#### PERSONAL PROPERTY LIMITS

See current policy. Items which may be retained are limited, for sanitation and security reasons, and to ensure that excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the living area.

#### STORAGE SPACE

Storage space in most units consists of an individual locker, desk or shelf. Locks may be purchased in the institution commissary. The amount of personal property allowed 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. Should you require further storage space for legal materials, contact your Unit Manager.

#### CLOTHING

##### INMATE DRESS STANDARD

Inmate clothing at all times must conceal the buttocks, midsection, and the breasts. Upon departure from your room and/or shower area, you must, at a minimum, be wearing pants/shorts and a shirt. Tied bathrobes with undergarments are acceptable to and from the showers. "See through" or transparent clothing that reveals these areas is not permitted. Jumper dresses are available for women whose religion compels them to wear loose fitting clothing for the sake of modesty. The jumper dress is to be worn over the t-shirt. Inmates may remove their bras only while in their rooms prior to bed time, and must sleep in nightshirts. Clothing fitting too tight, too loose, or altered is considered contraband and will be confiscated by staff. No graphics will be allowed. The institution places labels with the inmate's name and laundry number on all institution green pants, green shirts, and coats. (They should not be defaced.) "Doo Rags" are a hygiene item and are not to be worn anywhere except in the living units. Sunglasses will not be worn inside the buildings unless medically indicated. Ball or knit caps will not be worn inside any buildings (except housing units or recreation) unless it is required in the performance of the job assignment. Coats will be unzipped in hallways. Ball caps must be worn with the bill to the front center and must have been purchased through the commissary or provided by the institution (for example, food service maroon ball caps.) No homemade hats are allowed. Religious head wear must be approved according to policy. Religious medals must be tucked inside shirts at all times. Shower shoes will only be worn in the housing units for sanitation reasons. Sweatshirts may be worn at any time, as long as they are worn over the long or short sleeved green shirt. Inmates must have their inmate identification/commissary cards anytime they are out of the housing unit. ID card holders with ID must be clipped to the right side collar area of your shirt. Replacement ID holders can be obtained from commissary.

#### WORK HOURS

During normal duty hours, Monday through Friday, 7:30 a.m. to 4:00 p.m., appropriate dress will be as follows: all inmates assigned to work details must be properly dressed in their institution issued work clothing. A green shirt and green pants are the appropriate uniform for work and will be worn together. Green shirts must be tucked into the pants while on the work detail and in all areas of the institution, other than the Housing Units, Recreation, and when commuting to and from these areas. All green shirts must be buttoned up to the second button. The brown t-shirt will be worn under the uniform and jumper at all times. Additionally, inmates are required to wear undergarments, which include bras and underpants. If a sweatshirt is worn, it will be worn OVER the green shirt. Pants will be worn appropriately at the waist, no sagging or bagging. Inmates must wear safety shoes for their work assignments. ID and ID card holders must be clipped to the right side collar or right side area of your shirt/sweatshirt, so it is visible to staff. Also, the labels placed on the uniform by Laundry will continue to be required.

#### OFF DUTY

During non-duty hours, Monday through Friday after the 4:00 p.m. count, weekends, and holidays, inmates will be allowed to wear approved leisure attire. Shirts are not required to be tucked in.

#### DINING ROOM DRESS CODE

Inmates are required to be in the proper green uniform to include government issued shoes (no tennis shoes) to enter the dining facility during the noon meal Monday through Friday. Sweat pants, shorts, long underwear tops, T-shirts are permitted during breakfast and evening meals, weekends and federal holidays. Approved religious head wear will be allowed. Upon leaving, coats will be off and smocks untied.

#### SUMMER MONTHS

During the summer months (May 15 through September 15), inmates may remove the green shirt at their work detail if authorized by their detail foreman; however, the green shirt will be worn in the dining room during the lunch meal. The brown T-shirt will be tucked in during normal duty hours as indicated above.

#### VISITING ROOM ATTIRE

Inmates are only authorized to wear green shirts, green pants/or jumpers, brown T-shirt, undergarments (excluding thermal underwear), and institution shoes, to include brown boots sold in commissary during visiting. See Institution Supplement WAS-5267.08b for additional clarification.

#### PERSONAL CONDUCT

##### SUNBATHING

Sunbathing is permitted in the Recreation yard on weekends, federal holidays, and weekdays. Bathing suits are not permitted. Shorts and shirts will be worn and not "adjusted" to be revealing. Inmates are allowed to lie on one personal towel only.

##### CONTACT BETWEEN INMATES

Inmates are restricted from hand holding, embracing, kissing, and the placement of arms around shoulders or waist or other forms of physical contact. Occasionally, a brief embrace of friendship may be appropriate. Inmates will not use language considered to be abusive or obscene. Shouting, yelling, whistling, or causing unnecessary noise inside of buildings or on the compound will not be permitted.

##### 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 locally established volume limits, in their locker.

##### HOBBY CRAFT MATERIALS

See Unit Rules #13.

##### COMMISSARY ITEMS

The total value of your accumulated commissary items (excluding special purchases) will be limited to the monthly spending limitation. Special limits may apply. Commissary items must be stored in your assigned locker.

**FOOD STORAGE**

Food items that are left open create a health hazard. These items must be properly sealed at all times. Empty food containers not used for their intended use will be confiscated. Removal of food from the dining room is not permitted.

**LETTERS, BOOKS, PHOTOGRAPHS, NEWSPAPERS AND MAGAZINES**

A total of 10 books/magazines may be neatly stored on your shelf. One photo in a frame sold from commissary may be displayed on your shelf.

**SPORTS AND MUSICAL EQUIPMENT**

A limited amount of sports equipment may be maintained in the unit. Only a harmonica is allowed to be stored in the housing unit. Instruments are not allowed to be played in living quarters.

**RADIOS AND WATCHES**

You may not own or possess more than one approved radio and/or watch at any one time. Proof of ownership, through appropriate property receipts, will be required. Radios and watches may not have value exceeding established limits. Radios with a tape recorder and/or tape player are not authorized. Radios and watches will be inscribed with your name and registration number. Only walkman-type radios are permitted, and head phones are required at all times. You may not give any items of value to another inmate i.e., radio, watch, sneakers, and/or commissary items.

**JEWELRY**

You may have and wear a plain wedding band and one pair of earrings (both without stones or engravings). Earrings may be either studs or hoops. Hoops are to be no larger than a quarter, single hooped, and be of a plain design. Earrings must be worn in the lower earlobe. A small metal chain with religious medallion may also be worn, subject to approval of Religious Services and the Warden. Chain and medallion must be worn under all clothing.

**INSPECTIONS**

It is the responsibility of the person living in the room to see that all areas are ready for inspection from 7:30 a.m. to 4:00 p.m. There are several unannounced sanitation inspections weekly. The Unit Officer will have you return to the unit if your area has been left in an unsatisfactory manner. Unit meal rotation will rotate on a weekly basis.

**STORAGE**

Clothing must be neatly hung on the wardrobe hook or stored in your locker. Do not store clothing on the shelves. Boxes are not permitted for storing personal belongings. There are limits to the amount of personal property you may accumulate.

REMEMBER: Other inmates are living in the unit. Help keep it clean. Wastebaskets are to be emptied by 7:30 a.m. daily.

**BED MOVES**

1. All bed moves are made by the unit Correctional Counselor. Your seniority for bottom bunk status begins on the day you arrive at FCI, Waseca.
2. Lateral moves will not be made unless authorized by the Unit Manager.

**CLASSIFICATION**

- A. New Commitments and Transfers--Within 30 days after arrival;
- B. Violators--Within 14 days after arrival;
- C. Reviews--Each inmate is required to be present for a review of her case every 90 days or 180 days, depending on her release date. (Over one year to release requires 180 day reviews; less than one year requires 90 day reviews.) Some of these reviews will be held during the evening hours.

**VISITING IN HOUSING UNITS**

Do not enter a housing unit other than your own without specific prior permission from staff.

**VISITING WITHIN THE UNIT**

There is no inter-room visiting. The only people authorized to be in the room are the inmates assigned to that room.

**COUNTS**

It is necessary for the staff to count inmates on a regular basis. When a count is announced, you must return to your room or bed area, and remain there quietly until it is announced that the count is clear. Official counts will ordinarily be taken at about 12:00 Midnight, 3:00 a.m., 5:00 a.m., 10:00 a.m., 4:00 p.m. and 9:00 p.m. on weekends and holidays. Other census counts occur during the day. You are not to move from your room until the Officer announces count is clear. Stand up counts, Monday-Friday are conducted at 4:00 p.m. and 9:00 p.m. Stand up counts, Saturday, Sunday, and holidays are conducted at 10:00 a.m. and 4:00 p.m., and 9:00 p.m.

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

**LOCKDOWN (SEE CURRENT POLICY)**

Inmates are required to follow the orders of staff during institution emergency situations. Inmates are required to stand along the walls when staff are responding to body alarms within the institution.

**TRANSFER SHEET AND CALLOUTS**

Read them daily. This is often your only official notification of an appointment or job assignment.

**ICE MACHINES**

Any item placed in the ice machine for cooling will be confiscated.

**GAME PLAYING**

Game playing is allowed in the living unit. You are reminded that gambling is not permitted.

**T.V. VIEWING**

Unit televisions may be viewed during established hours. The Unit Officer will monitor the noise level.

**RADIOS**

Radios must be used with earphones when played in the units. No antennas will be hung or run through to the outside of the unit walls.

**NOISE**

Keep the sound level down at all times. Yelling or loud talking is disruptive and will not be tolerated. There will be no talking in the living units and bathrooms after lights out. (See unit rules and regulations.)

**PASS SYSTEM**

Become familiar with the Institution Supplement on "Inmate Accountability". You are to move to all call-outs, appointments and off duty activities on the scheduled moves only. You are permitted ten minutes to travel to and from each area when the movement is announced. Inmates who fail to report to a callout or appointment within ten minutes of the beginning of the move will be subject to disciplinary action. Inmates will remain in the assigned area until the scheduled move immediately following the appointment or call-out time. Inmates must dress in appropriate "on duty" attire for all call-outs. Inmates are required to possess their inmate identification/commissary card anytime they are out of the housing unit. Inmates utilizing a facilities work pass may move at any time with an appropriately generated and signed work pass. Recreation passes are to be signed out with the unit officer. Inmates who check out the recreation passes will be responsible for returning them no later than the 3:30 p.m. recall move.

**JOB ASSIGNMENT AND JOB CHANGES**

Your job assignment is made by the Unit Team. Job changes are not ordinarily approved unless the inmate has remained on the job for 90 days.

Any job changes require the approval of both the gaining and losing department heads and work supervisors prior to consideration by the Unit Team. All inmates are expected to maintain a regular job assignment. Job assignments other than UNICOR are controlled through a performance pay system, which provides monetary payment for work. Unit Managers approve job changes and these changes are reflected through the Daily Change/Callout Sheet posted in the unit. Please see your Unit Counselor if you wish to be placed on the UNICOR waiting list.

**MEDICAL QUARTERS**

If you have been placed on medical quarters, you may not leave your assigned room except for meals, regular call-outs, religious services, or clothing exchange.

**SHOWERS/BATHROOM STALLS**

At no time should more than one inmate occupy a shower or bathroom stall. The unit showers are closed from 7:30 a.m. through 9:00 a.m. for cleaning. The showers are also closed from 10:00 p.m. to 5:00 a.m. Every inmate is required to pick up after herself. Upon departure from your room/shower area, you must be wearing pants/shorts and a shirt. Tied bathrobes with undergarments are acceptable. Those with documented medical or religious reasons may shower any time during the normal work day.

**WAKEUP**

General wake-up for all inmates is 6:00 a.m. All units are called to breakfast by the Correctional Supervisor at one time Monday - Friday, excluding holidays. You are given a reasonable amount of time to leave the unit if you desire breakfast. It is your responsibility to leave the unit for work on time. Inmates who miss work call are subject to disciplinary action.

**CLOTHING EXCHANGE & LAUNDRY**

See most current policy. You will be issued sufficient clothing by laundry upon your arrival. You will be responsible for this clothing and may be held accountable for replacement costs of your clothing if items become lost. Work clothing will also be provided for labor crews and other specific work details. Issued items may be brought to laundry during open hours to be repaired or exchanges must be submitted via copout. Any item intentionally damaged or altered in an effort to gain a new item will result in an incident report and you may be held accountable for the replacement cost of the item. The institution dress standards require all institutional green pants, green shirts and coat to be labeled with the inmate's name and laundry number. The labels are not to be defaced. All green clothing and coats without labels are considered contraband. If your clothing is not labeled, please contact the laundry via copout to get this corrected. Laundry is open from 6:15 a.m.-7:00 a.m. weekdays. A centralized laundry for the inmate population is provided by FCI Waseca for all institutional issued clothing articles. Inmates' soiled laundry is dropped off Monday through Thursday, and then picked up the following workday. In order to use the laundry services, each inmate will put her soiled laundry into her issued laundry bags, secure them tightly, and deliver them to the laundry between 6:15 a.m. and 7:00 a.m. on Monday through Thursday. Linen exchange will be conducted on Friday between 6:15 a.m. and 7:00 a.m. No bags will be accepted on Friday.

**INMATE TRUST FUND COMMISSARY**

Sales will be conducted Monday through Thursday from 6:15 a.m. to 7:30 a.m.; 8:30 a.m. to 9:30 a.m.; and 11:00 a.m. to 1:00 p.m. Inmates will shop by register number and the current schedule will be posted outside of Commissary. Inmates will submit their commissary list through the slot provided in the Commissary door. Inmates that attempt to enter the Commissary line after the movement has ended may not shop until their next assigned sales day. Each inmate will have the opportunity to purchase commissary items once per week. Shopping days are determined by the last two digits of the first five numbers of your inmate register number. The rotation changes every quarter. The rotation will be posted on the Commissary Bulletin Board. When your list is ready to be picked up, you will be called to the appropriate window by your name and laundry number listed at the top of your commissary list. You

will be called three times only, if you don't show up at the window by the third time your name and laundry number are called, you will lose your shopping privileges for that week. Inmates may shop any day their first time shopping at this facility, just write: FIRST TIME SHOPPER on the top of your commissary list. Your account balances may be obtained by accessing the TRULINCS stations located in the housing units.

**HAIR DYE PROCEDURES**

The institution Commissary will sell hair color/rinse in shades of black, brown, blonde, and red. Inmates will be required to sign an inmate acknowledgment of receipt of institution rules for the use of hair color. In addition, inmates must declare their natural hair color and have their identification card appropriately marked by the Trust Fund Supervisor or his/her designee during Financial Management open house hours.

**OVER THE COUNTER MEDICATIONS**

Over the Counter (OTC) Medications may be purchased during sales hours Monday-Thursday. Inmates purchasing OTC medications on days other than their scheduled shopping day must utilize the "OTC Medications Only Form" provided by the Commissary.

**SPENDING VALIDATION**

Your monthly spending validation is \$320.00. Inmate's spending validation will validate on a bi-weekly basis on the first and the fifteenth. (i.e. \$160 on the First and \$160 on the fifteenth.) Stamps, OTC medications, NRT patches, kosher/halal entrees, and copy cards are the only items that do not affect your spending limit. All other transactions such as sweats, tennis shoes, hobby craft, etc. will be deducted from your spending limit. Suggestions for new items are handled via Inmate Request to Staff Member (copout) to Commissary. Suggestions received will be addressed at the next Commissary Committee Meeting for approval or disapproval.

**SPECIAL PURPOSE ORDERS (SPO)**

Hobby craft items (Recreation staff), special sized clothing (Counselor), and certain religious items (Chaplain) are ordered using the SPO form.

**LOCAL USE ITEMS ONLY**

Certain items which are sold in the Commissary are deemed local use only. This will be noted on the Commissary list. These items cannot be transferred between institutions. They shall be mailed home at the inmate's expense or disposed of through the unit team. Current local use only items consist of copier cards, fans and thermals.

**POSTAGE STAMPS**

An inmate's sales unit purchase, per sales unit visit, is limited to 20 postage stamps (of the denomination for first class, domestic), or the equivalent per week. Additionally, inmates may not have more than 60 postage stamps (of the denomination for first class, domestic), or the equivalent in their possession. In the event of a valid need, additional purchases of stamps may be authorized by the Unit Manager.

**COPIER CARDS**

Copy cards are available for purchase in the Commissary at \$5.20 each with a limit of 2 cards per shopping day. The cards are use at your own risk and can only be purchased on your shopping day. These prepaid cards allow you to make 50 copies per card, when copy card empties, discard the same.

**PHOTO VOUCHERS**

The inmate photo program is supervised by the Recreation staff at FCI Waseca. You may purchase up to 10 photo vouchers during a sale at \$1.00 each. You will receive a commissary receipt for each photo voucher requested. This receipt is considered your photo voucher. You will not be reimbursed for unused tickets. Another inmate is not allowed to use your ticket.

## BUDGETING AND ACCOUNTING

When an inmate transfers from another Federal Institution their TRUFACS inmate account will be available the following day. The Bureau of Prisons has established a National Lockbox location for processing of all incoming inmate funds. Inmates must instruct their families and friends to mail all funds to: Federal Bureau of Prisons, Insert Inmate Name, Insert Inmate Register Number, Post Office Box 474701, Des Moines, Iowa 50947-0001. All negotiable instruments must contain the inmate's full name and register number. Acceptable negotiable instruments are money orders; U.S. Treasury, state, and local government checks; and foreign negotiable instruments payable in U.S. currency. The envelope must contain a return address in case an item must be returned to sender. No personal checks, cash, letters, or pictures will be accepted. Personal letters must be mailed to the institution. All non-postal money orders and non-government checks processed through the lockbox will be placed on a 15 day hold. Foreign negotiable instruments will be placed on a 45 day hold. Inmates may have funds sent to them by Western Union. Western Union instructions are posted in the housing units. There is a fee for Western Union transactions which varies depending on the location and type of transaction.

If you should transfer to another institution, your trust fund account is electronically transferred to that institution. When you are released from custody, your remaining funds will be given to you or mailed to your home.

## TRUST FUND LIMITED INMATE COMPUTER SYSTEM (TRULINCS)

You will need your Register Number without hyphen (-), Phone Access Code (PAC), and Personal Identification Number (Commissary PIN) to login to TRULINCS. Inmates are responsible for creating and maintaining their own contact list in TRULINCS, which consists of all telephone, postal mail, and email contacts. Inmates must enter a name and postal mailing address along with the telephone number and/or email address for each contact they wish to call or email. Inmates may have 100 total contacts, 30 total telephone numbers, and 30 total email addresses. Inmates wishing to participate in public messaging must sign an Agreement Form and submit it to Unit Management for approval. You will be charged 1 unit per minute while in the Public Messaging Service. All TRULINCS email contacts created will receive an invitation to register at [www.corrlinks.com](http://www.corrlinks.com). They must register within 10 days with the appropriate identification code before electronic messaging will be activated. All outgoing postal mail must contain a mailing label printed from TRULINCS. Labels are for postal mail only and no return address labels should be printed. Inmates may print 10 labels per day. Inmates may view their current Commissary, TRUFONE, and TRULINCS balances and transactions for the past 90 days. Account statements can be printed for a fee. Inmates wishing to send Commissary funds to an outside person will generate the BP-199 Form in TRULINCS, print the form for free, sign it in the presence of Unit Management staff, and give the form to Unit Management staff.

## INMATE TELEPHONE SYSTEM (TRUFONE) PROCEDURES

FCI Waseca is designated as a Debit/Collect Calling Institution. Inmates wishing to make telephone calls through the Inmate Telephone System (ITS) will be issued a Phone Access Code (PAC) and must register a sample of their voice via the Inmate Voice Verification Feature (V-PIN). Inmates may register their voice and receive their PAC on Thursdays from 11:00 a.m.-12:00 p.m. during Financial Management Open House. Alternate dates and times may be arranged through the Trust Fund Supervisor during mainline. Inmates' transferring from TRUFONE institutions will keep the same PAC number issued and voice recording that was registered at their former institution. It is of the utmost importance that the recipient of this PAC number keeps it confidential by not sharing the number with other inmates. In the event that the PAC number is compromised the inmate should immediately report it to a unit staff member, who shall contact the Trust Fund Supervisor or Inmate Telephone Technician who will immediately restrict telephone access for the affected account. To obtain a new PAC number, an inmate must forward an Inmate Request to Staff Member (copout) to the Trust Fund Supervisor through the unit team. A fee of \$5.00 will be charged, using a Request for Withdrawal of Inmate Personal Funds (Form 24), to defray the cost of establishing a new PAC number when due to the inmate's negligence.

Furthermore; inmates are responsible for keeping track of their TRUFONE account balances by utilizing the automated 118 and following the instructions outlined on the PAC Form they were issued. Consequentially; if an inmate requires a hard copy (printout) of her telephone calls there will be a charge of \$3.00 for the account statement per month requested.

Inmates may transfer funds from their TRUCFACS account to their TRUFONE account during scheduled phone hours by utilizing the automated 118 and following the voice commands. Inmates may transfer funds twice in any 24 hour period and all transfers must be in whole dollar amounts. Once funds are transferred from an inmate's TRUFACS account to their TRUFONE account, they can only be transfers back at the time of release or if requested in writing upon receipt of a telephone restriction in excess of 30 days.

All inmate telephone calls will be recorded with the exception of inmate calls to attorneys as long as the inmate makes prior arrangement with the unit team for an unmonitored and unrecorded call to an attorney. Inmates that place unauthorized telephone calls, i.e. three-way/third party calls; call forwarding, to include telephone calls made through private service providers using Voice Over Internet Protocol (VOIP), or similar technology, will be subject to an incident report and action will be taken according to the inmate disciplinary policy.

You are authorized 300 minutes of call time per month to be used for direct and collect/prepaid calls. Inmates 300 minutes will re-validate based on the fifth digit of their register number, (see chart below).

5th Digit of Register Number	300 Minute Revalidation Day
0	1st
1	4th
2	7th
3	10th
4	13th
5	16th
6	19th
7	22nd
8	25th
9	28th

The number of approved telephone numbers may not exceed 30 numbers unless approved by the Associate Warden. All calls will be up to 15 minutes in duration. Waiting period between calls (direct and collect/prepaid) is set at 15 minutes for back to back calls. The person you are calling will have the capability of blocking all of your calls. When a telephone number is blocked at the request of the intended recipient, that number may be returned to the inmate's telephone list only upon receipt of a written request for reinstatement by the intended recipient accompanied by a copy of their telephone bill. Inmates are responsible for creating and maintaining their own telephone list in TRULINCS. Current TRUFONE rates per minute will be posted in each of the units along with the hours of phone operation. The handicapped phone in each of the housing unit will be left on during the work day for use by inmates who work varied shifts. Inmates are expected to be at their work assignments and must not use the telephone during their work hours. Inmates leaving their work assignment to place telephone calls will be subject to disciplinary action.

## CALLOUTS

See current policy. Inmates must dress in the appropriate green uniform attire to include government issued shoes for all call-outs. Personal or recreational clothing is not authorized. Call-outs are a scheduling system for appointments (which include hospital, dental, educational, team meetings, and other activities) and which are posted each day on the unit bulletin boards after 4:00 p.m., on the work day preceding the appointment. It is your responsibility to check for appointments on a daily basis to avoid disciplinary action. All scheduled appointments are to be kept. If you are in need of routine medical attention, you will ordinarily go to the hospital that morning between the hours of 6:30 a.m. and 7:15 a.m. You are required to present your Commissary I.D. card in order to sign up for sick call. Illnesses of an emergency nature are exceptions and are handled accordingly.

## CONTRABAND

(See current policy) Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels, or purchased through the commissary or any approved item which has been altered. All staff are alert to the subject of contraband and make an effort to locate, confiscate, and report contraband in the institution. You are responsible for all items found in your assigned living area and should immediately report any unauthorized item to the Unit Officer. Any item in your personal possession must be authorized, and a record of the receipt of the item should be kept in your possession. You may not purchase radios or any other items from another inmate; items purchased in this manner are considered contraband and will be confiscated. An altered item, even if an approved or issued item, is considered contraband. Altering or damaging government property is a violation of institutional rules and the cost of the damage will be levied against the violator. No personal clothing or footwear is to have names, "nicknames", or altered logos. Only the original logo from the company is authorized. This includes sweatshirts, jogging suits, etc. Possession of presentence investigation reports is considered contraband.

## SEARCHES

Any staff member may search your room to retrieve contraband or stolen property. You are not allowed to be present for searches. The property and living area will normally be left in the same general condition as found. These inspections will be unannounced and random.

## DRUG SURVEILLANCE

FCI, Waseca manages a drug surveillance program that includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program and the inmate does not do so, that inmate will be subject to an incident report.

## MEDICATION SHARING

Prescription medication is provided to help you manage an acute or chronic medical/dental condition. Any medication can have severe side effects and can cause death if not taken as directed or abused. You are responsible for your own medications to ensure they are not stolen or sold to anyone else. Keep your medications secured on your person or in your locker at all times. Do NOT share them with anyone. If your medication is lost or stolen, you must report it immediately to a staff member. You will be held accountable if your medications are found on another inmate.

## ALCOHOL DETECTION

A program for alcohol surveillance is in effect at FCI, Waseca. Random samples of the 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 also result in an incident report.

## SANITATION, SAFETY AND FIRE INSPECTION

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

Fire drills will be conducted quarterly in each living area and work detail. Your participation is required. Safety rules and regulations will be followed on all work details, failure to obey safety standards will result in an incident report.

## ENVIRONMENTAL MANAGEMENT SYSTEM

All inmates need to be aware that FCI Waseca has an Environmental Management System (EMS). It is important that all inmates understand why we have EMS and to become familiar with the EMS Policy. Federal agencies are required by Executive Order 13148 to have EMS's at appropriate facilities. An EMS helps an organization not just reduce its impact on the environment, but also to improve its efficiency of operations. An EMS is a set of processes and practices used to achieve these goals. An Environmental Management System (EMS) is "that part of the overall practices, procedures, processes, and resources for developing, implementing, achieving, reviewing, and maintaining the environmental policy." EMS focuses on environmental management practices rather than the activities themselves. It provides the structure by which certain activities can be carried out; it ensures operator training and that proper procedures are in place but doesn't specify methods or frequency of sampling. The EMS allows federal agencies and facilities flexibility to adapt the system to their needs and priorities. The benefits of an effective EMS are: demonstrates commitment to good environmental practices, reduces environmental liabilities by early identification of potential risks, provides a standard for measuring and reporting against environmental performance, maintains an effective approach to environmental management, and places an emphasis on prevention rather than correction. FCI Waseca's EMS provides the framework for establishing objectives and targets to progress toward continual improvement, effectiveness, and efficiency. FCI Waseca is committed to: preventing pollution, training and education, legal compliance, going green, recycling, and continual improvement. It is each inmate's responsibility to do their part to reduce the impact on the environment. Each inmate is required to report any environmental issues to the nearest staff member. The institution has a recycling program. It is each inmate's responsibility to participate in the recycling program to reduce waste and meet environmental concerns at local, state, and federal levels.

## SMOKING

(See current policy) FCI Waseca is a no smoking facility for inmates. Possession of any tobacco items by inmates is considered contraband and will be subject to disciplinary action.

## NATIONAL LOCKBOX

The Federal Bureau of Prisons has centralized the processing of all incoming inmate funds. This requires the establishment of a National Lockbox location. All funds being sent to inmates at FCI Waseca must be sent to the National Lockbox location at the following address:

Federal Bureau of Prisons

Insert Inmate Name

Insert Inmate Register Number

Post Office Box 474701

Des Moines, Iowa 50947-0001

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

Instruct them NOT to enclose cash, personal checks, letters, pictures or any other items in the envelope.

Enclose only the allowable negotiable instrument (money order, cashier check).

The national Lockbox cannot forward any items enclosed with the negotiable instrument to the inmate. Items, personal in nature, must be mailed directly to the Bureau of Prisons institution where the inmate is housed.

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



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

Instruct them insurance, trust, and other similar types of negotiable instruments which require an inmate's endorsement will be processed locally. A letter instructing the Mail Room of the required signature is needed or the instrument will be returned to sender.

## PROGRAMS AND SERVICES

### JOB ASSIGNMENTS

All inmates are expected to maintain a regular job assignment. Job assignments are controlled through a performance pay system, which provides monetary payment for work. Federal Prison Industries has a separate pay schedule. Unit Staff approve job changes and see that the changes are posted on the Daily Change Sheet through the Captain's Office.

### FOOD SERVICE

The Food Service Department provides you with a nutritionally balanced meal served three times per day, in a cafeteria style setting. Except for any approved special diets, inmates in the special housing units all receive the same nutritionally balanced meal as the general population.

Meal Times:

Breakfast- 6:00-6:40 a.m., Monday through Friday.

Continental Breakfast-7:00 a.m. to 10 minutes after last unit is called, Saturday, Sunday, Holidays.

Brunch after 10:00 a.m. count clears to 10 minutes after the last unit is called, Saturday, Sunday, Holidays.

Lunch 11:00 a.m. to 10 minutes after last unit is called.

Dinner after 4:00 p.m. count clears to 10 minutes after last unit is called.

## EDUCATION PROGRAMS

The Education Department at FCI, Waseca offers a variety of courses and programs for the inmate population. Inmates are encouraged to be involved in education programs for their own benefit.

The Education Department is responsible for educational testing, training, social education, pre-release programs, vocational training, hobby crafts, recreational activities, the library and the Law Library. Two new vocation training programs will be offered soon. The Culinary Arts program will provide training in preparing a variety of foods for service in the staff dining room. This program will last approximately one year and a GED or high school diploma is a requirement for program enrollment and applicants must have clear conduct for one year. The Can Do Canines program will provide training as an animal handler/trainer. Puppies will be trained as service dogs for people with special needs from about 6 months of age through 18 months. At that time the dogs will be turned over to the agency for final training and then placement with a new owner. This program will last approximately one year and a GED or high school diploma is a requirement for program enrollment and applicants must have clear conduct for one year.

The literacy standard for inmates in the institution is a high school diploma or equivalent. Inmates without a high school diploma or equivalent are not eligible to be promoted above grade four on any work assignment, are required to take the Test of Adult Basic Education, and will be enrolled in a two hour program for a minimum of 240 hours or until the high school equivalent is met. For those who are PLRA or VCCLEA violent offenders, failure to participate in GED programming, can result in a loss of GCT.

## RECREATION DEPARTMENT

FCI, Waseca offers a wide variety of athletic and leisure time activities for the inmate population. The gymnasium, recreation yard, and hobby craft are open on a daily basis. Leisure activities are supervised by the Recreation Department Staff and these programs are important activities for inmates and contribute to good mental health, good interpersonal relations, and stress reduction.

## PSYCHOLOGY, DRUG ABUSE, AND PSYCHIATRY PROGRAMS

Inmates may be seen by a psychologist within a month of their arrival. Psychology works with inmates who have mental health or significant emotional problems. Inmates who need to be seen by a psychiatrist are referred through Psychology. Inmates who have family problems, personal problems, or are in a crisis may also be seen for individual therapy. Typical groups offered include Criminal Lifestyle, Anger Management, Stress Management, and Grief and Loss Groups.

To see a psychologist or participate in a group, you may submit a copout or see staff at noon mainline. If it is an emergency or a problem with thinking about suicide, contact your closest staff person or a Lieutenant who will contact Psychology, especially during non-weekday hours. If you think someone else is suicidal, please let staff know immediately.

Psychology offers a full range of alcohol and other drug programs including Drug Education, Nonresidential Drug Abuse Program groups which generally meet once a week, Institutional Follow-up Services, and the Residential Drug Abuse Program. Some inmates are required to take Drug Education, but all other programs are voluntary. To participate in any of these programs, submit a copout to Psychology or DAP.

Follow-up Aftercare sessions are required for those who have completed RDAP. The purpose of these sessions is continued treatment. The sessions take place for at least one hour per month for the twelve months after completing RDAP. Aftercare is usually a monthly group discussing personal issues, transitional issues, and relapse prevention; participation in a weekly self-help group; and individual assignments.

## ESCORTED TRIPS

Bedside visits and funeral trips may be authorized for inmates in lower custody categories, when an immediate family member is seriously ill, in critical condition, or has passed away. Depending on the inmate's custody classification, one or two Correctional Officers will escort the inmate. 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 is not approved, even when all policy-required conditions have been met, based on a determination that the perceived danger to Bureau of Prisons staff during the proposed visit is too great, or the security concerns about the individual inmate outweigh the need to visit the community.

## FURLOUGHS

(See current policy)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 or 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.

## CENTRAL INMATE MONITORING SYSTEM

The Central Inmate Monitoring System (CIMS) is a method for the Bureau's Central and Regional Offices to monitor and control the transfer, temporary release, and participation in community activities of inmates who pose special management considerations. Designation as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities. All inmates who are designated as CIMS cases will be notified by their Case Manager.

## MARRIAGES

(See current policy) If an inmate wishes to be married while incarcerated, the Warden may authorize her to do so, under certain conditions. All expenses of the marriage will be paid by the inmate. Government funds may not be used for marriage expenses.

If an inmate requests permission to marry, she must:

- \*Have a letter from the intended spouse which verifies his intention to marry.
- \*Demonstrate legal eligibility to marry.
- \*Be mentally competent.

The Chaplain is available to discuss with the inmate and fiancée the issue of marriage while incarcerated.

#### PRERELEASE PROGRAMMING

(See current policy) The pre-release program is designed to assist you in preparing for release. You will be given aid in developing plans for your personal life and for work. These programs offer classes and information seminars concerning the personal, social, and legal responsibilities of civilian life. Routinely scheduled information sessions with U.S. Probation Officers, and Community Corrections Staff are available. Pre-release planning starts the day you enter the institution.

In all units, pre-release programming will be emphasized, and staff will address concerns about readjustment, current community issues, and educational/vocational opportunities. If you are eligible, furloughs and Community Corrections Center (halfway house) placements will be considered.

The Career Resource Center (CRC) is located in Recreation next to the inmate leisure library. The CRC is dedicated to preparing inmates for release. Computers are available, providing instruction in keyboarding, word processing, and resume writing. Inmates near release are strongly encouraged to prepare and print a resume and covers letters to assist in successful release planning. Log in onto the computers requires a password which can be obtained by submitting a cop-out to Education. The CRC also contains various materials to assist in release planning. These items include resource books and DVD's on subjects such as dress for success, developing interviewing skills, conducting job searches, career development, empowerment, keeping a job, and communication skills.

#### RELIGIOUS PROGRAM

(See current policy) Every individual may voluntarily pursue religious beliefs and practices. The goal of the Chapel is to assist you in: searching, growing, and making new commitments, worshiping, learning, fellowship, and serving.

Programs, fasts, meals, etc., are restricted by religious preference. Written requests to participate in these activities must be received by the Chaplain no more than ninety and no less than sixty days prior to the activity. Inmates are responsible to arrange with their work detail supervisors regarding work proscription time off. Inmates arriving after the deadline may submit their written requests up to ten days after arrival at the institution.

#### INMATE FINANCIAL RESPONSIBILITY PROGRAM

(See current policy) Working closely with the Administrative Office of the Courts and the Department of Justice, FCI, Waseca, administers a systematic payment program for court imposed fines, fees, and costs. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include: Special assessments imposed under 18 USC 3013, court ordered restitution, fines and court costs, judgments in favor of the U.S., other debts owed the Federal Government, and other court ordered obligations (e.g., child support, alimony, other judgments). Institution staff assists in planning, but you are responsible for making all payments required, either from earnings within the institution, or from outside resources. You must provide documentation of compliance and payment. If you refuse to meet your obligations, you cannot work for UNICOR nor receive performance pay above the maintenance pay level. Your commissary spending limit will be decreased as well.

The status of any financial plan will be included in all progress reports, and will be considered by staff when determining security/custody level, job assignments, eligibility for community activities, and institutional program changes.

#### FEDERAL PRISON INDUSTRIES (UNICOR)

It is the policy of UNICOR to employ and train inmates within the Bureau of Prisons. Please send a copout to your Unit Counselor if you are interested in working in UNICOR. The UNICOR factory currently produces military shorts and is a sewing factory.

#### MEDICAL CARE AND TRIAGE

##### MEDICAL SICK CALL

Request for Sick Call is the method to be used by inmates to obtain medical care for routine, non-emergency conditions. Sick Call is held in Health Services on Monday, Tuesday, Thursday, and Friday from 6:30 a.m. to 7:00 a.m. You will come to health services to be screened by the triage nurse. This time is not for treatment. After your assessment by the triage nurse you will be schedule for a complete assessment by a provider via call out.

Inmates who request medical appointments will be charged \$2.00 co-pay. Inmates will not be charged a fee for referrals from medical staff, prescribed follow-up appointments, treatment of injuries, emergency medical problems, treatment of infectious disease, chronic care clinics, or periodic health assessments, or when you meet indigent as determined by TRUWEB and indigent guidelines. When placed on call out for a requested appointment, you must be prompt and possess your ID card. If you are late or do not show up, your appointment will be cancelled. The purpose of sick call is to triage or assign a priority to your illness or injury.

Many over the counter (OTC) medications are available in the commissary for your purchase. Inmates are encouraged to prepare for the flu and allergy seasons, recreational injuries, and other minor ailments by purchasing comfort medications ahead of time. Inmates, who are on indigent status, carrying a balance of less than \$6.00 in their accounts over the previous thirty days, may request OTC medication through Sick Call. To purchase OTC medication on days other than your scheduled shopping day, you must report to the commissary in the morning.

Inmates in Special Housing will utilize the same general procedure to request sick call appointments; Clinical staff will make rounds every morning to collect triage request forms and will schedule appointments with your assigned provider according to the national scheduling guidelines. Policies regarding PCPT, co pay and use of OTC medications generally apply to inmates in Special Housing with the exception of only one night of commissary shopping.

##### DENTAL SICK CALL

Inmates with dental emergencies can be seen during dental sick call on Mondays, Tuesdays, Thursdays, and Fridays. Inmates can fill out a sick call triage form and place it in the triage box. Appointments will be given vial call out. Examples of dental emergencies include swelling, pain that interferes with normal eating and sleeping, and injuries. Dental sick call is for emergencies only, and treatment goals will be to relieve the symptoms.

##### EMERGENCY CARE

Emergency medical and dental care is provided through an established system of on-site personnel, on call staff and the cooperation of the local hospital based emergency room, on a 24 hour per day basis. An emergency is defined as a suddenly occurring medical or dental condition which, without immediate attention, may result in permanent disability or death. Example of a medical emergency may include: heart attack, inability to breathe, an allergic reaction, or a serious injury due to recreation or work related circumstances. Immediate notification to a staff member of a medical emergency is necessary to activate our procedures. Emergency medical care will be provided in the Health Services Department, and if necessary, you will be transported to a local hospital for further care.

##### ROUTINE DENTAL CARE

Anyone desiring routine dental care may have their name added to the waiting list by sending an Inmate Request to Staff Member ("cop-out") to the dental clinic. Appointments for a "prophy" (cleaning) and a dental examination will be posted using the call-out system. A written treatment plan will be developed during the examination appointment. Needed treatment, such as a "prophy", fillings, extractions, or dentures, will be performed at subsequent visits. Treatment options will be discussed during the treatment planning visit, and reasonable accommodations made. However, if the patient refuses what the dentist determines to be significant portions of the treatment plan, the dentist may terminate all but

emergency dental care. Likewise, refusal of necessary diagnostic tests (such as x-rays) may be grounds to halt treatment.

Dental patients are seen in the order that their requests are received. In order to be fair to everyone, no individual will be moved ahead of another who has been waiting longer. A missed appointment will require the re-submission of the request.

All necessary supplies to maintain good oral hygiene are available for purchase through the commissary. The dental clinic does not supply toothbrushes, toothpaste, or dental floss. Inmates are required to demonstrate they are practicing adequate and proper oral hygiene prior to the delivery of non-emergency treatment. The dentist may discontinue care at any time if it becomes apparent the inmate is not practicing proper oral hygiene. Inmates will still have access to emergency dental care. Partial dentures will be made only if the patient is missing a significant number of teeth (as determined by the dentist)

Patients who desire an annual cleaning and dental exam must submit a new Inmate Request to Staff Member six months to one year after their initial cleaning.

#### CHRONIC CARE APPOINTMENTS

During your intake physical all medical conditions will be assessed by the Health Services staff to determine if your medical conditions require regular monitoring. If so, you will be placed into a chronic care clinic for your specific condition. During this clinic visit your condition will be assessed and you will be prescribed medications, testing and if needed restrictions given. Your clinic visit is very important because this allows for both you and our staff to assess the success of your treatment plan and make adjustments as needed. When you come to a clinic visit, you will need to bring all of your medications and restriction documentation.

#### PHARMACY SERVICES

Pharmacy hours are normally 7:30 a.m.-4:00 p.m., Monday through Friday except on federal holidays. Current pill line times are:

Monday - Friday 6:30 -7:00 a.m., The evening pill line will start when the evening mainline opens.

Saturday and Sunday: 9:00-9:45 a.m., The evening pill line will start when the evening mainline opens.

A "diabetic only" pill line is held at 6:20 a.m. Monday-Friday and after the 4:00 p.m. count. Tuberculosis prophylaxis pill lines are on Tuesdays and Fridays. You may pick up a new prescription after the evening pill line Monday-Friday only. There is no pick up line on weekends or holidays. YOUR ID IS REQUIRED AT ALL PILL LINES. No over the counter medication will be given at pill line.

Prescriptions written at a sick call visit will normally be filled and dispensed the same day. Instructions and information about the medications will be provided. Prescriptions that have been authorized for refills can be turned in Monday through Friday at the 6:30 - 7:00 a.m. pill line. A pharmacy open house will be conducted every Thursday between 11:30 a.m.-12:00 p.m. This open house is available for you to discuss any medication concerns and questions.

#### PRESCRIPTION MEDICATIONS

There are two types of prescription medications that can be provided to you by Health Services Staff. The first is a medication you can carry and take on your own. This medication must be kept in the container it is issued to you in. Do NOT put more than one medication in any container. The second is a medication that is not authorized to be taken outside of the Health Services Department (i.e. Pill line medication). Below are the procedures you must follow to receive a pill line medication.

#### PILL LINE PROCEDURES

You will be assigned to a specific pill line to receive medication not authorized to be on the compound. You are to report to pill line when pill line is announced with your inmate ID card. This card will be utilized to identify you and the specific medications you take. If you have lost your ID card, you must get a temporary card from the Lieutenant's office. You can take a cup from the window and get water from the fountain next to the pill line window. Your medication will be crushed and then floated in water by the medical staff and then handed to you. You must take and swallow your medication in front of the medical staff. All medication and water cups will be disposed of in the trash bin next to the pill line

window. You cannot remove either cup or any pill line medication from the Health Services area. Prior to leaving the area you will be required to open your mouth and hands to show that your medication is not being concealed. If it is determined you have failed to follow the above procedures, you will be held accountable through the inmate disciplinary process. If you decide you do not want to take your pill line medication, you must report to the pill line to refuse the medication until you have signed a medical refusal form. You must make an appointment through the normal sick call procedures to sign the refusal form.

#### OTC MEDICATIONS

Inmates are required to purchase Over The Counter (OTC) medications from the commissary for the symptomatic treatment of minor conditions; complaints of occasional constipation, seasonal allergies, gastro-intestinal upset, dandruff, uncomplicated athlete's foot, acne, vitiligo, chapped lips, dry hands, muscle aches due to exertion. Indigent inmates will be referred to the OTC program established by Health Services for minor ailments in lieu of going to the commissary. A list of indigent inmates will be retrieved on a daily basis by Health Services Staff. Inmates who average a daily account balance of less than \$6.00 over the previous 30 days will be considered indigent for these purposes. Inmates in the Special Housing Unit will be allowed to purchase OTC medications one day per week.

To purchase OTC medications only on days other than your scheduled shopping day you must report to commissary in the morning. A completed commissary list is required.

#### TUBERCULOSIS (PPD) TESTING

All inmates new to the Bureau of Prisons are tested for tuberculosis exposure via the placement of a PPD. All inmates with previous negative results from a PPD test will be re-tested annually. Those inmates with a history of a positive PPD skin test will have an annual chest x-ray. Inmates will be placed on call-out for their appointments for testing or chest x-ray.

#### IMMUNIZATIONS

The Bureau of Prisons follows the recommendations of the Centers for Disease Control (CDC) regarding immunization schedules and doses. Influenza (FLU) vaccinations are made available to all inmates each fall. Notification of the immunization availability and procedures for obtaining it is posted in each housing unit prior to the dates of immunization.

#### INMATE CLOTHING

Inmates reporting for an appointment or call-out, sick call, or picking up prescriptions during normal daytime hours, must be dressed in institution greens or approved work clothing. Recreation attire, including sweat pants, shorts, and tennis shoes are not approved for visits to Health Services. Except in emergency situations, inmates reporting to health services will be refused care if dressed in non-approved clothing, and requested to return wearing appropriate attire. Inmates must have their institution identification card with them during each visit to Health Services.

#### PHYSICAL AND PERIODIC HEALTH EXAMINATIONS

An Initial A & O medical examination, including physical and dental examinations, laboratory testing, PAP smears, mammograms, pregnancy testing and vision screening will be offered when clinically indicated. Those inmates transferring from other institutions will not undergo these initial tests again, unless a review of the medical record indicates that the tests are necessary for preventive healthcare or clinical indications.

Age specific preventive health examinations (e.g. cancer screening) will be available to inmates based on national clinical practice guidelines. Inmates may request an initial preventive health assessment through the triage process.

A pre-release physical may be requested if an inmate has not had a physical in the year prior to release. Once the request is received, the physical will be scheduled within two months of the release date, and the inmate will appear on call-out.

### MEDICAL DUTY RESTRICTIONS

Medical staff may restrict certain activities due to medical conditions. This may be done during a physical examination or sick call appointment. Medical staff may also apply recreation restrictions as medically indicated. Special authorization from medical staff is necessary for canes, crutches, or other medical appliances, including ACE wraps. Medical restrictions initiated in previous institutions are not automatically continued at this facility. Each request for a work restriction will require re-evaluation from a member of our medical staff.

### MEDICAL IDLE

A medical idle or "lay in" removes you from your job duty for up to three days. During that time, you are restricted to the unit except for meals, visits, call-outs, law library visits, and religious activities. You will be considered out of bounds if you are in the gymnasium or outside recreation areas. You may receive an incident report and be returned to work status.

### BED REST

A bed rest restriction means that you must remain in your room. You may not wander around the unit or watch television.

### SOFT SHOES

Soft shoes are authorized only when medically necessary. Clinical practitioners refer to a specific set of criteria when determining the need for soft shoes. Institution issued shoes have been approved as both an orthopedic shoe and a diabetic shoe and are designed to provide maximum comfort for those with special needs while meeting the need for a safety shoe as required in work areas.

### LOWER BUNKS

Lower bunks are authorized only when medically indicated. Clinical practitioners refer to a specific set of criteria for issuance of these permits. You will not automatically have a lower bunk continued from a previous institution. If you meet the criteria for a lower bunk one can be issued by your clinician.

### EYE CARE

If you are having difficulty with your vision, please sign up for sick call triage. Inmates under 40 years of age may request an eye examination every two years. Inmates age 40 years and older may request an eye examination every year. If you are interested, submit a request (cop-out) to Health Services.

If you arrive at the institution with unauthorized eyewear (contact lenses valued over \$100), you will be examined by the optometrist and either provided institution glasses or authorized to purchase an alternative pair of glasses noted below.

If corrective lenses are indicated, the Bureau of Prisons will provide you with one pair of eyeglasses every two years. Tinted, dark, or transitional lenses are not approved for use in the institution, unless medically indicated. The cost of any glasses purchased must not exceed \$100.00. Contact lenses are not authorized, unless medically indicated and approved by an ophthalmologist and the Clinical Director. Sunglasses are not authorized for wear inside any building unless approved by Health Services. Everyone is encouraged to wear sunglasses outside and clip on sunglasses are available for purchase in the commissary.

### MEDICAL RECORDS - RELEASE OF INFORMATION

You may review your medical record in the presence of a clinical member of the Health Services staff. With receipt of an Inmate Request to Staff Member (cop-out) form to the Health Services Administrator or the Medical Records Administrative Specialist, you may request copies of your medical record. Portions of your medical record may be Freedom of Information exempt. You will be informed of exempted materials and provided information on how you may obtain these additional copies. The first 240 pages of your record are provided at no cost. Copies in excess of the 240 free pages are charged at

the rate of ten cents per page after the first 100 and deducted from your commissary account. In order to maximize time effectiveness, please be specific when requesting materials, referencing either a particular time frame of care or specific documents.

### LIVING WILLS AND ADVANCED DIRECTIVES

Living wills and advanced directives allow a competent person to make binding declarations regarding medical treatment and care provided, in the event that the patient is no longer competent to make such decisions. Assistance with living wills and advanced directives can be obtained through the Health Services Administrator or through your private attorney.

### HIV AND AIDS

HIV stands for Human Immunodeficiency Virus. It is the virus that causes AIDS - Acquired Immunodeficiency Syndrome. HIV is spread from one person to another through sex and blood-to-blood contact. When someone becomes infected with HIV, the virus attacks that person's immune system. A person develops AIDS when her immune system becomes so damaged that it can no longer fight off diseases and infections. These diseases and infections can be fatal. Most people get infected with HIV by having sex or sharing needles with someone who already has the virus. It may take up to ten years or more for people who are infected with HIV to develop AIDS. They may look and feel healthy for years after becoming infected. They may not know they are infected. Even so, they may infect others.

If you think that you may be infected with HIV, or have risk factors you may request a blood test and receive counseling both before and after the testing. These tests look for the presence of HIV antibodies in the blood as a sign of the virus. Often it takes weeks or months to develop antibodies, and therefore be detected in the blood.

The following categories are used for HIV testing:

Mandatory:

1. All inmates leaving a Federal prison for a RRC;
2. All inmates leaving on a furlough;
3. All inmates assigned to work cadres working in the community;
4. All inmates assigned to random screening for HIV;
5. All newly committed inmates assigned to HIV screening.

Voluntary:

1. Any inmate may request an HIV test annually.

### HEALTH PROMOTION AND DISEASE PREVENTION

While you are in the custody of the Bureau of Prisons, every effort will be made to provide you with medical care of a similar level and quality that you would receive from the same type of clinic in the community. One of the most important changes occurring nationwide, both in the Community and within the prison system, is an increasing emphasis on maintaining health and preventing disease rather than merely treating disease after it develops. Many of the leading causes of disease and death are conditions that can, at least to some degree, be prevented. The goal of a health promotion and disease prevention program is to assist those interested (and encourage those who aren't interested) to work toward attaining and maintaining a state of "wellness." What is "wellness?" It is a state of well being in all the important areas of one's life, including the physical, mental, emotional and spiritual. Recreation has excellent programs at FCI Waseca to assist you in starting on your own road to wellness. If you have questions about specific programs or about health promotion and disease prevention, you may direct them to any member of the Health Services or Recreation staff. Health Services offer open house. Health Services general open house conducted by the Health Services Administrator and Assistant Health Services Administrator is conducted every Tuesday and Thursday at 9:30 a.m. This open house is to address concerns and questions about care and administrative questions.

## HEALTH CARE RIGHTS AND RESPONSIBILITIES

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

### RIGHTS

1. You have the right to health care services, based on the local procedures at your institution. Health Care Services include medical sick call, dental sick call and all support services. Sick call at this institution is conducted as posted. If inmate co pay system exists in your institution, Health Services cannot be denied due to lack (verified) of personal funds to pay for your care.
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.
3. You have the right to address any concern regarding your health care to any member of the
4. You have the right to provide the Bureau of Prisons with Advance Directives or a Living Will that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.
5. You have the right to be provided with information regarding your diagnosis, treatment and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.
6. You have the right to obtain copies of certain releasable portions of your health record.
7. You have the right to be examined in privacy.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.
9. You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.
12. You have the right to a preventive health screen once every three years if under the age of 50 and every year if age 50 or over.
13. You have the right to dental care as defined in B.O.P. policy to include preventative services, emergency care and routine care.
14. You have the right to a safe, clean, and healthy environment, including smoke free living areas.
15. You have the right to refuse medical treatment in accordance with B.O.P. policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill effects of refusing medical treatment.
16. You have the right to question or appeal a co-payment charge for medical services rendered to you or to someone you injured.

### RESPONSIBILITIES

1. You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.
2. 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 responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, main line, or the accepted Inmate Grievance Procedures.
4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the responsibility to keep this information confidential.

6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the responsibility to comply with security procedures should security be required during your examination.
8. You have the responsibility to maintain your health and not endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.
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 responsibility to be honest with your health care provider(s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the responsibility to maintain your oral hygiene and health.
14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.
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. You are responsible for a \$2.00 payment for medical services you request and for services rendered to someone you injured according to BOP policy.

## INMATE CORRESPONDANCE

### INCOMING CORRESPONDENCE

(See current policy) First class mail is distributed Monday through Friday (except holidays) evenings by the evening watch officer in each living unit. Newspapers and magazines will generally be delivered at this time also. Legal and special mail will be delivered by a member of your Unit Team as soon as possible after it is received. The number of incoming letters you may receive will not be limited unless the number received places an unreasonable burden on the institution. You may not have an accumulation of more than 25 letters (including greeting cards) in your living quarters. You may only receive 25 photos (no Polaroid's) per day. You may have 25 loose photos in your living quarters; the rest must be placed in a photo album.

### SPECIAL MAIL

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

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

A designated staff member opens incoming Special Mail in the presence of the inmate; this is usually done by a member of your Unit Team. These items will be checked for physical contraband and for qualification as special mail; the correspondence will not be read or copied if the sender has accurately identified himself/herself on the envelope as an attorney (the title "Esquire" does not qualify) and the

front of the envelope clearly indicates that the correspondence is special mail only to be opened in the presence of the inmate. Without adequate identification as Special Mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

#### OUTGOING SPECIAL MAIL AND LEGAL MAIL

Inmates must deliver their own outgoing special/legal mail directly to the Correctional Systems Officer who will be available by the Visiting Room elevator from 3:30 p.m. to 3:40 p.m. Monday through Friday, excluding holidays. Special mail may also be delivered during Correctional Systems Department Open House, Wednesdays and Thursdays from 11:30 a.m. to 12:00 p.m. The inmate must show their Identification/Commissary Card to the Correctional Systems Officer at the time of delivery. If the piece of mail does not belong to you, if the return address on the envelope is inaccurate, or if it does not qualify as outgoing special mail (refer to the Correspondence Program Statement, 5265.11, Page 4,) it will not be accepted by the Correctional Systems Officer as special mail. Inmates housed in the Special Housing Unit will continue to give their special mail to the Officer and request it be treated as special mail. The Officer will then place the special mail in a designated mail bag to separate it from the general correspondence.

If special mail is considered a package i.e., weighs 16 ounces or more, a Form BP-329, Request Authorization to Mail Inmate Package must be obtained through your unit team. All outgoing special mail will be subject to x-raying before leaving the institution.

#### INMATE CORRESPONDENCE WITH REPRESENTATIVES OF THE NEWS MEDIA

You may write through Special Mail procedures to representatives of the news media if specified by name or title. You may not receive compensation or anything of value for correspondence with the news media. You may not act as a reporter, publish under a byline, or conduct a business or profession while in Bureau custody.

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

#### CORRESPONDENCE BETWEEN CONFINED INMATES

You 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 your immediate family, or is party in a legal action (or witness) in which both parties are involved. The following additional limitations apply:

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

Correspondence privileges must be approved at both facilities.

This policy is not limited to federal institutions. It includes any known penal facilities and residential reentry centers.

#### REJECTION OF CORRESPONDENCE

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

Matter which is not authorized to be mailed under law or postal regulations; Matter which depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption; Information of escape plots, of plans to commit illegal activities, or to violate institution rules; Direction of an inmate's business (prohibited act 408). An inmate may not direct a business while confined; this does not, however, prohibit correspondence necessary to enable you to protect property or funds that were legitimately yours at the time of your commitment. Thus, for example, you may correspond about refinancing a mortgage for your home or sign insurance papers; however, you may not operate (for example) a mortgage or insurance business while confined in the institution. We encourage you to settle these matters as soon as possible after your arrival.

#### NOTIFICATION OF REJECTION

The Warden or designee will give written notice to the sender concerning the rejection of mail and the reasons for rejection. The sender of the rejected correspondence may appeal the rejection. You will also be notified of the rejection of correspondence and the reasons for it. You also have the right to appeal the rejection. Rejected correspondence ordinarily will be returned to the sender.

#### MAILING OF INMATE PROPERTY

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

Unit Manager - release clothing.

Hospital Administrative Officer - orthopedic shoes, arch supports, prescription eyeglasses, prosthetic devices, and hearing aids.

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

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

Athletic items are available in the Commissary for purchase and may not be mailed in except as a special purchase order. In other words, you may not receive tennis shoes, athletic clothing, etc. from family or friends.

#### CHANGE OF ADDRESS/FORWARDING OF MAIL

The U.S. Postal Service will not accept change of address cards for multiple user P.O. Boxes. You must contact the sending company of any subscriptions to notify them, newspapers, magazines, and bulk mail will not be forwarded. Special/legal mail will be forwarded immediately. General Mail will be forwarded for only 30 days, while Special Mail will still be forwarded after 30 days. Any general mail received after 30 days will be returned to sender.

#### CERTIFIED/REGISTERED MAIL

Inmates desiring to use certified mail (with return receipt requested) should obtain them from the mail room open house. An inmate is not provided services such as express mail, private carrier services, COD, or stamp collecting while confined.

#### INMATE TELEPHONE SYSTEM

(See current policy) When you arrive at FCI, Waseca, you will be given an opportunity to complete a telephone list of up to 30 numbers that you would like to call on the Inmate Telephone System (ITS). This list is given to your Counselor and reviewed by your Unit Team. Your Unit Team will forward the list to the ITS staff and the numbers will be entered into the computer at that time. It is your responsibility to keep track of the numbers on your telephone list. You will be allowed to use the ITS system by transferring funds from your commissary account to your ITS account by dialing 118 on any inmate telephone during posted phone hours.

ITS staff will create a phone access code for you as soon as you arrive. This number is required for you to use the system. This number is also very confidential and should never be shared with other inmates. Inmates are authorized 300 minutes per month of call time. These minutes can be used for both collect/prepaid and direct calls. Inmates 300 minutes are renewed each month on their scheduled validation date.

Before you can begin using the system, you must first purchase telephone credits from your commissary account to your ITS account. These are transferred in whole dollar amounts. Once you have received your access code, transferred funds to your telephone account, and had your numbers entered into the system, you can use the telephone to call your authorized numbers.

All calls are limited to 15 minutes so that everyone will have an opportunity to use the system. You will hear a warning tone approximately one minute before the call is disconnected. Three way calling and

call forwarding is prohibited. ALL INMATE TELEPHONES ARE SUBJECT TO MONITORING AND RECORDING.

Inmates in Disciplinary Segregation are allowed one call every 30 days and Administrative Detention may make a limited number of calls. Telephones will not be used to conduct a business. Institutional phones may not be used without permission of a staff member. Telephones are to be used for lawful purposes only. Threats, extortion, and other criminal or prohibited behavior on the telephone may result in prosecution and disciplinary action. All inmate telephones are subject to monitoring and recording. Inmates must contact their Case Manager or Counselor to arrange an unmonitored attorney call. Inmates are encouraged to use the inmate phone system as much as possible, and to ensure that their attorney of choice is added to their telephone list. It is expected that each inmate will handle her calls in such a manner that will allow the equal use of the phones by all inmates. Calls should be limited in length when others are waiting.

Cell phones are prohibited and inmates found in possession/using will be charged with Code 108, Possession, Manufacture, or Introduction of a Hazardous Tool. In addition, the Cell Phone Contraband Act of 2010 calls for a penalty for being an inmate in possession of or providing an inmate with a cell phone or other wireless device with a fine or up to one year imprisonment or both.

## VISITING

You are encouraged to have visits in order to maintain family and community ties. Visiting is conducted on Friday from 4:45 p.m. to 8:30 p.m., and Saturday, Sunday and Federal Holidays from 8:30 a.m. to 3:00 p.m. Federal holidays are New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. These hours are subject to change based on the institution needs.

Should it become necessary to limit the length of visits due to overcrowding, visiting may be limited.

When such curtailment becomes necessary, consideration will be given to the frequency of visits, number of visitors, and distance traveled when determining which visits will be curtailed.

New inmates are asked to submit a visiting list to their Counselor for approval. Family and friends may be approved after certain checks are made. Requests for approval for these additional visitors should be made through the Counselor at least three weeks in advance of the intended visit.

Inmates receiving visits are required to wear clean green clothes which are neatly pressed. SHIRTS ARE TO BE BUTTONED AND TUCKED IN. Inmates are required to wear underwear. Inmates must wear institution issued shoes. The inmate may have in her possession one handkerchief, one wedding ring, one comb and one pair of prescription glasses. Inmates will not be permitted to carry money into or out of the Visiting Room.

Visitors are to be dressed in good taste. Visiting is a family activity and order must be maintained. All visitors must wear footwear. Short shorts, miniskirts, short culottes, halter tops, spandex clothing, sleeveless blouses or other apparel revealing in nature are prohibited (i.e. tight pants). Proper undergarments must be worn. Knee length shorts may be worn. The Lieutenant or Duty Officer will determine if a visitor is improperly dressed.

Conduct in the Visiting Room will be maintained at a respectable level. Embracing and a kiss upon arrival and departure are permissible, however, physical contact, other than what is socially acceptable, is prohibited. Unacceptable behavior will be cause for termination of the visit and an incident report may be processed on the inmate. Examples of inappropriate behavior are: crossing legs with each other, kissing other than at the start or finish of the visit, fondling, and lying on the furniture. It is the inmate's responsibility to control the actions of her visitors. Special seating arrangements will be required if conduct by either the inmate or visitor is questionable.

Any infractions of the Visiting Room rules noted by the Visiting Room Officer will be made known to the Operations Lieutenant and/or the Duty Officer. They may terminate any visit for improper conduct by the inmate or her visitor.

## IDENTIFICATION OF VISITORS

Identification is required for visitors. Visitors 16 years and older must have a current picture identification, such as a drivers license or passport with full names and signatures. Birth certificates are

not considered proper identification. Additionally, Mexican Consular Identification cards (Matricular Consular cards) are no longer accepted as a valid form of identification. Persons without proper identification will not be permitted to visit.

Visitors may be asked to submit to a search and will be checked with a metal detector. Visitors' coin purses, attorneys' briefcases, etc. may also be searched. Other personal articles belonging to visitors must be placed in lockers provided by the institution or may be left in their cars.

Visitors are permitted to bring money into the Visiting Room to purchase items from the vending machines. The amount will be limited to no more than \$20.00 in coin and currency, with no bills larger than \$5.00. Also, a reasonable amount of diapers and other infant care items as well as sanitary napkins may be brought into the Visiting Room

You are not allowed to receive either coins or money for your commissary account while in the Visiting Room. No items may be exchanged in the Visiting Room without prior approval by the appropriate staff member.

## ACCESS TO LEGAL SERVICES

(See current policy)

### LEGAL CORRESPONDENCE

Legal correspondence from attorneys will be treated as Special Mail if it is properly marked. The envelope must be marked with the attorney's name and an indication that he/she is an attorney ("Esquire" does not meet requirement) and the front of the envelope must be marked "Special Mail - open only in the presence of the inmate." It is the responsibility of the inmate to advise her attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence. You will receive your legal mail from your Unit Team.

### ATTORNEY VISITS

Attorneys should ordinarily make advance appointments with your unit team for each visit. Attorneys are encouraged to visit during the regular visiting hours. 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 of the Unit Manager. 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. You are expected to handle the transfer of legal materials through the mail as often as possible.

### ATTORNEY PHONE CALLS

In order to make an unmonitored phone call to an attorney, you must submit a "Request for Legal Call Form" to your unit team. Your request will be reviewed by your Unit Manager for approval/denial. Phone calls placed through the regular inmate telephone system (ITS) are subject to monitoring and recording.

### LAW LIBRARY

The law library contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prison's Program Statements, Institution Supplements, Indexes, and other legal materials. The Law Library is open during convenient non-working hours, including weekends and holidays. An inmate law library clerk is available for assistance in legal research. Legal materials are also available to inmates in detention or segregation status, ordinarily via a delivery system or satellite collection. You should also be reminded that inmates may assist each other with legal matters, but it is not permitted to pay or receive any gratuity for this assistance.

### NOTARY PUBLIC

Under the provisions of 18 USC 4004, Case Managers are authorized to authenticate/verify signatures when necessary. 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 notary public services.

#### COPIES OF LEGAL MATERIALS

In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. A Debitek operated machine is available in the Law Library for inmate's use. Individuals who have no funds and who can demonstrate a clear need for particular copies may submit a written request for a reasonable amount of duplication to their Unit Manager.

#### FEDERAL TORT/SMALL CLAIMS

If the negligence of institution staff results in personal injury to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, you must complete a Standard Form 95. You can obtain this form from the business office. If the negligence of institution staff results in loss or damage to property, it can be the basis for a Small Claim for Property Damage or Loss under 31 USC 3723. This form can be found in the law library.

#### PROPERTY CLAIMS

You may file a claim if you are the owner of detained property that you feel BOP staff have damaged or lost by completing form BP-A093. This form is available in the inmate law library or from a member of your unit team. The settlement limit for 31 USC 3723 claims is \$1,000.00. The claim must be filed within one year after the claim accrues.

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

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

#### INMATE ACCESS TO CENTRAL FILES

(See current policy) You may request review of disclosed portions of your central file (plus Presentence Report and/or Summary). Contact your Case Manager to review your Central File.

#### INMATE ACCESS TO OTHER DOCUMENTS

You may request access to the "Non-Disclosed Documents" in your central file and medical file, or other documents concerning yourself that are not in your central file or medical file, by submitting a "Freedom of Information Act" request. The request must briefly describe the nature of records wanted and approximate dates covered by the record. You must also provide your register 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 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 suggest or imply 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). You should contact your assigned Case Manager for additional information regarding this program.

#### COMMUTATION OF SENTENCE

This is the form of executive clemency power used to provide post conviction relief to inmates during their incarceration. This clemency power is authorized by the Constitution for the Chief Executive Officer, who is the President of the United States for federal offenses. Commutation of sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. Inmates applying for commutation of sentence must do so on forms which 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 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 REQUESTS TO STAFF MEMBER

The Bureau form BP-Admin-70, commonly called a "cop-out," is used to make a written request to a staff member. Any type of request can be made with this form. "Copouts" may be obtained in the living units from the staff on duty. Staff members who receive a "Copout" 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

(See current policy) The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, you can resolve a problem informally by contact with staff members or "cop-outs."

When informal resolution is not successful, a formal complaint may be filed as an Administrative Remedy. Complaints regarding Tort Claims, Inmate Accident Compensation, Freedom of Information or Privacy Act Requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy Procedures.

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 five working days from the time the inmate approached the employee with the problem). You will return the completed BP-229 to your Counselor, who will review the material to ensure an attempt at informal resolution was made. The BP-229 complaint must be filed within 20 calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time. Institution staff have 20 calendar days to act on the complaint and to provide a written response. This time limit for the response may be extended for an additional 20 calendar days, but you must be notified of the extension.

When a complaint is determined to be of an emergency nature and threatens your immediate health or welfare, staff shall respond no later than the third calendar day after filing.

If you are not satisfied with the response to the BP-229, you may file an appeal to the Regional Director. This appeal must be received in the Regional Office within 20 calendar days from the date of the BP-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 30 calendar days, but the time limit may be extended an additional 30 days. You will be notified of the extension.

If the inmate is not satisfied with the response by the Regional Director, you may appeal to the Central Office of the Bureau of Prisons within 30 days of the BP-230 response. 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 40 calendar days, but the time limit may be extended an additional 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

Time Limits: (in calendar days)

Filing:

BP-229: 20 days of incident  
BP-230: 20 days from BP-9 response  
BP-231: 30 days from BP-10 response

Response	Extensions
BP-229: 20 days	BP-229: 20 days
BP-230: 30 days	BP-230: 30 days
BP-231: 40 days	BP-231: 20 days

#### SENSITIVE COMPLAINTS

If you believe a complaint is of such a sensitive nature that you would be adversely affected if the complaint became known to the institution, you 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 the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director does not agree the complaint is sensitive, you will be advised in writing of that determination. If the complaint is not determined to be sensitive, it will be returned. You may then pursue that matter by filing a BP-229 at the institution.

#### DISCIPLINARY PROCEDURES

(See current policy)

It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Therefore, it is necessary for institution authorities to impose discipline on those inmates whose behavior is not in compliance with Bureau of Prisons rules. The provisions of this rule apply to all persons committed to the care, custody, and control (direct or constructive) of the Bureau of Prisons. Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committee (UDC) and, for more serious violations, the Disciplinary Hearing Officer (DHO).

If a staff member observes or believes he or she has evidence that you have 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 you. The incident report shall ordinarily be delivered to you within 24 hours of the time staff become aware of your involvement in the incident. An informal resolution of the incident may be attempted by staff.

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

**Initial Hearing:** You will ordinarily be given an initial hearing within five work days of the time staff become aware of your involvement in the incident (excluding the day staff became aware of the incident, weekends, and holidays). You are entitled to be present at the initial hearing and may make statements or present documentary evidence on your behalf. The UDC must give its decision in writing to you by the close of business the next work day. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five days. You must be provided with written reasons for any extension. The UDC will either make final disposition of the incident, or refer it to the Disciplinary Hearing Officer (DHO) for final disposition.

**Disciplinary Hearing Officer (DHO):** The Disciplinary Hearing Officer (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.

You will be provided with advance written notice of the charges not less than 24 hours before your appearance before the DHO. You may waive this requirement. You may request a full-time staff member as staff representative of your choice to represent you at your DHO hearing.

You may make statements in your own defense and may produce documentary evidence. You may present a list of witnesses and request they testify at the hearing. You may not question a witness at the hearing: the staff representative and/or the DHO will question any witness for you. You may submit a list of questions for the witness(s) to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

You have the right to be present throughout the DHO hearing, except during deliberations. You 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 DHO disciplinary actions are made through Administrative Remedy Procedures. Appeals are made to the Regional Director (BP-10), and the General Counsel (BP-11). On appeal, the following items will be considered:

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

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

Appeals of the UDC disciplinary actions are made through the Administrative Remedy Procedures also. Appeals are made to the Warden (BP-9) Regional Director (BP-10), and the General Counsel (BP-11).

#### SPECIAL HOUSING UNIT STATUS

There are two types of special housing. These are Administrative Detention and Disciplinary Segregation. Administrative Detention separates an inmate from the general population. To the extent practical, inmates in Administrative Detention shall be provided with the same general privileges 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 a 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. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Inmates placed in Disciplinary Segregation are provided with blankets, a mattress, a pillow, 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 review of their housing status. Communication between inmates housed in the Special Housing Unit and inmates in the general population is strictly prohibited. The DHO and UDC may impose a loss of mattress sanction from lights on to lights off for inmates in the Special Housing Unit.

#### COMPUTATIONS/WRITS/DETAINEES/RELEASE

## SENTENCE COMPUTATION

The Designation and Computation Center is responsible for the computation of your sentence. You will be given a copy of your sentence computation as soon as it is certified by DSCC. Any questions about good time, jail time credit, parole eligibility, full term dates, release dates, or periods of supervision, can be resolved by Waseca ISM staff upon inmate request for clarification. Inmates, inmate's family and friends, or attorneys are not to contact the DSCC directly. Issues which are not resolved by ISM staff can be appealed through the administrative remedy process. The ISM department conducts an open house for your benefit on Wednesday and Thursday from 11:30 a.m. to 12:00 noon in front of the Visiting Room.

## FINES AND COSTS

In addition to jail time, the court may impose a committed or non-committed fine and/or costs. Committed fines means the inmate can make payment while in prison and/or they can make arrangements to pay the fine upon release, under provisions of Title 18 USC, Section 3569 (pauper's oath). Non-committed fines and cost payments can also be made while in custody.

## DETAINERS

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

Case Management staff may give assistance to you in your efforts to have detainers disposed of, either by having the charges dropped, by restoration to probation or parole status, or by arrangement for concurrent service of the state sentence.

The degree to which the staff can assist in such matters as these will depend on individual circumstances.

Federal and state detainers may be quickly processed under the procedures of the "Interstate Agreement on Detainers Act." This agreement applies to all detainers based on pending charges which have been lodged against an inmate by a "member" state, including the U.S. Government, regardless of when the detainer was lodged. The IADA does not apply to probation, parole, or supervised release violation cases. For you to use this procedure, the warrant must be lodged with the institution. If no detainer is actually lodged at the institution, but you know of pending charges, it is important for you 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 TIME

This applies to inmates sentenced for an offense committed after November 1, 1987. The Comprehensive Crime Control Act became law November 1, 1987. The two most significant changes in the sentencing status deal with good time and parole issues. There are no provisions under the new law for parole. The only good time available is 54 days per year good conduct time. This may not be awarded until the end of the year, and may be awarded in part or in whole, contingent upon behavior during the year. Once awarded, it is vested and may not be forfeited. There is no statutory good time or extra good time for inmates sentenced for crimes committed after November 1, 1987. The Good Time discussions below do not apply to inmates sentenced under the new sentencing guidelines.

## GOOD TIME

"Good Time" awarded by the Bureau of Prisons under statutes enacted prior to November 1, 1987, has the effect of reducing the states 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 your release date. It has that effect only if you 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 you 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 her 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 - five days for each month of the not less than six months or more than one year sentence.

More than one year, less than three years - six days for each month of the stated sentence  
At least three years, less than five years - seven days for each month of the stated sentence  
At least five years, less than ten years - eight days for each month of the stated sentence  
Ten years or more - ten days for each month of the stated sentence

At the beginning of your sentence, the full amount of statutory good time is credited, subject to forfeiture if you commit disciplinary infractions.

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

Statutory Good Time does not apply to life sentences or to those few inmates remaining who were sentenced under the Youth 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, or for performing duties of outstanding importance, or for employment in an industry or camp. You 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 Disciplinary Hearing Officer 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 no disciplinary context and only upon recommendation of staff. The Disciplinary Hearing Officer may also disallow or terminate the awarding of any type of extra good time (except lump sum awards) as a disciplinary sanction. Once an awarding of meritorious good time has been terminated, the Warden must approve a new staff recommendation 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 a future consideration. A retroactive award of meritorious good time may not include a month in which extra good time has been disallowed or terminated.

## RESIDENTIAL RE-ENTRY CENTER GOOD TIME

Extra good time for an inmate in a Federal or contract Residential Re-entry 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 for the approval of an inmate for a lump sum award of extra good time. Such recommendations must be for an 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 30 days. If the recommendation is for more than 30 days and the Warden agrees, the Warden will refer the recommendation to the Regional Director, who may approve the award. No award will be approved if the award would be more than the maximum number of days allowed under 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 and 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. In other words, the first 12 months, as stated, means 11 months and 30 days -Day for Day- of earning extra good time before an inmate can start earning five days per month. For example, if you were to stop working transfer from Industries to an institution job, or if good time was terminated for any reason, the time that you are not earning good time does not count in the calculation of the first 12 months.

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

Extra good time is not automatically discontinued while you are hospitalized, on furlough, out of the 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 your 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 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 you choose not to appear before the Parole Board within the first 120 days of commitment, a waiver must be given to your Case Manager prior to the time of the scheduled Parole Hearing. This waiver will be made part of the Parole Commission file and your 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, however, they must reapply. Application for a Parole hearing must be made at least 60 days before the first day of the month of hearings.

Application to the Parole Commission for a hearing is the responsibility of the inmate. The Unit Team will assist you if necessary. Application forms may be obtained from your Case Manager. Following the hearing, you 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 Regional 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". This decision may be appealed. Forms for appeal may be obtained from Unit Counselors or Case Managers. If granted a presumptive parole date (a parole date more than six months following the hearing), a Parole Progress Report will be sent to the Parole Board seven months before the parole date to finalize the date. Parole may be granted to a detainer. If you are sentenced under the CCCA, you are not eligible for parole. It is imperative that you work in concert with your Unit Team to establish release plans including residence and employment. You should have an approved residence and an approved employer before being released on parole.

## RELEASE PLANNING

(See current policy) 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 an offer 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, husband, 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 your release plans to the U.S. Probation Officer approximately three to six months before the scheduled parole date.

## RESIDENTIAL RE-ENTRY CENTER TRANSFER

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

The Bureau's Community Corrections and Detention Division, supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Community Corrections Manager (CCM) links the Bureau of Prisons with the U.S. Courts, other Federal agencies, State and local Governments, and the community. Located strategically throughout the country, the CCM is responsible for developing and maintaining a variety of contract facilities and programs, working under the supervision of the appropriate regional administrator.

Community programs have three major emphasis: residential community based programs provided by Residential Release Centers and local detention facilities, programs that provide intensive non-residential supervision to offenders in the community, and programs that board juvenile and adult offenders in contract correctional facilities.

## COMMUNITY BASED RESIDENTIAL PROGRAMS

The community based residential programs available include both typical Residential Release Centers 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. Your payment rate during RRC residence is 25 percent of your gross income.

Most Bureau of Prisons community based residential programs are provided in Residential Release Centers (RRCs). These facilities contract with the Bureau of Prisons to provide residential correctional programs near the offender's home community. RRCs 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.

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

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

The other option for community based residential programming is local detention facilities. Some local jails and detention centers are used to confine offenders serving short sentences. Many have work release programs where an offender is employed in the community during the day and returns to the institution at night. These facilities may also be used for offenders sentenced to terms of intermittent confinement such as nights, weekends, or other short intervals. Some of these local facilities have work release programs similar to the community Corrections Component in a RRC, serving to facilitate the transition from the institution to the community.

### TYPES OF SENTENCES

Inmates with sentences that have a Date Offense Concluded on or after November 1, 1987, are sentenced under the procedures of the Sentencing Reform Act (SRA) of 1984. Title 18 USC 3624 (b) governs the award of Good Conduct Time. An inmate's sentence procedure is based upon the Date Offense Concluded: On or after November 1, 1987....Sentence Reform Act (SRA). On or after September 13, 1994....Violent Crime Control and Law Enforcement Act (VCCLEA). On or after April 26, 1996....Prison Litigation Reform Act (PLRA)

The Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA) mandated that the Bureau of Prisons notify state and local law enforcement of the release action of any inmate convicted of a crime of violence or drug trafficking. Your unit team will notify you, in writing, at your initial classification, if this act applies to you.

Inmates with sentences that have a Date Offense Concluded on or after November 1, 1987, are sentenced under the procedures of the Sentencing Reform Act (SRA) of 1984. Title 18 USC § 3624 (b) governs the award of Good Conduct Time. An inmate's sentence procedure is based upon the Date Offense

### CONCLUDED

On or after November 1, 1987.....Sentence Reform Act (SRA)

On or after September 13, 1994.....Violent Crime Control and Law Enforcement Act (VCCLEA)

On or after April 26, 1996.....Prison Litigation Reform Act (PLRA)

An inmate may have only one of the above types of sentences or may have a combination of two or all three. Due to the exemplary compliance provisions of 18 USC 3624 (b), these sentences are not compatible regarding Good Conduct Time Disallowance, Forfeitures, and Vesting. Therefore, if a SRA is aggregated with a VCCLEA, deaggregation is required prior to any Discipline Hearing Officer (DHO) sanction affecting Good Conduct Time.

Currently SRA and VCCLEA may be aggregated. De-aggregation must occur prior to a DHO action.

De-aggregation must occur if an inmate with a VCCLEA sentence does not maintain a GED SAT education status. This applies to any SRA/VCCLEA aggregate, without regard to whether the VCCLEA is violent or nonviolent. If these sentences are deaggregated because of a DHO sanction or a change in GED status, they will remain de-aggregated.

If an inmate has only a VCCLEA sentence, but one count is violent and one count is nonviolent, then the VCCLEA will be treated as a violent sentence. For DHO purposes the sentence will remain an aggregate sentence subject to the exemplary compliance provisions.

PLRA sentences will be aggregated with PLRA sentences but will not be with SRA or VCCLEA sentences.

### EXEMPLARY COMPLIANCE

VCCLEA - Nonviolent-GED requirement. An inmate without a high school diploma or a GED must be in GED SAT status for any GCT earned to vest. The maximum GCT is 54 days for each year served.

VCCLEA - Violent-GED requirement. The GED requirement for the vesting of GCT is the same as nonviolent. As part of the exemplary requirement provision of the VCCLEA, the DHO sanctions for VCCLEA sentences are greater. The maximum GCT earning in one year is 54 days.

PLRA-GCT Vests on the release date. An inmate without a high school diploma or a GED must be in a GED SAT status to earn the maximum of 54 days of GCT for each year served. If an inmate is in GED UNSAT, the maximum amount of GCT for each year served is 42 days. DHO sanctions are also greater.

### COST OF INCARCERATION FEE

The Cost of Incarceration Fee (COIF) has been mandated by law to be enforced by the Bureau of Prisons. This act requires that each inmate who was sentenced after January 1, 1995, be reviewed to determine if he is eligible to pay for the cost of her incarceration. This subject will be covered with you during your initial classification. Further, information is available on this program via the Cost of Incarceration Fee Program Statement which is available in the Inmate Law Library.

**ATTACHMENTS**

**TABLE 1: TIME LIMITS IN DISCIPLINARY PROCESS**

Ordinarily, after becoming aware of an inmate’s involvement in an incident, staff will have a maximum of 24 hours to give the inmate notice of charges, by delivering an Incident Report.

The initial hearing (UDC) ordinarily is a maximum of five work days from the time staff became aware of the inmate’s involvement in the incident. (Excludes the day staff become aware of the inmate’s involvement, weekends, and holidays.)

After staff gives the inmate notice of charges, by delivering the Incident Report, there is a minimum of 24 hours before the Discipline Hearing Officer (DHO) Hearing, unless waived.

**NOTE:**

These time limits are subject to exceptions as provided in the rules. Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while informal resolution is undertaken and accomplished. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings at the same state at which suspended. The requirements then begin running again, at the same point at which they were suspended.

**TABLE 2: INMATE RIGHTS AND RESPONSIBILITIES 541.12**

**RIGHTS**

1. You have the right to expect that you will be treated respectfully, impartially, and fairly by all staff.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation, and voluntary worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.
5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
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.
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.
10. You have the right to participate in education, vocational training, counseling and employment as far as resources permit, and in keeping with your interests, needs, and abilities.
11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family, in accordance with bureau rules.

**RESPONSIBILITIES**

1. You have the responsibility for treating inmates and staff, in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.

4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. It is your responsibility to use the services of an attorney honestly and fairly.
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. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
10. You have the responsibility to take advantage of activities which may help you live a successful and law abiding life within the institution and in the community. You will be expected to abide by the regulations governing participation in such activities.
11. You have the responsibility to meet your financial and legal obligations, including, but 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.

**TABLE 3: PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE**

**1. PROHIBITED ACTS AND DISCIPLINARY SCALE 541.13**

a. There are four categories of prohibited acts - Greatest, High, Moderate, and Low. Specific sanctions are authorized for each category. Imposition of a sanction requires that the inmate first is found to have committed a prohibited act.

1) Greatest Severity Level of Offenses: The Discipline Hearing Officer (DHO) imposes one or more of sanctions A through E. Sanction B.1 must be imposed for a VCCLEA inmate rated violent (i.e., an inmate who, per the Violent Crime Control and Law Enforcement Act of 1994, committed a crime of violence on or after September 13, 1994) and for a PLRA inmate (i.e., an inmate who has been sentenced for an offense committed on or after April 26, 1996), the DHO may impose any available sanctions (A-M) only in addition to sanctions (A-E). All greatest severity level offenses must be referred to the DHO per the Prison Litigation Reform Act.

2) High Severity Level of Offenses: The DHO imposes one or more of sanctions (A-M), and, except as noted in the sanction, may also suspend one or more additional sanctions (A-M). Sanctions B.1 must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. All high severity level offenses must be referred to the DHO.

3) Low Severity Level of Offenses: The DHO imposes at least one sanction (A-M), but may suspend any sanction or sanctions imposed. Sanction B.1 ordinarily must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. Except for charges referred to the DHO, the UDC shall impose at least one sanction (F-M), but may suspend any sanctions imposed. The UDC ordinarily refers to the DHO a moderate severity level offense for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate has been found to have committed two moderate severity level offenses during his/her current anniversary year. (i.e., the twelve month period for which an inmate may be eligible to earn good conduct time.) The UDC must document the reasons why a third charge for such an inmate was not referred to the DHO.

4) Low Severity Level Offenses: The DHO shall impose at least one sanction B.1, or (D-M). The DHO may suspend any sanctions imposed (a B.1 sanction may not be suspended). The UDC shall impose at least one sanction (F-M), but may suspend any sanction imposed. The UDC ordinarily shall refer to the DHO a

low severity level offense for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate had been found to have committed three low severity level offenses during the inmate's current anniversary year. (i.e. the twelve month period of time for which an inmate may be eligible to earn good conduct time.) The UDC must document the reasons why the charge for such an inmate was not referred to the DHO.

b. 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 offense itself. In these cases, the letter "A" is combined with the offense code.

c. Suspensions of any sanction cannot exceed six months. Revocation and execution of a suspended sanction require that the inmate first is found to have committed any subsequent prohibited act. Only the Discipline Hearing Officer (DHO) may execute, suspend, or revoke and execute suspension of sanctions (A-E).

The DHO or the Unit Discipline Committee:

The Unit Discipline Committee (UDC) may execute, suspend, or revoke and execute suspensions of sanctions (F-M). Revocations and execution of suspensions may be made only at the level (DHO or UDC). When an inmate receives an Incident Report while on a DHO imposed, but suspended sanction, the new Incident Report is to be forwarded by the UDC to the DHO both for a final disposition on the suspended sanction.

d. If the UDC has previously imposed a suspended sanction and subsequently refers a case to the DHO, the referral shall include an advisement to the DHO of any intent to revoke that suspension if the DHO finds that the prohibited act was committed.

e. The UDC or DHO may impose increased sanctions for repeated, frequent offenses according to the guidelines presented in Table 5.

f. Sanctions by severity of prohibited act, with eligibility for restoration of forfeited and withheld statutory good time are presented in Table 6.

(TABLE 3 cont.) PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

#### GREATEST CATEGORY

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

CODE	PROHIBITED ACTS
100	Killing
101	Assaulting any person (includes sexual assault) or an armed assault on the institutions 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 a 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 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, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade, body armor, maps, homemade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device.

#### SANCTIONS

A	Recommend parole date rescission or retardation
B	Forfeit 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 sanction may not be suspended)
B1	Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good 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

TABLE 3 (cont)

GREATEST CATEGORY (con't.)

CODE	PROHIBITED ACTS
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 medical staff.
112	Use of any narcotics, marijuana, drugs, alcohol, intoxicants or related paraphernalia, not prescribed for the individual by medical staff.
113	Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by medical staff
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. (Conduct must be of the Greatest Severity nature.) 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. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable. For possession of "large quantities" of tobacco code 199/113 Conduct Which Disrupts, most like Possession of any Narcotics, Drugs or Related Paraphernalia not prescribed for the individual by medical staff.

SANCTIONS

Sanctions A-M

TABLE 3 (con't.)

HIGH CATEGORY	
CODE	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
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.
211	Possessing any officers or staff clothing.
212	Engaging in, or encouraging a group demonstration
213	Encouraging others to refuse work to work, or to participate in a work stoppage
216	Giving or offering an official or staff member a bribe or anything of value

SANCTIONS

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 sanction may not be suspended)
B1	Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended)
C	Disciplinary transfer (recommend)
D	Make monetary restitution
E	Monetary Fine
F	Loss of privileges (e.g. visiting, telephone, commissary, movies, recreation)
G	Change housing (quarters)
H	Remove from program and/or group activity
I	Loss of job
J	Impound inmate's personal property
K	Confiscate contraband
L	Restrict to quarters
M	Extra duty

TABLE 3 (cont)

HIGH CATEGORY (con't)

CODE	PROHIBITED ACTS
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes
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; this includes data obtained through the unauthorized use of a communications device, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff)
221	Being in an unauthorized area with a person of the opposite sex without staff permission
224	Assaulting any person (charged with this act only when a 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, or 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; direction other 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 charge must be charged as "most like" one of the listed High Severity prohibited acts.

SANCTIONS

Sanctions A-M

TABLE 3 (cont)

MODERATE CATEGORY

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

SANCTIONS

A	Recommend parole date rescission or retardation
B	Forfeit earned statutory good time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time sanction may not be suspended)
B1	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
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



TABLE 3 (cont)

MODERATE CATEGORY (con't.)	
CODE	PROHIBITED ACTS
312	Insolence toward 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 (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
317	Failure to follow safety or sanitation regulations
318	Using any equipment or machinery which is not specifically authorized without staff authorization
319	Using any equipment or machinery contrary to instructions or posted safety standards
320	Failing to stand count
321	Interfering with taking of count
324	Gambling
325	Preparing or conducting a gambling pool
326	Possession of gambling paraphernalia
327	Unauthorized Contacts with the Public
328	Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization
329	Destroying, altering, or damaging government property, or the property of another person, having a value of \$100 or less
330	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards
331	Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (tool not likely to be used in an 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 nonhazardous contraband includes such items as food or cosmetics).
332	Smoking where prohibited
333	Fraudulent or deceptive completion of a skills test (e.g. cheating on a GED, or other education 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
397	Use of telephone for abuses other than criminal activity
398	Interfering with a staff member in the performance of duties, most like another moderate severity act. This charge is to be used only when another charge of moderate severity is not applicable
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another moderate severity prohibited act. This charge is to be used only when another charge of moderate severity is not applicable

SANCTIONS  
Sanctions A-M

TABLE 3 (con't)

LOW CATEGORY	
CODE	PROHIBITED ACTS
402	Malingering, feigning illness
404	Using abusive or obscene language
407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)
408	Conducting a business
409	Unauthorized physical contact (e.g., kissing, embracing)
410	Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)
497	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list)
498	Interfering with a staff member in the performance of duties. (Conduct must be of the Low Moderate Severity nature.) This charge is to be used only when another charge of low moderate severity is not applicable
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Low Moderate Severity nature.) This charge is to be used only when another charge of low moderate severity is not applicable.
SANCTIONS	
B1	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)
E	Make monetary restitution
F	Withhold statutory good time
G	Loss of privileges: commissary, movies, recreation, etc.
H	Change housing (quarters)
I	Remove from program and/or group activities
J	Loss of job
K	Impound inmate's personal property
L	Confiscate contraband
M	Restrict to quarters
N	Extra duty
O	Reprimand
P	Warning

TABLE 3 (con't.)

## LOW MODERATE CATEGORY (con't.)

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 offense itself.

When the prohibited act is interfering with a staff member in the performance of duties (Code 198, 298, 398, or 498), or Conduct Which Disrupts (Code 199, 299, 399, or 499), the DHO or UDC, in its findings, should indicate a specific finding on the severity level of the conduct, and a comparison to an offense (or offenses) in that severity level which the DHO or UDC finds is most comparable. For example, "We find the act of \_\_\_\_\_ to be of high severity, most comparable to prohibited act of Engaging in a Group Demonstration."

Sanction B1 may be imposed on the Low Moderate category only where the inmate has committed the same low moderate prohibited act more than one time within a six-month period except for a VCCLEA inmate rated as violent or a PLRA inmate

TABLE 4

## SANCTIONS

541.4 Loss of good conduct sentence credit as a mandatory sanction.

(a) You will lose good conduct sentence credit as a mandatory disciplinary sanction if you are in one of the following two groups:

(1) **VCCLEA-violent inmates.** The date of your U.S. Code offense was on or after September 13, 1994, but before April 26, 1996, and you committed a "crime of violence" as defined by the Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA); or

(2) **PLRA inmates and D.C. Code offenders.** The date of your U.S. Code offense was on or after April 26, 1996, and, therefore, under the Prison Litigation Reform Act (PLRA), or the date of your District of Columbia (DC) Code offense was on or after August 5, 2000.

(b) If you are an inmate in one of the above groups and commit a prohibited act, you will lose good conduct sentence credit as a mandatory disciplinary sanction. The amount of good conduct sentence credit you will lose depends on the severity level of the prohibited act(s) committed, as follows:

(1) **Greatest Severity Level Offenses.** You will lose at least 41 days, or 75% of available credit if less than 54 days are available for the prorated period, for each act committed.

(2) **High Severity Level Offenses.** You will lose at least 27 days, or 50% of available credit if less than 54 days are available for the prorated period, for each act committed.

(3) **Moderate Severity Level Offenses.** You will lose at least 14 days, or 25% of available credit if less than 54 days are available for the prorated period, after committing two or more Moderate severity acts during the current year of your good conduct sentence credit availability.

(4) **Low Severity Level Offenses.** You will lose at least 7 days, or 12.5% of available credit if less than 54 days are available for the prorated period, after committing three or more Low severity acts during the current year of your good conduct sentence credit availability.

Available Sanctions (upon finding the inmate committed the prohibited act(s):

**(A) Recommend Parole Date Rescission or Retardation.** The DHO may recommend retardation or rescission of parole grants to the U.S. Parole Commission or respective parole authority.

**(B) Forfeit Earned Statutory Good Time, Non-vested Good Conduct Time, or Terminate or Disallow Extra Good Time.**

*Forfeited good conduct time* (GCT) is not eligible for restoration. However, *forfeited statutory good time* (SGT) may be restored. Restoration of statutory good time is approved at initial eligibility only when the inmate has shown a period of improved good behavior. When the Warden (or designee) denies restoration of forfeited statutory good time, the unit team notifies the inmate of the reasons for denial. The unit team establishes a new eligibility date, not to exceed six months from the date of denial. An application for restoration of statutory good time is forwarded from the inmate's unit team, through the DHO and Captain for comments, to the Warden for final decision.

Inmates who committed their crimes on or after November 1, 1987, and are sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act, are only eligible to receive 54 days GCT credit (18 U.S.C. 3624(b)). This credit is given at the end of each year served and, once given, is vested. For these inmates, the DHO's authority is final and subject only to review by the Regional Director to ensure conformity with the discipline policy and by inmate appeal through Administrative Remedy procedures.

The statutory good time available for forfeiture is limited to an amount computed by multiplying the months served at the time of the offense for which forfeiture is taken, by the applicable monthly rate specified in 18 U.S.C. 4161 (less previous forfeiture or withholding). The amount of GCT available for forfeiture is limited to total days in "non-vested" status at the time of misconduct (less previous forfeiture).

Forfeiture of GCT may not be suspended.

Disallowance of extra good time is limited to extra good time for the calendar month in which the violation occurs. It may not be withheld or restored.

The sanction of termination or disallowance of extra good time may not be suspended.

Forfeited GCT will not be restored. Authority to restore forfeited statutory good time is delegated to the Warden, and may not be delegated lower than the Associate Warden level. Limitations on this sanction and eligibility for restoration are based on the severity scale. (See Table 2.)

To ensure an inmate's case is not overlooked when statutory good time has been forfeited, the unit manager will ensure the eligibility requirements are reviewed for restoration per the time frames in the Program Statement on Classification and Program Review of Inmates. A recommendation of the unit team for or against restoration is forwarded to the Warden through the DHO and Captain. Except as noted, eligibility for restoration of forfeited statutory good time is computed from the date of the withholding or forfeiture action by the DHO.

An inmate who has escaped and receives a forfeiture at a subsequent in absentia hearing begins the eligibility for restoration period upon return to Bureau custody. The Warden refers to the Regional Director any case where exceptional circumstances support restoration of statutory good time before completion of the eligibility requirements.

Sanction B does not apply to inmates committed under the Comprehensive Crime Control Act for crimes committed on or after November 1, 1987, and prior to passage of the Violent Crime Control and Law Enforcement Act of 1994 (September 23, 1994). For those inmates, the applicable sanction is B.1.

**(B.1) Disallowance of Good Conduct Time.** An inmate sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act (committed a crime on or after November 1, 1987) may not receive statutory good time, but is eligible to receive 54 days GCT credit each year (18 U.S.C. 3624(b)). Once awarded, the credit is vested, and may not be disallowed.

Crimes committed on or after September 13, 1994, and before April 26, 1996, (VCCLEA) credit is not vested unless the inmate has earned or is making satisfactory progress toward a high school diploma or equivalent degree (or is exempt because of a learning disability).

For crimes committed on or after April 26, 1996, (PLRA and SRAA) GCT credit toward an inmate's service of sentence vests on the date the inmate is released. Once disallowed, the credit may not be restored,

except by immediate review or appeal as indicated below. Prior to this award being made, the credit may be disallowed for an inmate found to have committed a prohibited act.

A sanction of GCT disallowance may not be suspended. Only the DHO can take action to disallow GCT. The DHO considers the severity of the prohibited act and the suggested disallowance guidelines in making a determination.

A decision to go above the guideline is warranted for a greatly aggravated offense or a repeated violation of another prohibited act within a relatively short time (e.g., within 24 months for a greatest severity level prohibited act, 18 months for a high severity level prohibited act, and 12 months for a moderate severity level prohibited act). A decision to go below the guidelines is warranted for strong mitigating factors. A decision above or below the guidelines is justified in the DHO report.

VCCLEA inmates rated “violent” and PLRA inmates are ordinarily disallowed GCT for each prohibited act they are found to have committed at a DHO hearing, consistent with the following:

**Greatest Severity Level Offenses.** A minimum of 41 days (or, if less than 54 days are available for the prorated period, a minimum of 75% of available GCT) for each act committed.

**High Severity Level Offenses.** A minimum of 27 days (or, if less than 54 days are available for the prorated period, a minimum of 50% of available GCT) for each act committed.

**Moderate Severity Level Offenses.** A minimum of 14 days (or, if less than 54 days are available for the prorated period, a minimum of 25% of available GCT) for each act committed if the inmate has committed two or more moderate severity level offenses during the current anniversary period.

**Low Severity Level Offenses.** A minimum of 7 days (or, if less than 54 days are available for the prorated period, a minimum of 12.5% of available GCT) for each act committed if the inmate has committed three or more low moderate offenses during the current anniversary period.

Except for VCCLEA inmates rated “violent” or PLRA inmates, Sanction B.1 may be imposed on the Low severity level only where the inmate has committed a Low severity level act more than once within a six-month period.

GCT credit may only be given to an inmate serving a sentence of more than one year, but less than life. In the last year or part of a year of an inmate’s sentence, only the GCT available for the time remaining may be disallowed.

**(C) Disciplinary Segregation.** The DHO may direct that an inmate be placed or retained in disciplinary segregation. Consecutive disciplinary segregation sanctions can be imposed for inmates found to have committed offenses that are part of different acts only. Limits on time in disciplinary segregation are based on the severity scale (see Tables 1 and 2).

Unless otherwise specified by the DHO, disciplinary segregation placements for different or separate prohibited acts are imposed consecutively.

**(D) Make Monetary Restitution.** The DHO may direct that an inmate reimburse the U.S. Treasury for damages to U.S. Government property that the individual caused or contributed to. The UDC is prohibited from imposing the sanction of make monetary restitution.

Commissary privileges should be suspended by the DHO until restitution is made. See the Program Statement **Trust Fund/Deposit Fund Manual** for instructions regarding impoundment of inmate funds.

**(E) Monetary Fine.** The DHO may direct that an inmate pay a fine, as follows:

Greatest severity level offense – Up to \$500, or 75% of the inmates trust fund balance.

High severity level offense – Up to \$300, or 50% of the inmates trust fund balance.

Moderate severity level offense – Up to \$100, or 25% of the inmates trust fund balance.

Low severity level offense – Up to \$50, or 12.5% of the inmates trust fund balance.

Commissary privileges should be suspended until the fine is paid. See the Trust Fund/Deposit Fund Manual for instructions regarding impoundment of inmate funds.

This sanction cannot be used as a form of monetary restitution. The UDC is prohibited from imposing the sanction of monetary fine.

**(F) Loss of Privileges (e.g., visiting, telephone, e-mail, commissary, movies, recreation).** The DHO or UDC may direct that an inmate forego specific privileges for a specified time.

The DHO or UDC may impose non-contact visiting or immediate family-only visitation in addition to loss of visiting.

Loss of recreation privileges (exercise periods) may not be imposed on inmates in a Special Housing Unit (SHU), but may be used for general population inmates.

The DHO or UDC may impose a loss of mattress sanction from lights on to lights off for inmates in the SHU. Staff must ensure the inmate has a mattress from lights off to lights on.

**(G) Change Housing (Quarters).** The DHO or UDC may direct that an inmate be moved to other housing.

**(H) Remove from Program or Group Activity.** The DHO or UDC may direct that an inmate not participate in any program or group activity for a specified time.

**(I) Loss of Job.** The DHO or UDC may direct that an inmate be removed from his/her present job or assigned to another job.

**(J) Impound Inmate’s Personal Property.** The DHO or UDC may direct that an inmate’s personal property be stored in the institution for a specified time.

**(K) Confiscate Contraband.**

**(L) Restrict Quarters.** The DHO or UDC may direct that an inmate be confined to quarters or its immediate area for a specified time.

**(M) Extra Duty.** The DHO or UDC may direct that an inmate perform tasks other than those performed during his/her regular job.

SANCTIONS FOR REPETITION OF PROHIBITED ACTS WITHIN SAME CATEGORY (TABLE 5)

Category	Prior Offense (Same Code) Within Time Period	Frequency of Repeated Offense	Sanction Permitted
Low Moderate (400 series)	6 months	2nd	Low Moderate Sanctions, plus 1 Disciplinary Segregation, up to 7 days 2 Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended). Any sanctions available in Moderate (300) series and Low Moderate (400) series.
		3rd or More	
Moderate (300 series)	12 months	2nd	Moderate Sanctions (A, C, E-N) 1 Disciplinary Segregation, up to 21 days 2 Forfeit earned SGT or non-vested GCT up to 37 1/2% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended) Any sanctions available in Moderate (300) and High (200) series.
		3rd or more	
High (200 Series)	18 months	2nd	High sanction (A, C, E-M) plus 1 Disciplinary segregation, up to 45 days. 2 Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended). Any sanction available in High or more (200) and Greatest (100) series.
		3rd	

(See Table 5, SANCTIONS FOR REPETITION OF PROHIBITED ACTS WITHIN SAME CATEGORY. Forfeited good conduct time will not be restored ("GT" in Table 6 represents both good conduct and statutory good time.) NOTE: In Table 6 headings, "GT" represents both good conduct and statutory good time and "SGT" represents statutory good time. Forfeited good conduct time is not eligible for restoration. Restoration of statutory good time will be approved at the time of initial eligibility only when the inmate has shown a period of time with improved good behavior. When the Warden or his delegated representative denies restoration of forfeited or withheld statutory good time, the unit team shall notify the inmate of the reasons for denial. The unit team shall establish a new eligibility date, not to exceed six months from the date of denial.

SANCTIONS BY SEVERITY OF PROHIBITED ACT, WITH ELIGIBILITY FOR RESTORATION OF FORFEITED AND WITHHELD STATUTORY GOOD TIME (TABLE 6)

Severity of Act	Sanctions	Max. Amt. Forfeited (SGT (1))	Max. Amt. W/hld SGT	Eligibility Restoration Forf. SGT	Eligibility Restoration w/hld/SGT	Max. D/S (1)
Greatest	A-F	100%	GT credit for single month during which violation occurs. Applies to all categories.	24 months	18 months	60 days
High	A-M	50% or 60 days, whichever is less		18 months	12 months	30 days
Moderate	A-N	25% or 30 days, whichever is less		12 months	6 months	15 days
Low/Mod	E-P	N/A		N/A (1st offense) 6 months (2nd or 3rd offense in same category within 6 months)	3 months	N/A (1st offense) 7 days (2nd offense) 15 days (3rd offense)

To ensure an inmate's case is not overlooked when statutory good time has been forfeited or withheld, the case is to be reviewed for eligibility requirements in accordance with the time frames established by the Program Statement on Classification and Program Review of Inmates. A recommendation of the unit team, whether for or against restoration, is to be forwarded (On BP 389/Record Form 84) to the Warden, through the DHO and Captain for disposition. Except as noted below, eligibility for restoration of withheld or forfeited statutory good time is computed from the date of the withholding or forfeiture action by the DHO. An inmate who has escaped and receives a forfeiture at a subsequent in absentia hearing begins the eligibility for restoration period upon return to custody of the Bureau of Prisons. The Warden will refer for approval of the Regional Director a case where the Warden determines exceptional circumstances support restoration of statutory good time prior to completion of the eligibility requirements.

An inmate with an approaching parole effective date, or an approaching mandatory release or expiration date who has forfeited good time may be placed in a Community Treatment Center only if that inmate is otherwise eligible under Bureau policy, and if there exists a legitimate documented need for such placement. The length of stay at the Community Treatment Center is to be held to the time necessary to establish residence and employment.

FEDERAL CORRECTIONAL INSTITUTION  
 P. O. BOX 1731  
 WASECA, MN 56093  
 (507) 835-8972

**VISITING INSTRUCTIONS**

We would like to take this opportunity to welcome you to the Federal Correctional Institution, Waseca, Minnesota. We are located just off of U.S. Highway 14 between Owatonna and Mankato.

Inmate visitors are no longer allowed to wait in the Front Lobby or the institution parking lot for the Inmate Visiting Room to open. Visitors will be prohibited from entering on institution grounds prior to 8:15 A.M. and between the hours of 9:15 A.M. - 10:00 A.M., on weekends and holidays. On Fridays visitors may not enter the institution grounds prior to 4:15 P.M. Visitors failing to adhere to these procedures will be asked to leave until the appropriate designated time.

The Visiting Room will be open Fridays at approximately 4:30 P.M., and will end at 8:30 P.M., and Saturday, Sunday and all federal holidays from 8:30 A.M. to 3:00 P.M. each week. Visitors will not be processed in after 7:30 p.m. on Fridays, and after 2:00 p.m. on Saturdays, Sundays or federal holidays.

All persons must obtain permission to visit in advance of a planned visit. Once a person's name is placed on the approved list, the requesting party will be notified by the inmate.

Visiting limitations may be imposed due to overcrowding or inclement weather. Usually only five adult persons and five children are permitted to visit an inmate at any one time. Exceptions must be approved in advance by the inmate's unit team.

All children under the age of 16 must be accompanied by a responsible adult who is on the inmate's visiting list.

Visitors and inmates are responsible for the actions of their children while visiting. Visits may be terminated and/or sanctions taken if children are not supervised or affect the orderly running of the Visiting Room.

To maintain the morale of inmates and to develop closer relationships between inmates and family members or others in the community, all visitors are expected to display good judgment concerning clothing worn during visits. To implement this, specific consideration and limitations will be recognized and adhered to by all visitors of the inmate population.

Specifically, all visitors will wear shoes in the Visiting Room to ensure their safety. Open toed shoes, i.e., sandals, etc. for both male and female will not be allowed in the Visiting Room. All visitors will be expected to wear appropriate clothing for a correctional environment.

The following attire will not be allowed:

- |  |                                  |
|--|----------------------------------|
| Tight clothing   | Spandex clothing                 |
| Halter tops/sleeveless shirts  | Holes in clothing                |
| Hats or caps   | Wrap-around skirts               |
| Camouflage clothing  | Transparent clothing             |
| Tank tops  | Plunging necklines               |
| Green colored pants or shirts  | Opened toed shoes (i.e. sandals) |
| Shorts and skirts that are higher than the top of the knee when standing.    |                                  |
| No attire with questionable wording, i.e., gang affiliation, profanity, etc. |                                  |
| No shirts that hang less than 3 inches below the belt line.                  |                                  |
| It is necessary for all visitors to wear shoes.                              |                                  |

Jackets, coats, or sweaters will only be allowed during the months of October 1 through June 1. Younger children will be allowed appropriate outer wear year round. Upon arrival in the Visiting Room outer wear will be stored in a designated area.

The following items are not permitted in the Visiting Room:

- |                   |                    |                  |
|-------------------|--------------------|------------------|
| Handbags (Purses) | Lotion             | Paperwork        |
| Wallets           | Lipstick/Chapstick | Packages         |
| Toys              | Newspapers         | Greeting Cards   |
| Food/Candy/Gum    | Magazines          | Photographs      |
| Umbrellas         | Baby Strollers     | Pagers           |
| Infant Carriers   | Cellular Phones    | Tobacco Products |
| Diaper Bags       |                    |                  |

Inmate visitors will leave items of this type in their automobiles.

A brief embrace and kiss is permissible at the beginning and end of the visit. Inmates and visitors may hold hands during visits, but no other physical contact is allowed. However, it may be appropriate for the inmate to hold small children. The definition of an adult is any visitor who is of the age of 18 and older (including the children of the inmate). Visiting privileges could be terminated for any improper conduct.

On occasion, inmates may receive special visits. Special visits ordinarily are for a specific purpose and ordinarily not of a recurring nature. Examples of special visitors would include, but not necessarily be limited to, attorneys, clergy, members of the media, and consular representatives. Perspective special visitors will be required to contact the facility and complete all required procedures prior to facilitation of the requested visit. The Unit Team will be responsible for arranging and supervising special visits. The Unit Team will submit a memorandum for the Warden's approval requesting a special visit. Introduction of contraband of any kind into this institution or on its property is a violation of Federal Law (Title 18, U.S.C., Section 1791) requiring "a penalty of not more than ten years for any person who introduces or attempts to introduce into or upon the grounds of any Federal Correctional Institution or takes or attempts to take or send there from anything whatsoever without knowledge and consent of the Chief Executive Officer of the institution."

Inmates are furnished all necessities, and visitors should refrain from bringing articles or gifts of any kind. Cameras and tape recorders are not permitted in the Visiting Room. Inmates will not be permitted to sign or exchange any papers during the visit without prior authorization of the inmate's Unit Manager. Visitors will not be allowed to bring food or beverages into the visiting area.

All visitors over the age of 16 must have a government issued ID (excluding foreign government): current drivers's license, current state identification, or current military ID. Under no circumstances will any other forms of ID be allowed. All non bureau visitors to the institution must have a valid identification to gain entry. The ID scanner, maintained in the Front Lobby, will be utilized to verify the validity of the submitted identification.

Items for infant needs (i.e., small receiving blanket, diapers, baby food, baby bottles, baby wipes and sippy cups) are permitted, but must be inspected for contraband prior to permitting them into the Visiting Room. Any infant food product that has been opened, will not be allowed to enter the institution. Pre-mixed bottles of infant formula will be allowed in the Visiting Room. One visitor per group will be allowed to bring in one car key and/or remote into the visiting room.. Lockers are for visitors using public transportation, i.e., bus, taxi, etc.

Ordinarily, only medicine which is necessary to sustain life, such as heart medication and asthma inhalers, will be allowed into the Visiting Room.

Visitors will be allowed \$20.00 per adult spending money, not to exceed \$60.00 per group. Clear plastic coin purses, no larger than 8 inches by 8 inches, may be used to store money. If a visitor incurs a name change different than what our visiting list indicates, the visitor will be required to submit a copy of their current government issued ID to the facility to update our records/visiting program.

**DIRECTIONS TO THE FEDERAL CORRECTIONAL INSTITUTION, WASECA, MINNESOTA**

**FROM MINNEAPOLIS:** I-35 South to Highway 14 West, turn left on Highway 13 South, follow signs to the Federal Correctional Institution, Waseca, Minnesota.

**FROM IOWA:** I-35 North to Highway 14 West, turn left on Highway 13 South, follow signs to the Federal Correctional Institution, Waseca, Minnesota.

**FROM CHICAGO:** 94W to 90W to I-35 North to Highway 14 West, turn left on Highway 13 South and follow signs to the Federal Correctional Institution, Waseca, Minnesota.

LOCAL MOTELS	LOCAL TAXI SERVICES	LOCAL BUS LINES
American Motel	The Taxi Connection	Owatonna Bus Co.
1313 Highway 13 North	Waseca Minnesota	1145 Park Drive
Waseca, Minnesota 56093	(507) 833-5588	(507)451-5262
(507) 835-4300		

Waseca Inn and Suites	Tonna Taxi Service
2201 North State Street	Owatonna, Minnesota
Waseca, Minnesota 56093	(507) 451-4215
(507) 835-0022	

AmericInn Motel  
245 Florence Avenue  
Owatonna, MN 55060  
(507) 455-1142

U. S. Department of Justice  
Federal Bureau of Prisons

## SEXUALLY ABUSIVE BEHAVIOR PREVENTION AND INTERVENTION

An Overview for Offenders, November 2009

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

While you are incarcerated, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior from another inmate or a staff member. Regardless of your age, size, race, ethnicity, gender or sexual orientation, you have the right to be safe from sexually abusive behavior.

What Can You Do To Prevent Sexually Abusive Behavior?

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

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

What Can You Do if You Are Afraid or Feel Threatened?

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

If you feel immediately threatened, approach any staff member and ask for assistance. It is part of his/her job to ensure your safety. If it is a staff member that is threatening you, report your concerns immediately to another staff member that you trust, or follow the procedures for making a confidential report.

What Can You Do if You Are Sexually Assaulted?

If you become a victim of a sexually abusive behavior, you should report it immediately to staff who will offer you protection from the assailant. You do not have to name the inmate(s) or staff assailant(s) in order to receive assistance, but specific information may make it easier for staff to know how best to respond. You will continue to receive protection from the assailant, whether or not you have identified him or her (or agree to testify against him/her). After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you may want to clean up after the assault it is

important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom. Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported. Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.

How Do You Report an Incident of Sexually Abusive Behavior?

It is important that you tell a staff member if you have been sexually assaulted. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes. There are other means to confidentiality report sexually abusive behavior if you are not comfortable talking with staff.

- Write directly to the Warden, Regional Director or Director. You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.
- File an Administrative Remedy. You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.
- Write the Office of the Inspector General (OIG) which investigates allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:  
Office of the Inspector General  
P. O. Box 27606  
Washington, D.C. 20530

Understanding the Investigative Process

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

Counseling Programs for Victims of Sexually Abusive Behavior

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

Management Program for Inmate Assailants

Anyone who sexually abuses/assaults others while in the custody of the BOP will be disciplined and prosecuted to the fullest extent of the law. If you are an inmate assailant, you will be referred to Correctional Services for monitoring. You will be referred to Psychology Services for an assessment of risk and treatment and management needs. Treatment compliance or refusal will be documented and

decisions regarding your conditions of confinement and release may be effected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

#### Policy Definitions

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

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

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

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

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

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

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

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

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

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

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

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

## CONTACT OFFICES

U.S. Department of Justice  
Office of the Inspector General  
Investigation Division  
950 Pennsylvania Avenue, NW, Room 4706  
Washington, D.C. 20530

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

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

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

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

South Central Regional Office  
4211 Cedar Springs Road, Suite 300  
Dallas, Texas 75219

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

Western Regional Office  
7338 Shoreline Drive  
Stockton, CA 95219



## SEXUALLY TRANSMITTED DISEASES

Questions and Answers as You Enter This Correctional Facility  
U.S. Department of Justice Federal Bureau of Prisons

Your health is important to those who work in this facility. Medical staff members are willing to discuss any health concerns you have. An important health issue is sexually transmitted diseases or STDs. STDs are among the most common infectious diseases in the U.S. Anyone who has unsafe (unprotected) sex can get an STD. If you have had unprotected sex (without a condom) with a woman, you may have come into contact with vaginal fluid and genital sores or lesions. This contact may have exposed you to an STD. If you have had unprotected sex with a man, you may have come into contact with semen and genital sores or lesions. This contact may have exposed you to an STD.

This information will tell you about common STDs and what their symptoms look like. You may have been infected with an STD in the past. You may have ignored or not noticed the symptoms. Because untreated STDs can cause serious health problems, you may want to be tested. If you have questions about STDs or think you have any symptoms, sign up for sick call. It is okay to ask questions and talk with medical staff members. This information will be handled confidentially. When you arrive at a Bureau of Prisons (BOP) facility, you are advised in writing of the disciplinary system there. Engaging in sexual acts and/or making sexual proposals or threats to another constitutes a prohibited act (high category), and you are subject to sanctions as defined in the BOP policy on Inmate Discipline and Special Housing Unit. Stay Safe: Don't have sex with other inmates.

Things to know about STDs:

1. Men and women who have any form of unprotected sex are at risk for STDs. This is true regardless of age, race, ethnic background, or income. It is true whether your partners are of the same sex or the opposite sex.
2. You can prevent STDs, and the best way is to avoid having sex. Sex with other inmates is not allowed and can be dangerous.
3. Many STDs can be cured with medicine. Other STDs can be treated to avoid more problems. Even after you have been treated for an STD you can become reinfected. Treatment is not a vaccine; it cannot prevent future infections.
4. You may be infected with an STD and not have any symptoms. If you have had unsafe sex and not been tested for STDs awhile, talk to a health careworker.
5. If you have HIV, being infected with an STD can make the HIV worse. If you have any questions about STDs talk to: (local facility contact)

What are common STDs in the U.S.?

Chlamydia, Gonorrhea

Caused by bacteria spread during vaginal, anal, and oral sex. Can be treated and cured with antibiotic drugs. May or may not be any symptoms. Symptoms can include burning when urinating (peeing).

- Men - discharge from penis, burning and itching around the head of the penis, pain or swelling in the testicles (balls)
- Women - vaginal fluid that does not look normal, lower abdominal or back pain, pain during sex, and bleeding between menstrual cycles.

Without treatment:

- Men - can spread to the epididymis (a tube that carries sperm from the testis) and cause pain, fever, and sterility.
- Women - can spread into the womb or fallopian tubes and cause pelvic inflammatory disease (PID) and infertility.

Syphilis

Caused through contact with lesions or open sores on the outer genitals, vagina, anus, or in the rectum Sores can also occur on the lips and in the mouth.

- One or more sores, lasting 3-6 weeks, at the spot where bacteria entered the body; sores will heal but infection remains; may be a rash on the palms of the hands or bottoms of feet; rashes clear up on their own.

Without treatment ;

- fever, swollen lymph glands, sore throat, patchy hair loss
- Later - damage to brain, nerves, liver, bones, joints, eyesight, and death.

Human Immunodeficiency Virus (HIV)

Caused by a virus spread through unsafe vaginal, anal, and oral sex

- Antiretroviral drugs can help build your body's resistance to deadly illnesses and cancers; they do not cure HIV.
- You may be infected with HIV and not have any symptoms for 7-10 years.
- HIV attacks and weakens your immune system; a weakened immune system can lead to serious illness and possibly death.

Herpes Simplex Virus (HSV)

Genital herpes can be spread during unsafe sexual contact

- Antiviral drugs may shorten and prevent outbreaks, but they cannot cure herpes
- May cause blisters on or around genitals or rectum; herpes sores on the mouth can also be spread.

Hepatitis B Virus (HBV)

Spread through unsafe sex with an infected person

- There is a vaccine to prevent HBV.
- About 30% of persons with HBV have no signs or symptoms HBV symptoms: fatigue, abdominal pain, jaundice (yellowish skin), loss of appetite
- Chronic HBV infection occurs in about 6% of adults
- Death from chronic liver disease occurs in about 15-25% of infected persons .

Human Papilloma Virus (HPV)

Spread through unsafe sexual contact.

- You may have HPV and not be able to see it; you may notice genital warts (soft, moist, pink or red swellings around the genitals).
- Infection often goes away on its own, but HPV that does not go away can lead to cancer

Talking to the Medical Staff

If you have had unsafe sex and have not been tested for STDs (or have any reason to think that you may have an STD), talk with the medical staff. Ask any questions you have about symptoms and testing. Even if you were treated for an STD before coming to a correctional facility, if you have had unsafe sex since then you may be infected. The medical staff can provide more information and help you decide about being tested. If you have an STD and don't get treatment, you may have worse health problems in the future.

If I have an STD, what treatment can I get ?

Getting treated right away will help reduce the long-term problems found with STDs. If you have an STD, your health care provider may treat you with pills, liquid medicine, or a shot. If you are given pills, you must take them just like your doctor tells you to. Do not share pills with partners or friends.

STDs caused by bacteria, such as Chlamydia, gonorrhea, or syphilis, can be treated with antibiotic medicines.

STDs caused by viruses, such as HIV and herpes, cannot be cured. You will have these diseases for life.

Treatment can help reduce or control these illnesses, but there are no cures.

## TITLE 28-JUDICIAL ADMINISTRATION

### CHAPTER III-FEDERAL PRISON INDUSTRIES, DEPARTMENT OF JUSTICE

#### PART 301-INMATE ACCIDENT COMPENSATION

Section 4126 of Title 18, United States Code, authorizes Federal Prison Industries, Incorporated, to employ the Prison Industries Fund in paying compensation to inmates or their dependents for injuries suffered in any work activity in connection with the maintenance or operation of the institution where confined, pursuant to rules and regulations promulgated by the Attorney General. The authority to issue rules and regulations under this provision has been delegated by the Attorney General to the Board of Directors of Federal Prison Industries, or to such officer of the Corporation as the Federal Prison Industries, or to such officer of the Corporation as the Board may designate. See Title 28, Code of Federal Regulation (28CFR), Section 0.99. These regulations coincide with those published in 28 CFR Section 301.101 through 301.319.

##### SUBPART A-General

Sec. 301.101 Purpose and scope. Pursuant to the authority granted at 18 U.S.C. 4126, the procedures set forth in this part govern the payment of accident compensation, necessitated as the result of work-related injuries, to federal prison inmates or their dependents. Compensation may be awarded via two separate and distinct programs: (a) Inmate Accident Compensation may be awarded to former federal inmates or their dependents for physical impairment or death resultant from injuries sustained while performing work assignments in Federal Prison Industries, Inc., in institutional work assignments involving the operation or maintenance of a federal correctional facility, or in approved work assignments for other federal entities; or, (b) Lost-time wages may be awarded to inmates assigned to Federal Prison Industries, Inc., to paid institutional work assignments involving the operation or maintenance of a federal correctional facility, or in approved work assignments for other federal entities for work-related injuries resulting in time lost from the work assignment.

Sec. 301.102 Definitions . (a) For purposes of this part, the term work-related injury shall be defined to include any injury, including occupational disease or illness, proximately caused by the actual performance of the inmate's work assignment. (b)(1) For purposes of this part, the term release is defined as the removal of an inmate from a Bureau of Prisons correctional facility upon expiration of sentence, parole, final discharge from incarceration of a pretrial inmate, or transfer to a community corrections center or other non-federal facility, at the conclusion of the period of confinement in which the injury occurred. (2) In the case of an inmate who suffers a work-related injury while housed at a community corrections center, release is defined as the removal of the inmate from the community corrections center upon expiration of sentence, parole, or transfer to any non-federal facility, at the conclusion of the period of confinement in which the injury occurred. (3) In the case of an inmate who suffers a work-related injury while housed at a community corrections center and is subsequently transferred to a Bureau of Prisons facility, release is defined as the removal of the inmate from the Bureau of Prisons facility upon expiration of sentence, parole, or transfer to a community corrections center or other non-federal facility. (c) For purposes of this part, the term dependent is defined as the legally recognized spouse or child of an inmate for whose support the inmate is legally responsible in whole or part. (d) For purposes of this part, the term work detail supervisor may refer to either a Bureau of Prisons or a non-Bureau of Prisons supervisor. (e) For the purposes of this part, the phrase housed at or based at a "Bureau of Prisons institution" shall refer to an inmate that has a work assignment with a Bureau of Prisons institution or with another federal entity and is incarcerated at a Bureau of Prisons institution. For the purposes of this part, the phrase based at or housed at a "community corrections center" shall refer to an inmate who has a work assignment for a non-Bureau of Prisons federal entity and is incarcerated at a community corrections center.

Sec. 301.103 Inmate work assignments. The unit team of each inmate, which ordinarily designates work assignments, or whoever makes work assignments, shall review appropriate medical records, presentence reports, admission summaries, and all other available information prior to the designation

of an inmate to a work assignment in an effort to preclude the assignment of an inmate to a work assignment not compatible with the inmate's physical ability or condition.

Sec. 301.104 Medical attention. 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. In the case of injuries on work details for other federal entities, the inmate shall also report the injury as soon as possible to community corrections or institution staff, as appropriate. 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. First aid treatment may be provided by any knowledgeable individual. Medical, surgical, and hospital care shall be rendered under the direction of institution medical staff for all inmates based at Bureau of Prisons institutions. In the case of inmates based at community corrections centers, medical care shall be arranged by the work supervisor or by community corrections center staff in accordance with the medical needs of the 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.

Sec. 301.105 Investigation and report of injury. (a) After initiating necessary action for medical attention, the work detail supervisor shall immediately secure a record of the cause, nature, and exact extent of the injury. The work detail supervisor shall complete a BP-140, Injury Report (Inmate), on all injuries reported by the inmate, as well as injuries observed by staff. In the case of injuries on work details for other federal entities, the work supervisor shall also immediately inform community corrections or institution staff, as appropriate, of the injury. The injury report shall contain a signed statement from the inmate on how the accident occurred. The names and statements of all witnesses (e.g., staff, inmates, or others) shall be included in the report. If the injury resulted from the operation of mechanical equipment, an identifying description or photograph of the machine or instrument causing the injury shall be obtained, to include a description of all safety equipment used by the injured inmate at the time of the injury. Staff shall provide the inmate with a copy of the injury report. Staff shall then forward the original and remaining copies of the injury report to the Institutional Safety Manager for review. In the case of inmates based at community corrections centers, the work detail supervisor shall provide the inmate with a copy of the injury report and shall forward the original and remaining copies of the injury report to the Community Corrections Manager responsible for the particular community corrections center where the inmate is housed. (b) The Institution Safety Manager or Community Corrections Manager shall ensure that a medical description of the injury is included on the BP-140 whenever the injury requires medical attention. The Institution Safety Manager or Community Corrections Manager shall also ensure that the appropriate sections of BP-140, Page 2, Injury--Lost-Time Follow-Up Report, are completed and that all reported work injuries are properly documented.

Sec. 301.106 Repetitious accidents. If an inmate worker is involved in successive accidents on a particular work site in a comparatively short period of time, regardless of whether injury occurs, and the circumstances of the accidents indicate an awkwardness or ineptitude that, in the opinion of the inmate's work supervisor, implies a danger of further accidents in the task assigned, the inmate shall be assigned to another task more suitable to the inmate's ability.

##### SUBPART B-Lost-Time Wages

Sec. 301.201 Applicability. Lost-time wages shall be available only for inmates based at Bureau of Prisons institutions.

Sec. 301.202 Determination of work-relatedness. (a) When the institution safety manager receives notice, or has reason to believe, a work-related injury may result in time lost from the work assignment, he or she shall present BP-140, Pages 1 and 2 (with the appropriate sections completed) to the Institution Safety Committee at the Committee's next regularly scheduled meeting. The Safety Committee shall make a determination of the injury's work-relatedness based on the available evidence and testimony. The determination shall be recorded on BP-140, Page 2, a copy of which shall be provided to the inmate. (b) A determination of work-relatedness for purposes of awarding lost-time wages is not confirmation on the validity of any subsequent claim to receive compensation for work-related physical impairment or death.

Sec. 301.203 Payment of lost-time wages. (a) An inmate worker may receive lost-time wages for the number of regular work hours absent from work due to injury sustained in the performance of the assigned work. (b) Lost-time wages are paid for time lost in excess of three consecutively scheduled workdays. The day of injury is considered to be the first workday regardless of the time of injury. (c) An inmate may receive lost-time wages at the rate of 75% of the standard hourly rate of the inmate's regular work assignment at the time of the injury.

Sec. 301.204 Continuation of lost-time wages. (a) Once approved, the inmate shall receive lost-time wages until the inmate: (1) Is released; (2) Is transferred to another institution for reasons unrelated to the work injury; (3) Returns to the pre-injury work assignment; (4) Is reassigned to another work area or program for reasons unrelated to the sustained work injury, or is placed into Disciplinary Segregation; or, (5) Refuses to return to a regular work assignment or to a lighter duty work assignment after medical certification of fitness for such duty. (b) An inmate medically certified as fit for return to work shall sustain no monetary loss due to a required change in work assignment. Where there is no light duty or regular work assignment available at the same rate of pay as the inmate's pre-injury work assignment, the difference shall be paid in lost-time wages. Lost-time wages are paid until a light duty or regular work assignment at the same pay rate as the inmate's pre-injury work assignment is available.

Sec. 301.205 Appeal of determination. An inmate who disagrees with the decision regarding payment of lost-time wages may appeal that decision exclusively through the Administrative Remedy Procedure. (See 28 CFR part 542.)

28 CFR 542 refers to the Program Statement on Administrative Remedy Procedure for Inmates.

SUBPART C--Compensation for Work-Related Physical Impairment or Death

Sec. 301.301 Compensable and noncompensable injuries. (a) No compensation for work-related injuries resulting in physical impairment shall be paid prior to an inmate's release. (b) Compensation may only be paid for work-related injuries or claims alleging improper medical treatment of a work-related injury.

This ordinarily includes only those injuries suffered during the performance of an inmate's regular work assignment. However, injuries suffered during the performance of voluntary work in the operation or maintenance of the institution, when such work has been approved by staff, may also be compensable.

(c) Compensation is not paid for injuries sustained during participation in institutional programs (such as programs of a social, recreational, or community relations nature) or from maintenance of one's own living quarters. Furthermore, compensation shall not be paid for injuries suffered away from the work location (e.g., while the claimant is going to or leaving work, or going to or coming from lunch outside of the work station or area). (d) Injuries sustained by inmate workers willfully or with intent to injure someone else, or injuries suffered in any activity not related to the actual performance of the work assignment are not compensable, and no claim for compensation for such injuries will be approved. Willful violation of rules and regulations may result in denial of compensation for any resulting injury.

Sec. 301.302 Work-related death. A claim for compensation as the result of work-related death may be filed by a dependent of the deceased inmate up to one year after the inmate's work-related death. The claim shall be submitted directly to the Claims Examiner, Federal Bureau of Prisons, 320 First Street NW., Washington, DC 20534.

Sec. 301.303 Time parameters for filing a claim. (a) No more than 45 days prior to the date of an inmate's release, but no less than 15 days prior to this date, each inmate who feels that a residual physical impairment exists as a result of an industrial, institution, or other work-related injury shall submit a FPI Form 43, Inmate Claim for Compensation on Account of Work Injury. Assistance will be given the inmate to properly prepare the claim, if the inmate wishes to file. In each case a definite statement shall be made by the claimant as to the impairment caused by the alleged injury. The completed claim form shall be submitted to the Institution Safety Manager or Community Corrections Manager for processing. (b) In the case of an inmate based at a community corrections center who is being transferred to a Bureau of Prisons institution, the Community Corrections Manager shall forward all materials relating to an inmate's work-related injury to the Institution Safety Manager at the particular institution where an inmate is being transferred, for eventual processing by the Safety Manager prior to the inmate's release from that institution. (c) Each claimant shall submit to a medical examination to determine the degree of physical impairment. Refusal, or failure, to submit to such a medical examination shall result in the

forfeiture of all rights to compensation. In each case of visible impairment, disfigurement, or loss of member, photographs shall be taken to show the actual condition and shall be transmitted with FPI Form 43. (d) The claim, after completion by the physician conducting the impairment examination, shall be returned to the Institution Safety Manager or Community Corrections Manager for final processing. It shall then be forwarded promptly to the Claims Examiner, Federal Bureau of Prisons, 320 First Street NW., Washington, DC 20534. (e) It is the responsibility of each claimant to advise the Claims Examiner of his or her current address, in writing, at all times during the pendency of a claim for Inmate Accident Compensation. (f) When circumstances preclude submission in accordance with the provisions of paragraph (a) of this section, a claim may be accepted up to 60 days following release. Additionally, a claim for impairment may be accepted up to one year after release, for good cause shown. In such cases the claim shall be submitted directly to the Claims Examiner, Federal Bureau of Prisons, 320 First Street NW., Washington, DC 20534.

Sec. 301.304 Representation of claimant. (a) Any person may represent the claimant's interest in any proceeding for determination of a claim under this part, so long as that person is not confined in any federal, state or local correctional facility. Written appointment of a representative, signed by the claimant, must be submitted before the representative's authority to act on behalf of the claimant may be acknowledged. (b) It is not necessary that a claimant employ an attorney or other person to assert a claim or effect collection of an award. Under no circumstances will the assignment of any award be recognized, nor will attorney fees be paid by Federal Prison Industries, Inc.

Sec. 301.305 Initial determination. A claim for inmate accident compensation shall be determined by a Claims Examiner under authority delegated by the Board of Directors of Federal Prison Industries, Inc., pursuant to 28 CFR 0.99. In determining the claim, the Claims Examiner will consider all available evidence. Written notice of the determination, including the reasons therefore, together with notification of the right to appeal the determination, shall be mailed to the claimant at the claimant's last known address, or to the claimant's duly appointed representative.

Sec. 301.306 Appeal of determination. (a) An Inmate Accident Compensation Committee (hereafter referred to as the "Committee") shall be appointed by the Chief Operating Officer, Federal Prison Industries, Inc., under authority delegated by the Board of Directors of Federal Prison Industries, Inc., pursuant to 28 CFR 0.99. The Committee shall consist of four members and four alternate members, with any three thereof required to form a quorum for decision-making purposes. (b) Any claimant not satisfied with any decision of the Claims Examiner concerning the amount or right to compensation shall, upon written request made within 30 days after the date of issuance of such determination, or up to 30 days thereafter upon a showing of reasonable cause, be afforded an opportunity for either an in-person hearing before the Committee, or Committee reconsideration of the decision. A claimant may request an in-person hearing or reconsideration by writing to the Inmate Accident Compensation Committee, Federal Bureau of Prisons, 320 First Street NW., Washington, DC 20534. (c) Upon receipt of claimant's request, a determination will be made regarding the timeliness of the filing. If the request is timely filed, or if reasonable cause exists to accept the request filed in an untimely manner, the request shall be accepted. Once accepted, a copy of the information upon which the Claims Examiner's initial determination was based shall be mailed to the claimant at the claimant's last known address, or to claimant's duly appointed representative, provided the release of such information is not determined to pose a threat to the safety of the claimant, any other inmate, or staff.

Sec. 301.307 Notice, time and place of committee action. (a) Committee action shall ordinarily occur within 60 days of the receipt of claimant's request, except as provided in this section. Notice of the date set for Committee action shall be mailed to the claimant at the claimant's last known address, or to claimant's duly appointed representative. All Committee action shall be conducted at the Central Office of the Bureau of Prisons, 320 First Street NW., Washington, DC 20534. (b) A hearing or reconsideration may be postponed at the option of the Committee, or, if good cause is shown, upon request of the claimant. A claimant may change the request from either hearing to reconsideration or reconsideration to hearing, provided notice of such change is received at least 10 days prior to the previously scheduled action.

Sec. 301.308 Committee reconsideration. If the claimant elects to have the Committee reconsider any decision of the Claims Examiner, the claimant may submit documentary evidence which the Committee shall consider in addition to the original record. The Committee must receive evidence no less than 10 days prior to the date of reconsideration, and may request additional documentary evidence from the claimant or any other source.

Sec. 301.309 In-person hearing before the committee. (a) The appeal shall be considered to have been abandoned if the claimant fails to appear at the time and place set for the hearing and does not, within 10 days after the time set for that hearing, show good cause for failure to appear. (b) In conducting the hearing, the Committee is not bound by common law or statutory rules of evidence, or by technical or formal rules of procedure, but may conduct the hearing in such manner as to best ascertain the rights and obligations of the claimant and the government. At such hearing, the claimant shall be afforded an opportunity to present evidence in support of the claim under review. (c) The Committee shall consider all evidence presented by the claimant, and shall, in addition, consider any other evidence as the Committee may determine to be useful in evaluating the claim. Evidence may be presented orally and/or in the form of written statements and exhibits. (d) A representative appointed in accordance with the provisions of this section may make or give, on behalf of the claimant, any request or notice relative to any proceeding before the Committee. A representative shall be entitled to present or elicit evidence or make allegations as to fact and law in any proceeding affecting the claimant and to request information with respect to the claim. Likewise, any request for additional information, or notice to any claimant of any administrative action, determination, or decision, may be sent to the representative of such claimant, and shall have the same force and effect as if it had been sent to the claimant. (e) In order to fully evaluate the claim, the Committee may question the claimant and any witness(es) appearing before the Committee on behalf of the claimant or government. (f) Claimant, or claimant's representative, may question the Committee or any witness(es) appearing before the Committee on behalf of the government, but only on matters determined by the Committee to be relevant to its evaluation of the claim. (g) The hearing shall be recorded, and a copy of the recording or, at the discretion of the Committee, a transcript thereof shall be made available to the claimant upon request, provided such request is made not later than 90 days following the date of the hearing.

Sec. 301.310 Witnesses. (a) If a claimant wishes to present witnesses at the hearing, the claimant must provide the Committee, no less than 10 days before the scheduled hearing date, the name and address of each proposed witness, along with an outline of each witness' testimony. The Committee may limit the number of witnesses who may appear at a hearing, however, the Committee has no authority to compel the attendance of any witness. (b) Any person confined in a Federal, State, or local penal or correctional institution at the time of the hearing may not appear as a witness, but that person's testimony may be submitted in the form of a written statement.

Sec. 301.311 Expenses associated with appearance at committee hearing. Federal Prison Industries, Inc., may not assume responsibility for any expenses incurred by the claimant, claimant's representative, or any witness appearing on behalf of the claimant in connection with attendance at the hearing, as well as any other costs relating to any representative, witnesses, or evidence associated with a hearing before the Committee.

Sec. 301.312 Notice of committee determination. The Committee shall mail written notice of its decision to affirm, reverse, or amend the Claims Examiner's initial determination, with the reasons for its decision, to the claimant at the claimant's last known address, or to claimant's duly appointed representative, no later than 30 days after the date of the hearing unless the Committee needs to make a further investigation as a result of information received at the hearing. If the Committee conducts further investigation subsequent to the hearing, the decision notice shall be mailed no later than 30 days after the conclusion of the Committee's investigation.

Sec. 301.313 Chief Operating Officer review. Any claimant not satisfied with the Committee's reconsidered decision or decision after a hearing may appeal such decision to the Chief Operating Officer, Federal Prison Industries, Inc., 320 First Street NW., Washington, DC 20534. A written request for such an appeal must be received no later than 90 days after the date of notice of the Committee's

decision. The Chief Operating Officer shall review the record and affirm, reverse or amend the Committee's decision no later than 90 days after receipt of claimant's notice of appeal. Written notice of the Chief Operating Officer's decision shall be mailed to the claimant's last known address, or to the claimant's representative.

Sec. 301.314 Establishing the amount of award. (a) If a claim for Inmate Accident Compensation is approved, the amount of compensation shall be based upon the degree of physical impairment existent at the time of the claimant's release regardless of when during the claimant's period of confinement the injury was sustained. No claim for compensation will be approved if full recovery occurs while the inmate is in custody and no impairment remains at the time of release. (b) In determining the amount of accident compensation to be paid, the permanency and severity of the injury in terms of functional impairment shall be considered. The provisions of the Federal Employees' Compensation Act (FECA) (5 U.S.C. 8101, et seq.) shall be followed when practicable. The FECA establishes a set number of weeks of compensation applicable for injuries to specific body members or organs (section 8107). (c) All awards of Inmate Accident Compensation shall be based upon the minimum wage (as prescribed by the Fair Labor Standards Act). (1) For body members or organs covered under section 8107, the minimum wage applicable at the time of the award shall be used as the basis for determining the amount of compensation. Awards regarding injury to body members or organs covered under section 8107 shall be paid in a lump sum. Acceptance of such an award shall constitute full and final settlement of the claim for compensation. (2) For body members or organs not covered under section 8107, awards will be paid on a monthly basis because such awards are subject to periodic review of entitlement. The minimum wage applicable at the time of each monthly payment shall be used in determining the amount of each monthly payment. Monthly payments are ordinarily mailed the first day of the month following the month in which the award is effective.

Sec. 301.315 Review of entitlement. (a) Each monthly compensation recipient shall be required, upon request of the Claims Examiner, to submit to a medical examination, by a physician specified or approved by the Claims Examiner, to determine the current status of his physical impairment. Any reduction in the degree of physical impairment revealed by this examination shall result in a commensurate reduction in the amount of monthly compensation provided. Failure to submit to this physical examination shall be deemed refusal, and shall ordinarily result in denial of future compensation. The costs associated with this examination shall be borne by Federal Prison Industries, Inc. (b) Inasmuch as compensation awards are based upon the minimum wage, any income received by a compensation recipient which exceeds the annual income available at the minimum wage (based upon a 40 hour work week), including Social Security or veterans benefits received as the result of the work-related injury for which Inmate Accident Compensation has been awarded, shall be deemed excessive. The amount of compensation payable to a claimant with an income deemed excessive shall be reduced at the rate of one dollar for each two dollars of earned and benefit income which exceeds the annual income available at minimum wage. Each monthly compensation recipient shall be required to provide a statement of earnings on an annual basis, or as otherwise requested. Failure to provide this statement shall result in the suspension or denial of all Inmate Accident Compensation benefits until such time as satisfactory evidence of continued eligibility is provided.

Sec. 301.316 Subsequent incarceration of compensation recipient. If a claimant, who has been awarded compensation on a monthly basis, is or becomes incarcerated at any federal, state, or local correctional facility, monthly compensation payments payable to the claimant shall ordinarily be suspended until such time as the claimant is released from the correctional facility.

Sec. 301.317 Medical treatment following release. Federal Prison Industries, Inc., may not pay the cost of medical, hospital treatment, or any other related expense incurred after release from confinement unless such cost is authorized by the Claims Examiner in advance, or the Claims Examiner determines that circumstances warrant the waiver of this requirement. Generally, the payment of such costs is limited to impairment evaluations, or treatments intended to reduce the degree of physical impairment, conducted at the direction of the Claims Examiner. The amount of a payment for medical treatment is limited to reasonable expenses incurred, such as those amounts authorized under the applicable fee

schedule established pursuant to 42 U.S.C. 1395w-4 for the Department of Health and Human Services Medicare program.

Sec. 301.318 Civilian compensation laws distinguished. The Inmate Accident Compensation system is not obligated to comply with the provisions of any other system of worker's compensation except where stated in this part. Awards made under the provisions of the Inmate Accident Compensation procedure differ from awards made under civilian workmen's compensation laws in that hospitalization is usually completed prior to the inmate's release from the institution and, except for a three-day waiting period, the inmate receives wages while absent from work. Other factors necessarily must be considered that do not enter into the administration of civilian workmen's compensation laws. As in the case of federal employees who allege they have sustained work-related injuries, the burden of proof lies with the claimant to establish that the claimed impairment is causally related to the claimant's work assignment. Sec. 301.319 Exclusiveness of remedy. Inmates who are subject to the provisions of these Inmate Accident Compensation regulations are barred from recovery under the Federal Tort Claims Act (28 U.S.C. 2671 et seq.). Recovery under the Inmate Accident Compensation procedure was declared by the U.S. Supreme Court to be the exclusive remedy in the case of work-related injury. U.S. v. Demko, 385 U.S. 149 (1966).

Despite a well-managed and progressive safety program it is not possible to prevent every accident and injury sustained by an inmate worker. The above information contains the authority and procedures for reporting work related accidents, for preparation of claims, and for payment of compensation to inmates who have sustained impairment as a result of a work assignment in Federal Prison Industries, Inc., or an institutional work assignment.

FEDERAL CORRECTIONAL INSTITUTION  
WASECA, MINNESOTA

INMATE MAIL

Your correct mailing address is listed below. It is your responsibility to inform your correspondents of it. If your incoming general correspondence is not properly addressed after a 30 day period, it will be returned to sender as undeliverable. Your committed name, register number, post office box, city, state, and zip code must be placed in the upper left return address portion of the envelope. If you fail to place the correct identification in the return address, your mail will be opened in an attempt to determine the sender. If the sender cannot be identified from either the envelope or its contents, the correspondence will be annotated as to the circumstances and filed for two years. After two years it will be destroyed.

Jane Doe  
123 Any Street  
All town, MN 55000

YOUR COMMITTED NAME & REGISTER NUMBER  
FEDERAL CORRECTIONAL INSTITUTION-WASECA  
P.O. BOX 1731  
WASECA, MN 56093

Special Mail Notice

To the Inmate:

It is suggested you provide this instruction for special mail privileges to your attorney(s) who is representing you, at the earliest, when you write to or visit with your attorney.

To the Attorney:

The Bureau of Prison Program Statement on Correspondence provides the opportunity for an attorney who is representing an inmate to request that attorney-client correspondence be opened only in the presence of the inmate. For this to occur, Bureau policy requires that you adequately identify yourself as an attorney on the envelope and that the front of the envelope be marked "Special Mail-Open Only in the Presence of the Inmate" or with similar language clearly indicating that your correspondence qualifies as special mail and that you are requesting that this correspondence be opened only in the presence of the inmate. Provided the correspondence has this marking, Bureau staff will open the mail only in the inmate's presence for inspection for physical contraband and the qualification of any enclosure as special mail. The correspondence will not be read or copied if these procedures are followed. If your correspondence does not contain the required identification that you are an attorney, a statement that your correspondence qualifies as special mail, and a request that the correspondence be opened only in the presence of the inmate, staff may treat the mail as general correspondence and may open, inspect, and read the mail.

## UNIT RULES AND REGULATIONS

Updated: April 2011

All unit regulations are intended to insure the orderly running of the unit. Each inmate is expected to do her part in complying with the rules and guidelines as outlined below:

**1. Personal Conduct:** Inmates are restricted from hand holding, embracing, kissing, the placement of arms around shoulders or waist or other forms of physical contact. Occasionally, a brief embrace of friendship may be appropriate.

**2. Rooms:** Rooms will be ready for inspection each morning at 7:40 a.m., Monday through Friday. This includes the floors being swept and mopped. Exceptions to this rule are those inmates who are on a medical convalescence.

a. Beds will be made with 6 inch collars and hospital corners. The bed is to be made by 7:40 a.m. each morning, Monday through Friday. On weekends and holidays, the bed is to be made once the individual is up for the day. Inmates on scheduled days off may sleep on top of the properly made bed.

At no time are inmates allowed to sit/lay on a bed assigned to another.

b. Nothing will be hung, pasted, taped, etc. to walls. The exterior of inmate personal property lockers are also to be free of any postings. No rugs, blankets, or towels are to be placed on the floor.

c. Lockers, shelves, and desk tops will be clean and orderly. Chairs will not contain any markings, nicknames, or symbols on them other than the bed number assignment.

d. Windows, screens, and ledges must be kept clean. No items are to be passed through opened windows, or stored outside the windows. The window shades will be pulled up the window halfway during the day time. The lights will be turned off when the room is unoccupied. All windows will be no more than halfway open while the room is unoccupied. Energy conservation is mandatory.

e. Trash cans are to be emptied daily and kept clean. No paper or plastic bags are to be used as liners in trash cans.

f. Nothing will be hung, pasted, taped, or tied to bedposts, including any article of clothing. A second blanket may be neatly folded and placed at the foot of the bed. No makeshift clotheslines are allowed.

g. Quiet hours will begin promptly at 10:00 p.m. and conclude at 6:00 a.m. On Friday, Saturday, and holidays, quiet hours will begin at 12:01 a.m., and conclude at 7:00 a.m. The ceiling lights in the rooms will be turned off during these hours. There is no congregating in the bathroom area after lights out.

h. Room inspections will be conducted during normal duty hours by staff to ensure the highest possible sanitation levels are maintained.

i. No game playing in the rooms will be allowed after the 10:00 p.m.

j. The room layout is permanent and will not be rearranged by inmates.

k. Inmates will store all property in their assigned locker.

The only exceptions are as follows:

One laundry bag on side of locker or on assigned hook

Soiled towel on assigned hook

Three sets of pressed inmate uniforms on side of locker or assigned hook

Five books on assigned shelf

Shoes under bed

Legal material in assigned legal boxes

Winter coat on assigned hook or head of bed

No cardboard will be allowed for inmate retention

Coolers and water jugs may be neatly stored beside the lockers

Fans may be neatly stored on or near the beds

Excess property will be confiscated and disposed of in accordance with established Federal Bureau of Prisons policy. No additional hooks may be installed or existing hooks moved without approval of the Unit Manager.

3. **Smoking:** The use of all tobacco products is prohibited per I.S. 1640.04a.

4. **Visiting:** There is no inter-room visiting. The only person(s) authorized to be in the room, are the inmates assigned to that room. Visiting in other units is not authorized.

5. **Lockers:** One metal type storage locker is authorized per inmate. No items are to be placed in vacant lockers. Any items found in vacant locker(s) will be considered contraband and confiscated. No extra shelves or locker buddies are allowed inside the lockers.

6. **Boxes:** No wooden or cardboard boxes are authorized or permitted in the rooms for storage purposes.

7. **Room Changes:** All room/bed changes will be requested via Copout to the Unit Correctional Counselor.

8. **Inmate Mail:** Inmate mail-call will be conducted by the Unit Officer once the 4:00 p.m. count has cleared.

9. **Unit Showers/ Toilets:** At no time should more than one inmate occupy a shower and/or toilet stall. The unit showers are closed from 7:30 a.m. through 9:00 a.m. for cleaning. The showers are also closed from 10:00 p.m. through 5:00 a.m. Every inmate is required to pick up after herself. During normal work hours, inmates will be allowed to shower anytime for religious or documented medical reasons.

10. Unit Bulletin Boards: Items of interest are placed on the unit bulletin boards on a regular basis. It is the inmates responsibility to check the bulletin boards daily. This will ensure inmate awareness of policy revisions, callouts, work assignment changes, unit and institution activities, etc.

11. Unit Dress Code: Inmate clothing at all times must conceal the buttocks, midsection and the breasts. All inmates assigned to work details will wear issued uniforms between the hours of 7:30 a.m. and 4:00 p.m. Monday through Friday. Green shirts must be tucked in. A brown t-shirt must be worn under the green shirt or jumper. Inmates in off duty status may wear athletic clothing or casual clothing such as sweat pants, t-shirts, or shorts in the housing units, in recreation areas and enroute between the two. Upon departure from your room and/or shower area you must, at a minimum, be wearing pants/shorts and a shirt. Tied bathrobes with undergarments is acceptable to and from the shower area only. Inmates may remove their bras only while in their rooms prior to bedtime and must sleep in their nightshirts.

12. Musical Instruments: No musical instruments will be stored in the housing unit. The only exception being the harmonica. All musical instruments will be played outside the housing unit, within the designated areas. Presently, these areas include the chapel and the recreation music room.

13. Hobby Craft Items: Unit based hobby craft is suspended until further notice. Recreation is expanding craft programming so that it can be completed in the recreation building.

14. Unit Television Viewing: The television rooms may be utilized during the scheduled daily open periods. The unit television rooms will be secured at 11:30 p.m., Sunday through Thursday, and reopened after the 5:00 a.m. count has cleared. On Friday, Saturday, and holidays, the television rooms will be secured at 2:00 a.m. and reopened after the 5:00 a.m. count has been cleared. If the Unit Manager determines that the television room(s) are not being used appropriately, he/she may close the room(s) completely.

15. Fire Alarm/Evacuation: Fire evacuation routes are posted in English/Spanish throughout the unit. Under no circumstances will inmates be permitted to remain in the unit during a fire alarm activation. The unit officer and any available staff will assist in unit evacuation. All inmates will follow staff instructions without hesitation.

16. Severe Weather Procedures: In the event of a tornado warning, inmates are to assemble in the Unit hallways in a seated position and await staff instructions.

17. Recreation: The Recreation Department will periodically offer scheduled tournaments, movies, events, games, etc., within the unit. Board games and cards are available for check out with the unit officer.

18: Inmate Telephone Usage: It is not acceptable for inmates to use the telephone to engage in criminal activity. Telephones will be monitored and consequences will be initiated when unlawful activity is discovered.

19. Unit Recreation: Absolutely no exercising of any type will be allowed in the units.

## IMMEDIATE FAMILY VISITING REQUEST

List all requested information of immediate family members you wish to have added to your approved visiting list. Immediate family members are defined as: **(Mother, Father, Brothers, Sisters, Spouse and Children)**

Return this completed request to your assigned Counselor who will verify your relationship with the requested visitors prior to placing them on your approved list. You will be advised when your approved visiting list has been established. It is your responsibility to notify family members not to visit until they are authorized.

INMATE NAME \_\_\_\_\_

REGISTER NUMBER \_\_\_\_\_

Name			Name
Relation			Relation
Birth Date			Birth Date
Race			Race
Phone			Phone
Address			Address
City/State/Zip			City/State/Zip

Name			Name
Relation			Relation
Birth Date			Birth Date
Race			Race
Phone			Phone
Address			Address
City/State/Zip			City/State/Zip

Name			Name
Relation			Relation
Birth Date			Birth Date
Race			Race
Phone			Phone
Address			Address
City/State/Zip			City/State/Zip



## INMATE STYLING SALONS

1. Images Salon is by appointment only with an inmate stylist. (no self service)  
The Styling Corner is for self service styling only. (curling/flat irons, braiding, etc.)  
Hours:  
Images Salon is open 7:40 a.m. until 8:00 p.m. daily  
The Styling Corner is open 6:00 a.m. until 8:00 p.m. daily  
Both salons are open during the lunch period.  
Both salons are closed during all counts.
2. Equipment will not be removed from the salon for any purpose. All equipment will be cleaned and sanitized per the manufacturers instructions. All equipment will be used in the manner for which it was designed. Unauthorized use of equipment will result in the inmate's permanent removal of using the salons and/or the removal of the equipment; thereby affecting the entire inmate population.
3. The maximum rated capacity of 12 inmates in the Images Salon and 12 inmates in the Styling Corner will be enforced. Inmates without an appointment/assignment to this area or recognized as "hanging out" may face disciplinary action.
4. Stylists are responsible for keeping the salon and their assigned kits orderly and clean. Inmates using the self service salon are responsible for cleaning up after themselves before leaving the salon.
5. There will be no eating or drinking in the salons. Minimal personal items are allowed.
6. No lettering or designs will be shaved into an inmate's hair.
7. Inmates requesting their hair to be dyed by a stylist, may bring their purchased dye to the Images Salon. All dye is to be used per the approved institution hair dye procedures.
8. Horseplay will result in permanent removal from the salon for each person involved.
9. Inmates certified or experienced in working in a salon should submit a cop-out to the Captain.

## PICNIC TABLE AREA RULES AND REGULATIONS

1. This area is considered an extension of Recreation.
2. The dress code for recreation will be enforced in the picnic table area
3. Monday-Friday, 7:30 a.m.-4:00 p.m., a Recreation pass is required to use this area. Weekends and Holidays, a pass is not required.
4. No food is allowed in this area, beverages are allowed.
5. This area may be used for socializing, working on approved hobby crafts, playing cards, etc. There will be no sunbathing or sports in this area.
6. If you stop in this area during moves, it is your responsibility to get to your intended destination by the end of the move.
7. There will be no wandering from this area. If you are on a Recreation pass for the picnic table area, you are required to remain there until the next move.