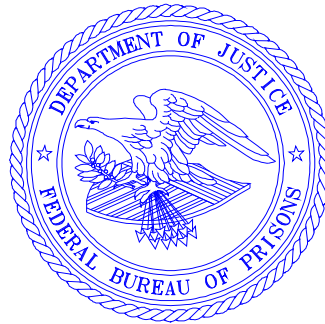


**ADMISSION
AND
ORIENTATION
INMATE HANDBOOK**



**UNITED STATES PENITENTIARY
MARION, ILLINOIS**

REVISED: OCTOBER 2010

STAFF DIRECTORY

Central Office:

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Regional Office:

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USP Marion Executive & Administrative Staff:

L. J. W. Hollingsworth	Warden
J. Parent	Associate Warden Operations
S. Julian	Associate Warden Programs
J. Baney	Executive Assistant / Camp Administrator
Vacant	Superintendent of Industries
L. Peck	Business Office
M. Edge	Case Management Coordinator
L. Ormandy	Captain
R. Roloff	Chaplain
J. Bagwell	Computer Services Manager
E. Clancy	Education Supervisor
D. Bradford	Recreation Supervisor
B. Davis	Facilities Manager
J. Irvin	Food Service Administrator.
M. Chastain	Health Services Administrator
C. Cullum	Employee Services Manager
M. Winn	Trust Fund Supervisor
P. Pepper	Legal - Attorney Advisor (Region)
M. Patterson	Chief Psychologist
R. Corbit	Safety Manager
R. Bryson	Unit Manager
T. Chamness	Camp Unit Manager
P. Kelly	Unit Manager
Vacant	UNICOR Factory Manager

If listed staff have changed since the printing of this Admission and Orientation Handbook, changes will be addressed at the Institution Admissions & Orientation Program.

INTRODUCTION

The United States Penitentiary at Marion, Illinois, is a 900-bed medium security facility with an adjacent 250-bed satellite minimum security facility . Both facilities house adult male offenders.

The purpose of this handbook is to provide newly arrived inmates with general information regarding rules and regulations, inmate programs and services. Additional information will be made available during the Institution Admission and Orientation Program. The material in this handbook will assist inmates in understanding what they will encounter when they enter prison and assist them in their initial adjustment to institution life.

The Warden is the final authority on all matters within the institution. His decisions are based upon policies established by the Federal Bureau of Prisons. While the Warden is responsible for the operation of the institution, certain duties and responsibilities are delegated to other staff. The Warden encourages open communication between staff and inmates. Inmates will find various executive and managerial staff visiting housing, work and leisure areas to promote communication. Appropriate channels should be exhausted before requesting assistance from the Warden. If after having spoken with each member in the chain of command, your problem has not been solved, you may send an Inmate Request to Staff Member form, briefly describing your request to the Warden. Requests to staff members shall ordinarily be answered within five working days.

Orientation: Inmates are given a social and medical screening at the time of arrival and may also be screened by mental health staff. Inmates are immediately provided, via the A&O booklet, a copy of the inmates' rights and responsibilities and a list of prohibited acts. Inmates should review the A&O handbook upon their arrival. Inmates who have trouble reading may bring the A&O handbook to unit staff in order to ensure they are familiar with the information.

There are two components of the Admission & Orientation Program. The first component is unit orientation which begins immediately when an inmate is assigned to a unit. The officer in the unit will provide a safety orientation and unit security overview no later than by the end of the day (lights out). Unit Team staff will interview each newly assigned inmate within seven calendar days of arrival.

The second component is the Institution Admission & Orientation Program. Within the first four weeks of an inmate's arrival at USP Marion, he will be scheduled for Institution A&O via callout. This program provides information from various departmental staff concerning programs, services, policies, and procedures at USP Marion. It is possible some program assignments occur before completion of the Institution A&O Program (e.g., formal work assignments once medically cleared).

USP Marion is organized under the Unit Management system. A unit is a self-contained inmate living area which includes both housing sections and office space for the unit staff. Each unit is ordinarily staffed by a Unit Team directly responsible for those inmates living in the unit.

There are two Unit Teams: East Corridor and North Corridor. **The East Corridor Unit Team is responsible for B, C, D, L, N. Units B, C, D are single cells with L & N two or three man cells. The North Corridor Unit Team has E, F, G, X, Y Units. Units E, F, G are single cells with X & Y two or three man cells.** Each Unit Team has a Unit Manager, three Case Managers, three Counselors and two Unit Secretaries. Normally, the Unit Manager, Case Manager, Counselor, and Education Advisor will conduct the Inmate Program Reviews (Team). Staff from Psychology Services, Unit Officers, Unit Secretaries and other staff are welcome to attend whenever possible.

Inmates are assigned to a specific Unit Team caseload (Case Manager, Counselor, and Unit Secretary). Ordinarily, the resolution of issues is appropriately initiated at the Unit Team level. Unit Team members often resolve the issue(s). If not, they direct an inmate to the appropriate staff or suggest constructive means by which to resolve the issue(s). Unit Team staff are at the institution on weekdays and weekends from **7:00 a.m. to 5:00 p.m.** Specific Unit Team staff have late shifts and are available from 4:00 p.m. - 9:00 p.m. on week days. A schedule of unit staff hours is posted on the unit bulletin board. Most unit staff have an open-door policy and are accessible during their duty hours. Some unit staff have posted open house hours, during which they are accessible.

GENERAL FUNCTIONS OF UNIT STAFF

Unit Manager: The Unit Manager provides direction to and supervision of Unit Team staff. The Unit Manager plans and monitors unit based and other program activities. The Unit Manager is a liaison with other departments and staff concerning unit operations and needs. The Unit Manager serves as Chairman of Inmate Program Reviews (Team) and the Unit Discipline Committee (UDC). The Unit Manager is a reviewing authority of Unit Team decisions, actions and recommendations.

Case Manager: Case Managers are responsible for casework services; which includes preparation of Inmate Program Review (Team)/classification material; Progress Reports, transfer and Residential Reentry Center (RRC or halfway house) referrals, correspondence and release paperwork. They submit release plans to U.S. Probation Offices. They directly monitor attempts and efforts by inmates in meeting recommended and/or mandatory program goals; which includes the Inmate Financial Responsibility Program (IFRP) and Release Preparation Program (RPP). They serve as UDC members. They are accessible to inmates and counsel and advise inmates on various issues.

Counselor: Counselors are primary and essential staff contacts for inmates with questions, issues, concerns or problems. Counselors make good faith efforts in resolving such matters. They are highly accessible and visible. They counsel and advise inmates on an individual basis and conduct counseling groups. They prepare and submit visiting and telephone lists. Counselors are responsible for sanitation and quarters inspections. They monitor bed assignments. Counselors serve as UDC members.

Unit Secretary: Unit Secretaries perform clerical and administrative duties and play an important role in unit activities. They make all travel arrangements prior to an inmate's release and are a contact person for questions regarding the status of release paperwork.

Unit Officer: Unit Officers have direct responsibility for the day-to-day supervision of inmates and the enforcement of rules and regulations in the unit. They oversee the daily operational routine of the unit. They ensure safety, security, and sanitation standards are met. They have direct and open access to inmates and inmate activities. Unit officers are supervised by the Captain (via Lieutenant) and Unit Manager.

CLASSIFICATION AND THE UNIT TEAM

Initial Classification: Newly arriving inmates are scheduled to have an Initial Classification (inmates who are new commitments) or Inmate Program Review (inmates transferring from another institution) within 28 days of arrival. The purpose of these initial reviews is to ensure an inmate is appropriately classified and to identify program needs and recommend programs in which to participate and complete. Attendance at these reviews is mandatory. Failure to attend may result in disciplinary action. Inmates are responsible for checking the daily callouts posted on the bulletin boards to see when they are scheduled for these reviews.

Inmate Program Reviews: Subsequent to a newly arriving inmate's first Program Review, follow-up Program Reviews will occur at least every 180 days or for inmates within 12 months of release, at least every 90 days. The purpose of these subsequent reviews is to assess the nature of an inmate's adjustment (e.g., work reports, quarters reports, interpersonal interactions, conduct), and to gauge and monitor an inmate's progress toward meeting recommended program goals established at previous reviews. These reviews also provide an opportunity to discuss classification matters (e.g., security and custody scoring) or make requests (e.g., transfer). Attendance at these reviews is required and failure to attend may result in disciplinary action. Inmates are responsible for checking the daily callouts posted on the bulletin boards to see when they are scheduled for these reviews. Program Reviews are prepared and scheduled by the Case Manager and is attended by at least the Case Manager, Unit Manager and Counselor.

*Note: The term "Team" is often used in place of Program Review. They mean the same thing.

Special Program Reviews: Inmates may request a Special Program Review before a regularly scheduled Inmate Program Review through the Unit Manager. The request will be assessed (e.g., urgency, being a Unit Team issue) and, if warranted, the requested Program Review will be scheduled. The Unit Team may also schedule a Special Program Review.

OTHER UNIT TEAM MATTERS

Transfers: Every new commitment to USP Marion will be evaluated by his Unit Team regarding his suitability for this institution. If for some reason the inmate is deemed inappropriate for this institution, his case will be referred for transfer to the Designations Center in Grand Prairie, Texas. This includes disciplinary and administrative transfers.

Release Planning: Inmates being released with federal supervision to follow (i.e., Supervised Release, Parole) must submit release plans for review and approval by the U.S. Probation Office. Release plans have two primary components: residence and employment. These plans must be submitted 90-days prior to a release date and are ordinarily submitted well before the 90-day period. Inmates with Federal supervision to follow must release to their sentencing district. If an inmate wants to release to an area other than the sentencing district, the Unit Team must submit a request (relocation) on behalf of the inmate for review and approval to the responsible U.S. Probation Office in the proposed area of release. This request essentially entails sound release plans (i.e., residence and employment).

Parole Hearings: Case Managers are responsible for completing required paperwork and scheduling those inmates who are serving paroleable sentences and who are entitled parole hearings. Case Managers will normally attend such hearings with the inmate to ensure the U.S. Parole Commission Examiner has needed information and to facilitate the hearing process.

Residential Reentry Centers (RRC): The purpose of Residential Reentry Center (RRC) placement is to provide an opportunity to establish/solidify sound release plans (i.e., residence and employment) prior to release to the community and to allow a readjustment to community life prior to release. Consideration and referral for RRC placement should occur well before a release date. It is noted this institution is in the Seventh Judicial Circuit and RRC placement occurs at the ten percent date or 180-day date, whichever is less. Inmates who have successfully completed RDAP are eligible for a 180-day placement regardless of their ten percent date. It is also noted, while in a RRC, inmates are required to pay subsistence to help defray the cost of their confinement. The inmates's payment rate during RRC residence is 25 percent of the inmates's income.

Release Preparation Program (RPP): The Release Preparation Program (RPP) is designed to assist inmates in preparing for release. Inmates will be given aid in developing plans for their personal lives and future employment. The program offers classes and informational seminars concerning the personal, social, and legal responsibilities of civilian life. RPP activities should begin in earnest 30-months prior to release and include seminars with outside resources (e.g., U.S. Probation Officers, Residential Reentry Center staff, employment services staff, employers). There is also a Unit Pre-Release function, which entails the Case Manager discussing various areas of release preparation (e.g., RRC placement, detainers, release clothing, Special Conditions of Supervised Release).

Administrative Remedy Procedures: In order to initiate the formal complaint procedure, an inmate must attempt to informally resolve the issue with his Counselor via an Informal Resolution form (BP-8). If the BP-8 process does not resolve the issue, a Request for Administrative Remedy (BP-9) can be obtained from the Counselor. The deadline for completion of the informal resolution and submission of a BP-9 is 20 calendar days following the date on which the complaint occurred. The attempt at informal resolution (BP-8) must be attached when filing a BP-9 (other than a Unit Discipline Committee appeal). The BP-9 must be delivered by a Unit Team staff member and cannot be sent via institution mail. Once appropriately filed and receipted, a response is due within 20 calendar days. If the inmate is not satisfied with a BP-9 response, a Regional Administrative Remedy Appeal (BP-10), with copies of the BP-9 filings, may be submitted to the North Central Regional Office via outgoing mail. Upon receipt of the BP-10, a response is due within 30 calendar days. If the inmate is not satisfied with a BP-10 response, a Central Office Administrative Remedy (BP-11), with copies of the BP-9 and BP-10 filings, may be submitted to the Central Office via outgoing mail. Upon receipt of the BP-11, a response is due within 40 calendar days. Extensions on time limits for responses can be made. Appropriate forms and mailing addresses can be obtained from the Counselor.

Inmate Financial Responsibility Program (IFRP): The Inmate Financial Responsibility Program was implemented to facilitate and encourage sentenced inmates to meet their court-ordered financial obligations. The most common of these obligations include Special Assessments, Fines and Restitution. These obligations and payment schedules are normally stipulated in the Judgement and Commitment Order. This is the primary document Unit Team staff research concerning IFRP.

Each inmate with a financial obligation, regardless of the extent of resources, should develop a financial plan with members of the Unit Team. This will occur at Initial Classification or the first Program Review. The Case Manager is the primary Unit Team staff member monitoring IFRP and their inmates' participation/status in IFRP. A financial plan normally involves payments from the inmate's trust fund account. There are also provisions for a single outside payment when the payment will complete an inmate's obligation. Ordinarily, contracts will not be set up for repetitive outside payments.

When an inmate has the resources to do so, it is intended that full payment will be made as expeditiously as possible. Minimum payments are defined as \$25 every quarter (March, June, September and December). However, inmates must make payments commensurate with their resources. Inmates with considerable resources are ordinarily required to make larger and/or more frequent payments. This can include monthly payments. There is a formula described below which gives some guidelines concerning the amount of money (resources) and IFRP payments commensurate with that amount.

In determining resources, assets and financial conditions described in an inmate's Presentence Report are considered. However, the most-used and basic gauge of an inmate's resources is his institution trust fund account. The Unit Team reviews each inmate's trust fund (T/F) account balance and activity on a regular basis (ordinarily at Program Reviews).

At each Program Review, when reviewing the inmate's financial plan, the Unit Team must:

- determine the total funds deposited into the inmate's trust fund account for the previous six months;
- subtract the IFRP payments made by the inmate during the previous six months; and
- subtract \$450 (i.e., \$75 x 6 months, ITS exclusion).

Any money remaining after the above computation may be considered for IFRP payments, regardless of whether the money is in the inmate's trust fund or phone credit account. All monies above that computation, may be used to adjust the inmate's IFRP payment plan.

Cost of Incarceration Fee: In 1992, Congress enacted Public Law 102-395, requiring the Attorney General to establish policy procedures to collect fees for incarceration costs for inmates convicted in United States District Courts and committed to the custody of the Attorney General on or after January 1, 1995, in order to be subject to this policy. If ordered, unit staff will rely on information contained in the Pre-sentence Report and findings of the sentencing court in order to determine the extent of an inmate's assets, liabilities, and dependents, when establishing a fee.

VCCLEA & Sex Offender Notifications: Notifications concerning an inmate's release to outside criminal justice and/or law enforcement agencies are required for certain offenses. These include crimes of violence, Federal drug trafficking crimes and sex offenses. The majority of these offenses are specifically defined in policy and/or based on policy guidelines. An inmate is informed by Unit Team staff in writing when a current or past offense qualifies his case for such notification.

Telephone and Visiting Lists: Inmates will utilize TRULICS for processing additions/deletions to approved telephone lists via the contact form. Inmates located in the SHU or on restricted access will submit a Contact List form to their Unit Team (normally the Counselor). Counselor's are similarly responsible for additions/deletions to approved visiting lists. Disapprovals concerning telephone or visiting lists are subject to administrative review and are appealable via the Administrative Remedy process.

Unmonitored Attorneys Calls: Inmate-attorney calls should be allowed only when an inmate demonstrates that communication with the attorney by other means is not adequate. For example, when the inmate or attorney can demonstrate an imminent court deadline. Requests for unmonitored calls are normally directed to the Counselor. Once approved, the call should be at the inmate's expense.

Consular Visits: Upon request, Unit Team staff can assist inmates who are foreign nationals in locating the address of the nearest or requested consulate office of their country. Additionally, the Warden must permit a consular representative to visit on matters of legitimate business. The Warden may not withhold this privilege even though the inmate is in disciplinary status. The requirement for the existence of an established relationship prior to confinement does not apply to consular visitors. Such visiting requests are normally handled by the Unit Team in conjunction with administrative staff. It is also noted requests for telephone calls to a consular office should be directed to the Unit Team.

Withdrawal of Inmate Funds: Inmates will prepare the BP-199 via the use of TRULICS and forward it to the Unit Counselors who is primarily responsible for processing requests. These forms are signed in the presence of the Counselor or Unit Staff member. Withdrawals under \$250 are approved by the Unit Manager. Withdrawals of \$250 or more are approved by the Associate Warden of Programs.

Approval for Additional Postage Purchases: An inmate may be authorized to purchase (per commissary visit) and/or possess postage in excess of 60 postage stamps (of the denomination for first class, domestic, one ounce mailing), or the equivalent, only upon approval of the Associate Warden or a person of equivalent level. Requests of this nature should be directed to the Unit Manager.

Postage for Indigent Inmates: An inmate who has neither funds nor sufficient postage, and upon verification of this status by staff, may be provided five first class stamps a month for social mailings and up to five first class stamps per week for legal mailings. For postage purposes, an indigent inmate is defined as an inmate who has insufficient funds to purchase one first class stamp. A request for indigent postage will be reviewed and approved by the Unit Manager. The inmate must sign for any postage provided by staff.

Correspondence Between Confined Inmates: An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted only if the inmates have an immediate family relationship or the inmates are co-defendants in current legal action. Immediate family is strictly defined as parents, siblings, spouse and/or children. Such correspondence may always be inspected and read by staff at the sending and the receiving institution (it may not be sealed by the inmate). The Unit Managers at both federal institutions must approve the correspondence. If a state institution is involved, the Chief Executive Officer (e.g., Warden) at each respective facility must approve. Failure to obtain prior approval may lead to disciplinary action, such as mail restriction.

Central File Review: An inmate may request to review his Inmate Central File by submitting an Inmate Request to Staff Member form (copout) to his assigned Counselor. The Counselor will schedule such review when practicable and within a reasonable time frame. Such review also pertains to upcoming parole hearings. All file reviews must be done under constant and direct staff supervision.

Notary Services: Under the Provisions of 18 USC 4004, Unit Team members are authorized to affirm documents. However, current law allows 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 affirmation. In these cases, it will be necessary to contact your Team Counselor for notary services.

Marriages: If an inmate wishes to be married while incarcerated, he may submit an Inmate Request to Staff Member form (copout) to his Unit Team (i.e., Case Manager). All expenses of the marriage will be paid by the inmate. Government funds may not be used for marriage expenses.

DAILY INMATE LIFE GENERAL POPULATION

Wake-up: General wake-up for all inmates is 6:00 a.m. UNICOR work call is at 7:15 a.m. General work call is at 7:30 a.m. It is the inmate's responsibility to report for work.

ALL INMATES ARE TO BE CONSIDERATE OF INDIVIDUALS WORKING SWING-SHIFTS OR HAVE DAYS OFF BY KEEPING NOISE LEVELS IN THE HOUSING UNITS TO A MINIMUM. THIS POLICY WILL BE STRICTLY ENFORCED.

Work Assignments: Inmates medically able to work, will be given a work assignment. Work assignments and job changes are essentially administrative in nature. Job changes are also an available disciplinary sanction. Ordinarily, newly arriving inmates will be assigned to the least preferred job details or details where there is an institutional need. Subsequent job changes are dependent on several factors (e.g., institution needs, adjustment needs, nature of work reports/effort on current assignment, level of work skills, disciplinary sanction).

Program Assignments: Similar to work assignments, inmates may have formal program assignments (e.g., GED, VT) and/or on callout for formal programs/activities. Inmates are responsible to be at these assignments/callouts on time.

Routine Activities: There are various routine institutional activities which include mainline, commissary, sick call, laundry, visiting, mail room, religious services. These activities have listed schedules either in this handbook or posted in the respective departmental areas.

Leisure Time: Inmates are encouraged to make constructive use of leisure time; especially in recreation or evening educational program activities. Leisure time also affords inmates an opportunity to utilize the law library, general library or other resources in the education department or religious services. There are unit activities involving television viewing, table games or authorized hobby-craft activities. Inmates are not permitted to exercise in the housing units for health and sanitation reasons.

Lockdown (Lights Out): Ordinarily, all inmates are secured in their quarters for the 10:00 p.m. count, and remain in this status until 6:00 a.m. Lockdown will be at 12:00 a.m. Fridays, Saturdays and days preceding federal holidays.

COMMUNICATION

Unit Team staff are accessible during their work hours via an open-door or with open house hours. Inmates are encouraged to approach staff when faced with questions, problems, concerns or issues. Unit Team staff are knowledgeable of policy and procedures and have sound experience in dealing with inmate matters. They can ordinarily resolve matters of concern or direct an inmate to appropriate staff or toward constructive ways to resolve such matters.

The Inmate Request to Staff Member form (copout), is used to make a written request to a staff member. These forms are readily available in the unit. Any type of request can be made with this form. Staff members who receive copouts will ordinarily respond within a reasonable time frame. Responses are generally written and may be returned to you in person or via institution mail.

Inmates should check the unit bulletin boards on a daily basis. Unit staff utilize the bulletin boards to disseminate important information (e.g., notifications, callouts, procedural and/or policy changes, legal mail lists, assignments and assignment changes).

Town Hall Meetings are utilized to communicate urgent issues and/or to communicate changes in policies or procedures. These meetings are held periodically as needed. After staff present the agenda of a Town Hall Meeting, inmates are encouraged to ask pertinent questions of the staff and any guest speakers. These questions should pertain to the presented subject or other general matters and should not concern personal questions or issues. Personal questions or issues are appropriately directed to Unit Team members during the regular working hours.

Callouts are a scheduling system for appointments (e.g., medical, education, Team and other activities). Callouts are posted each weekday on the unit bulletin board. It is the inmate's responsibility to check for appointments on a daily basis. All scheduled appointments are to be kept. An inmate who misses a callout is subject to disciplinary action. This callout sheet is also referred to as a change sheet because it also has assignment changes (e.g., work assignment changes). It should be a daily habit to check the callout/change sheet after it is posted in the afternoon. This will help ensure one from missing appointments and assignments which can result in an adverse action (incident report).

Boundaries: Inmates should never approach the perimeter fence area. There are "Out of Bounds" signs posted in the outside areas (e.g., recreation). Inmates are not allowed in units other than the unit they are assigned, unless authorized (e.g., work pass).

Emergencies: All inmates must face the nearest wall when staff respond to emergencies (e.g., fights, assaults). If this is not feasible in the yard area, then inmates must lay on the ground. Responding staff will order inmates to comply with these procedures. Inmates will be subject to disciplinary action if non-compliant to these general orders/procedures.

UNIT RULES & REGULATIONS

Each unit bulletin board has unit rules and regulations posted and specified in detailed fashion. It is your responsibility to read the unit rules and regulations as they pertain to your unit operations and sanitation standards. Unit rules and regulations are intended to ensure the orderly running of the housing unit and are only minimal guidelines. Notification of any revision of the rules and regulations will be made via postings on the unit bulletin board and/or Town Hall meetings. The below are general in nature.

Announcements: The Public Address System will be used to announce controlled moves, work call, counts, meal times and other important messages.

Personal Hygiene Supplies: At the time of admission, each inmate may be issued soap, toothpaste, toothbrush, comb, razors, etc. When these articles are exhausted, they may be purchased by the inmate from the institution commissary, or re-issued from unit staff.

Conduct: Each inmate in the unit is expected to maintain himself in an orderly fashion. Inmates are expected to abide by the policies and procedures of the unit. Our common goal is to create an environment in the unit of mutual respect and concern.

Loitering: Inmates may stand on the ranges and flats in front of their respective rooms for brief periods of time. However, there will be no individual loitering or gathering of groups of inmates on the tiers at any time.

Horseplay: Horseplay too often results in injury. Horseplay will not be tolerated in the unit. Any activity of this nature is prohibited and will result in disciplinary action.

Exercising: For health and sanitation reason inmates will not exercise in the housing units

Contraband: In the unit, regular, non-scheduled searches for contraband will be made in individual rooms and other areas of the unit. If an officer or staff member suspects an inmate of carrying and/or concealing contraband, a thorough personal search may be conducted. Any item not purchased in the commissary, not officially issued, not specifically authorized by proper authority and not on an inmate's property inventory record, or not used for the purpose for which it was issued, is considered contraband and will be confiscated. Inmates are also mutually responsible for any contraband located in the common areas of their assigned room. Violators may be subject to disciplinary action.

Inspections: All inmates are required to make their beds, clean their rooms, empty their trash containers and turn off their lights prior to leaving for work, on a daily basis. Daily inspections will be made by unit staff for cleanliness and sanitation.

Unit Mail Procedures: Mail call is held Monday through Friday immediately following the 4:00 p.m. count. You must be present to receive your mail. Mail leaving the institution must be placed in the unit mail box unsealed and will be picked up daily by a staff member. Mail leaving the institution must be completed with a return address to include your name and register number. **All out going mail must use a pre printed label through the TRULINCS system. Labels will be printed on the TRULINCS printers. No typed or altered labels are permitted. No labels may be received from outside sources.** Legal and special mail will ordinarily be delivered by a Unit Team member. Out going special mail (i.e., attorney, federal courts, probation officers, etc.) may be sealed, and delivered by the inmate to the Mail Room during Open House hours.

Earphones / Radios: Earphones will be utilized when playing radios at all times. Radios may be played on the recreation yard, walkways during off duty hours, and in individual inmate cells. Alteration of a radio is not permitted and will be confiscated as contraband. Radios may not be taken to the work detail.

Intra-Unit Visiting: You are permitted to visit other inmates within your assigned housing unit. Inmates are strictly prohibited from entering other housing units to visit other inmates.

Laundry Room: The laundry machines in the unit are for washing clothing only. Large items such as blankets and coats are to be exchanged at the institution laundry. Laundry left unattended will be confiscated. Laundry room hours are from 6:00 a.m. to 9:45 p.m. daily. Sitting on top of the machines or tables is strictly prohibited. Laundry facilities may be off limits for an indeterminate amount of time if contraband is found in this area.

Fire Safety/Emergency Exit: You must familiarize yourself with the emergency exit signs throughout your unit. Under no circumstances will hallways, doorways, exits or entrances be blocked. Fire Drills will be conducted on a quarterly basis at a minimum. Should you be instructed to vacate the housing unit, you are to exit as safely and quickly as possible through the unit entrance or emergency exit doors. Appropriate disciplinary actions will be taken for those refusing to comply with the instructions of staff members.

Ice Machine: This area must be kept clean at all times. Water drainage lines must remain unclogged and it will not be used to dispose of food items. The ice machine is off limits at 9:45 p.m. nightly. The ice machine may be turned off for an indeterminate amount of time if contraband is found in this area.

Telephones: Inmate telephones are subject to monitoring with regard to institutional security. Telephones are provided for long distance collect calls and are located on each range in the housing units. Only inmates assigned to a particular unit may use the telephone in that unit. No third party calls **or** international collect calls are permitted. Each individual is solely responsible for his behavior while using the telephone. Threats, extortion, etc., may result in disciplinary action/prosecution for violation of regulating telephone usage.

TRULINCS - Public Messaging: Inmate authorized computer terminals within each housing unit are subject to monitoring with regard to institutional security. Public message terminals are provided for sending and receiving electronic messages between approved contacts. Only inmates assigned to a particular unit may use the terminals in that unit. Each individual is solely responsible for his behavior while using the terminals. Threats, extortion, etc., may result in disciplinary action/prosecution for violation of regulating terminal usage. The hours of operation are from 6:00 a.m. until 9:30 p.m. daily

Television Hours: Unit televisions may be turned on at 6:00 a.m. daily. Televisions may remain on until 12:00 a.m., with inmates secured in their assigned cells provided acceptable noise levels are maintained. During final playoffs of major sporting events televisions will remain on until the completion. Disruptive conduct, poor sanitation, and excessive noise in the common area may result in restricted viewing privileges. Chairs will not be leaned against the walls. You shall not place your feet or shoes against the walls.

The plastic chairs are not to be left unattended in the common area. Floor ranges are to remain free from obstacles at all times. Under no circumstances will TV's be rotated from their original direction without the expressed approval of unit staff. Quiet time is defined as a period between **10:00 p.m.- 6:00 a.m.** On Fridays, Saturdays and holidays viewing hours are extended to 12:00 a.m. **Inmates will be secured in their cells prior to the 12:00 a.m. count.**

Visits: Visits are extremely important to inmates and visitors. It is your responsibility to ensure that all necessary application forms are forwarded to each visitor. When sending out the application form be sure to fill out the inmate portion before mailing. Immediate family members are ordinarily approved for the first thirty days after your arrival. It is your responsibility to notify prospective visitors of their approval or denial.

Special Visits for Family Emergencies: A request a special visit should be written and fully explained on an Inmate Request to Staff Member form (copout) and submitted to your assigned Counselor. You should allow reasonable time for the review of your request. Special Visits are visits that occur outside of regular visiting hours due to family emergencies. The requested visitors must be on your approved visiting list.

Showers: Showers are located in each housing unit. Each individual has the responsibility to assist in maintaining this area by leaving the area neat and clean after use. Robes are permitted to and from the showers. Showers will terminate at least fifteen minutes prior to an official count and will terminate at 9:30 p.m., nightly. During the regular work week all showers with the exception of one on each range will be off limits during the hours of 6:30 a.m. to 9:30 a.m. and 6:30 p.m. to 9:30 p.m.. to assist with unit sanitation and energy conservation. Individuals are expected to cooperate with the unit orderlies as not to interfere with the general unit sanitation efforts.

UNIT SANITATION PROCEDURES AND STANDARDS

Sanitation supplies are available daily. You are expected to sign out/return all containers and/or unused materials. Storage of sanitation materials in the individual rooms is strictly prohibited.

During the periods of 7:30 a.m. to 10:30 a.m. and 12:00 p.m. to 1:30 p.m., all sanitation equipment (buffers, mops, and mop buckets, etc.) will be reserved for the unit orderlies. The preferred time to address room sanitation is in the evening hours. The exception to this rule will be based on availability of equipment and with the approval of unit staff and those individuals who are correcting room deficiencies.

Individual Cells: You must maintain your assigned room in order to present an overall appearance that is clean, neat and orderly. Failure to achieve acceptable sanitation standards will result in disciplinary actions. All rooms will remain uniform in appearance. There will be no changes in the physical structure or design. Inmates failing room inspections will be returned for immediate corrective actions. Repeated failure will result in disciplinary action. Linens are not to be used as floor mats, locker tops or curtains, etc.

Bedding: All bedding will be exchanged frequently to maintain good sanitation and hygiene. Blankets are to be exchanged at the institution laundry only. Sheets may be exchanged in the institution laundry or may be washed in the unit washing machines. Blankets and coats are NOT authorized to be washed in the unit washers or dried in the unit dryers.

Beds will be tightly made, wrinkle free, and neat with sheets folded approximately 16" from the head (military style). The extra blanket will be neatly folded and placed at the foot of the bed. During the normal work week, Monday through Friday, **all beds will be made and inspection ready by 7:30 a.m.** Individuals assigned a medical lay-in are excluded from this rule. Individuals on a day off may lay on top of a made bed as long as the room is inspection ready. On weekends and holidays, beds will be made prior to leaving the room.

During the normal work week, items (clothing, recreation equipment, books, and writing materials, etc.) are not to be placed on top of the bed when not in use. These items are to be stored in the locker. Shoes that are not stored in the locker will be placed under the bed (L, N, X & Y) or by the bed (B,C,D,E,F, & I) in a straight line.

Commissary: Commissary items will be neatly stored in your assigned locker ONLY. Under no circumstances are commissary items to be stored on the floor or under the bed. Items not contained in their original container are considered contraband and will be confiscated. Original containers are to be disposed of when empty and will not be used for other purposes.

Common Area Tables: Users of this area are expected to clean-up after themselves. Trash will be disposed of in the proper receptacles and tables and floors cleaned if warranted.

Cell Doors/Windows: Entrance into the room will remain free from obstruction. No items will be affixed to the door. The inside and outside of the door will remain free from dust, dirt, and grime. The window area, if applicable, will also be cleaned as needed. No items are allowed to be stored on window sills or on the cell bars.

Floors: Floors are to be free of dust and dirt. Daily sweeping and mopping is required to maintain a clean surface.

Mirror/Shelf: Mirrors will be cleaned daily. Daily hygiene items may be stored on the shelf.

Walls: The walls of the room are to be kept clean, scuff and stain free. No items will be placed, taped, or otherwise affixed to any wall surface. Light and electrical fixtures will be cleaned as needed. Clothing will not be hung blocking or impairing the vision of the officer during counts. Air vents shall not be blocked or the air flow deflected in any manner. Air vents must be kept clean/dusted.

CORRECTIONAL SERVICES

Accountability: The primary mission at USP Marion is to provide a safe and secure environment for inmates under the care and custody of the BOP while allowing the individual to retain his right to humane treatment. The Correctional Services Department is responsible for the day-to-day orderly running of the institution. There are numerous correctional policies and procedures implemented to ensure that the institution is a safe place for inmates and staff. The following rules and procedures are continuously in effect and daily compliance with these rules is essential.

Count Procedures: Count procedures are in place to ensure that all inmates are accounted for during the course of a day. There are five official counts:

12:00 a.m.
3:00 a.m.
5:00 a.m.
4:00 p.m. (stand up count, you must be standing)
10:00 p.m.
10:00 a.m. (only on weekends and holidays-stand up count)

It is **your** responsibility to be ready for count. The officer in your area will announce "COUNT." At this time you must follow the rules below:

1. STOP what you are doing and go to your assigned cell.
2. SILENCE must be observed during count.
3. REMAIN in your area until the officer has announced that the count is clear.
4. During stand up counts, you must stand.

Should you delay or disrupt the count, you will be subject to disciplinary action. Delays in the count will also delay your return to normal activities and meals. The quicker the count is complete, the quicker you can return to your normal activity. During a regular count, except for the first evening count and day watch weekend count, if you are asleep, staff will not wake you; however, policy requires that they must see skin. Therefore, to avoid disruptions to your sleep, make sure that you expose some portion of your body's skin surface for identification during count. Staff will wake you for a stand up count.

Searches: Searches (shakedowns) are a very important procedure in a correctional environment. As an inmate at USP Marion, you are subject to searches. Staff may conduct a visual search of your person or area. Staff will frequently conduct pat searches of your person. You may be asked to remove your clothing for a visual search. Ordinarily, a visual search will be conducted in a private area. Common areas and your cell will be searched frequently. During searches, staff will not abuse or damage your property. You are not authorized to remain in the area during a cell search. You will be held responsible for any contraband found in your area or on your person.

Inmate Dress Code and Grooming: All inmates are expected to maintain appropriate appearance and good personal hygiene. All haircuts will be modest in nature. Showering facilities are provided to ensure personal hygiene/grooming requirements are met. During the regular work week all showers with the exception of one on each range will be off limits during the hours of 6:30 a.m. to 9:30 a.m. and 6:30 p.m. to 9:30 p.m.. to assist with unit sanitation and energy conservation unless the showers are closed by the Unit Correctional Officers for sanitation.

- (i) Inmates will be in proper inmate uniforms (**shirts tucked in**) when departing the housing units, and on work sites. **Gray personnel T-shirts are not to be worn as an outer garment for work details.** Shirts may be untucked when in your assigned housing unit or in an authorized recreation area. Non compliance could result in disciplinary action.
- (ii) Inmates may wear a gray sweatshirt or long sleeve undershirt underneath the issued shirt, in all areas within the institution. Sweatshirts may not be the outer garment in non-recreational/housing unit areas during regular work hours. When an inmate is traveling directly to/from the recreation areas from their unit, he may wear leisure clothing.
- (iii) Inmates may not be barefoot. Shoes will be worn upon exiting the inmate's cell. Safety shoes must be worn by inmates on their work sites, including orderlies. Issued shoes or sneakers must be worn when participating in a recreation activity, i.e., basketball, volleyball, handball, aerobics, and when using exercise equipment.
- (iv) All head gear, with the exception of authorized/approved religious head gear, will not be worn inside of buildings. All head gear will be worn in a proper fashion (i.e., hats with bills will be worn facing forward).
- (v) All clothing, including commissary clothing, will be in good condition, and will not have tears or cuts in them. Clothing that has more than one patch is considered unserviceable, and it will be treated as contraband. Altered clothing will be considered unserviceable, and will be treated as contraband.
- (vi) The only clothing allowed into the visiting room will be government issued. All pants will be intact and no holes in the pockets, and are not to be rolled or cuffed. Appropriate government-issued footwear, or tennis shoes may be worn in the Visiting Room. All clothing worn in the Visiting Room will be clean, neat and properly fitting. Pants with pleats or sewn creases are considered altered, and will be confiscated.
- (vii) Pants will be worn at the hip level or above. The pants will not be gathered at the waist, bloused or rolled at the ankle, tucked into the boots, nor will the hem be folded or ironed into a cuff. Underwear may not show above the waist of the pants. Underwear may not be worn as an outer garment in any area of the institution; except in the shower area, and in the inmate's personal cell/bed area.

Barber Shop: Haircuts and hair care are authorized in the barber shop only. You are expected to keep your hair neat and clean. You may not wear an artificial hairpiece. Mustaches and beards are permitted. No marking, emblems, or insignias are to be cut into the hair. The Barber Shop is located in the East Corridor. The Barber Shop is not a hang out, and no grouping will be permitted in this area. The Barber Shop is a first come first serve operation. There will be a sign-in sheet. The Barber Shop will be monitored and supervised by the East Corridor Officer. Movements to and from the Barber Shop will coincide with controlled 10-minute movement. Operating hours are subject to change and will be posted in that event.

SPECIAL HOUSING UNIT (SHU) PROCEDURES

The following rules and regulations will be adhered to at all times. Any violation of these rules will result in an incident report and could extend your time in the Special Housing Unit (SHU).

Visual Search/Metal Detector: All inmates will be visually searched, searched via metal detector (hand-held), and subject to urinalysis and Alco-Sensor testing upon entering the Special Housing Unit.

Unit/Cell Sanitation: All cells in SHU will be maintained at the highest level of sanitation at all times. All beds will be made daily between the hours of 7:30 a.m. until 4:00 p.m. on weekdays and 9:00 a.m. until 4:00 p.m. on weekends and holidays. All cells will be maintained and clean on a daily basis.

NOTE: Damaging or altering institution clothing or bedding will not be tolerated and disciplinary action and restitution measures will be enforced.

Cells: Cells in SHU will be searched periodically. Each inmate will sign a cell conditions form upon entering the Special Housing Unit. Inmates are to remain quiet with no yelling or kicking/hitting cell doors. All cells must pass inspection prior to any inmates being released from SHU.

Cell Rotation: All inmates in SHU will be rotated at least every 14 days to a different cell. Each cell will be inspected for sanitation/damage. **NOTE: Damaging or altering inmate living quarters in entirety will not be tolerated, and disciplinary action and restitution measures will be enforced.**

Laundry and Sanitation Supplies: All laundry and sanitation supplies in SHU will be issued in accordance with the established schedule. The laundry schedule for SHU must be followed without exception. Laundry issuance will take place on the **evening watch shift ONLY**.

Inmates are not authorized to alter or damage institution issued clothing items. Therefore, staff will not accept for exchange any altered or damaged item. You will be held accountable for all damaged property. The following day, the day watch SHU Lieutenant will ensure the altered item and all of the inmate's personal items are removed from the cell. The inmate is to be left with only the standard issue of bedding, institution-issued clothing items, approved hygiene items, and legal instruments and materials. This will ensure a thorough check of the inmate's cell for additional altered and damaged items can be conducted.

Hygiene Items in SHU: Basic hygiene items will be provided once per week.

Haircuts in SHU: An inmate barber will be assigned by the Segregation Lieutenant. The inmate barber will be provided by the USP barber detail. Haircuts will be performed on Saturdays.

Food: Feeding in SHU will be rotated among ranges weekly. Food trays will be returned after every meal.

Other than approved commissary items, **no food items** will be permitted to be retained in the cells. This includes condiments. Food not consumed during the authorized meal periods must be disposed of properly at the time food trays are collected.

NOTE: Staff will inspect cells during rounds and order inmates to comply with sanitation standards. **Failure to comply will result in disciplinary action.**

Commissary: Inmates in SHU will be allowed to purchase a **very restricted amount** of authorized commissary items from the commissary list once a week, ordinarily on Friday. Order forms will be passed out and collected from all inmates desiring to make commissary purchases **on evening watch either Sunday / Monday to be processed by the SHU Supervisor. Delivery will occur on Friday.**

Telephone Privileges: Inmates in SHU will be allowed one 15-minute ITS social phone call within the first 30 days after admission and one 15-minute ITS social phone call every 30 days thereafter by submitting an Inmate Request to Staff Member to the SHU Officer. Inmates will submit an Inmate Request to Staff Member to request a legal phone call. The Unit Team is responsible for making all non-monitored and non-recorded calls. **All telephones are subject to monitoring.**

VISITING INFORMATION

Directions to USP Marion

USP Marion is located approximately nine miles south of the city of Marion. From Interstate 57 take Illinois 148 to Grange Hall Road. Turn left onto Grassy Road, turn right on Prison Road. Transportation to the institution can be arranged through local cab companies to include Marion Cab Company at (618) 993-8181 and Red Top Cab Company at (618) 997-1098. Greyhound Bus Lines travels to Marion and is located at Motel Marion, 2100 W. Main Street, and can be contacted at (618) 993-2101.

The privileges of visiting are an integral part of an individual's treatment program at this institution. Our objective is to help individuals become socially secure, economically productive and law abiding. We encourage individuals confined here to maintain contact with their families, relatives and friends to ensure the above objectives. Visiting lists are not automatically generated. Inmates must submit visiting lists to their assigned Counselor. In cases where the Visitor Information form (BP-629) is required, the inmate is responsible for mailing it to the prospective visitor. It is also the inmate's responsibility to notify the visitor when they are approved for visiting privileges. **Each inmate will receive 12 points per month for visiting. Each inmate will be charged one (1) point per weekday visit and two (2) points per weekend day or holiday visit.**

Ordinarily, all members of the immediate family, including parents, sisters, brothers, wife and children, will be placed on the approved visiting list provided they are listed in the Pre-sentence Report. Any individual not listed in the Pre-sentence Report will have a background check completed prior to approval by the Unit Team. All visitors are required to dress and conduct themselves within the limits of good taste. Any clothing that could be perceived as offensive to other visitors will not be permitted. Bureaus of Prisons' staff have the right to deny a visit based upon inappropriate attire. Attorneys must make arrangements for visits in advance with the institution's Legal Department. Attorney visits will be given visual supervision which will not interfere with the confidentiality afforded attorneys.

All visitors, regardless of age must be on the approved visiting list. Children under 16 years of age must be accompanied by an adult who is also on the approved visiting list. Packages or gifts of any kind are not permitted. No written messages may be exchanged during the visit.

Visitors are allowed to purchase various items from our vending machines which are located in the visiting room. **Vending machines are used at the individuals own risk.** All authorized items entering the visiting room must be carried in a clear plastic container/bag.

Each adult visitor will be required to sign an information form indicating his or her name, relationship to the inmate, complete address, and inmate being visited, acknowledging his or her awareness and understanding of possible penalties for violation of visiting regulations and/or the introduction of contraband. Title 18 U.S.C. Section 1791 and 3571 provides that any attempt to bring unauthorized items into or onto the grounds of any federal institution is punishable by imprisonment of up to 20 years and/or a fine up to \$250,000.00.

Hours of Visiting: Visiting hours are 5:00 p.m. to 9:00 p.m. on Fridays, and 8:00 a.m. to 3:00 p.m. on Saturday, Sunday and federal holidays. An unlimited amount of visiting time is granted; however, only five adult visitors are allowed to visit at one time. Once your visitors leave the visiting room, the visit is terminated. All children age 16 and younger must be accompanied by an adult. You are responsible for the supervision of children. An embrace and kiss within the bounds of good taste and propriety is permitted at the beginning and end of the visit. Any excessive display of affection between inmate and visitor which may tend to embarrass other visitors will not be permitted and could result in termination of the visit.

Visiting Approved Dress Code: Visitors are expected to be appropriately dressed when visiting inmates. All visitors are required to wear footwear. All visitors must be properly dressed when coming to visit at the institution. Visitors will not be allowed to wear see-through clothing, halter tops, tank tops, spandex pants or tops, sun dresses or strapless dresses. Skirts or dresses with splits must come to the top of the knee. Shorts may be worn by visitors if they are knee length or do not come more than three inches above the knee. Apparel of a suggestive or revealing nature will not be allowed. Provocative attire will be reason to deny a visitor entrance to the visiting room. The Operations Lieutenant and/or Duty Officer will make the decision concerning denial or termination of inmate visitors and notify the visitor if the visit is denied or terminated.

Identification Required: All visitors must be on the inmate's approved list and must produce proper identification at the institution. Proper identification is considered a valid state or government issued photo identification only. Persons arriving without such identification will not be permitted to visit. Visitors entering the institution may be subject to a search. Anyone refusing this search or refusing to sign a Title 18 statement (English or Spanish) will be refused entry into the institution. A search will be made of all carry-in items of a visitor. This visitor will be present during the time when all items are being searched. The visitor may be required to be checked with a hand-held metal detector and the ION Spectrometry Device. The Visiting Room Officer will not store any items for visitors or inmates.

Section 1001, Title 18, U.S. Criminal Code states, "the penalty for making a false statement is a fine of not more than \$250,000.00 or imprisonment of not more than five years, or both." Furthermore, Section 1791, Title 18, U.S. Criminal Code, provides a penalty of up to twenty years in prison for any person who introduces, or attempts to introduce, into or upon the grounds of any penal or correctional institution, or take or attempts to take, or send therefore, anything whatsoever, without the knowledge and consent of the Warden.

Visiting Room Overcrowding: If the designated visiting areas become overcrowded, factors such as the distance a visitor has traveled, frequency of visits, relationship of visitors to inmate and frequency of visits received by the inmate will be considered when determining who will be allowed to visit. The #1 visiting room officer, in coordination with the operations lieutenant, will have discretion in matters concerning who may visit if overcrowding occurs.

Special Rules for Children: Adult visitors are responsible for the conduct of children under their supervision. Inmates and visitors will be responsible for keeping their children quiet so they do not disrupt

others. No toys will be allowed to be brought inside the institution.

Items Authorized: A small, see-through coin purse is preferred with proper ID and sufficient money for the vending machines. Paper currency is **NOT** authorized. Coins may be brought into the visiting room by visitors. The total amount of money allowed to be brought into the visiting room is \$20.

Visitors are not to bring food, packages, or articles of clothing to give to an inmate. Visitors are not allowed to bring in food items to be consumed by themselves to include gum, candy, and breath mints. Refreshments may be obtained from the vending machines available in the Visiting Room. Only the amount of food necessary for an infant will be permitted for the infant's consumption during visiting hours. No cigarettes, cigars, lighters, matches, or other related items will be allowed into the Visiting Room.

IT IS ILLEGAL FOR ANY PERSON TO INTRODUCE OR ATTEMPT TO INTRODUCE ITEMS OF CONTRABAND ONTO THE GROUNDS OF ANY FEDERAL CORRECTIONAL INSTITUTION.

FOOD SERVICE

Food Service is to provide all persons confined in federal prisons with meals which are nutritionally adequate, properly prepared and attractively served.

USP Marion operates a serving line dining hall. Meals are served cafeteria style. Inmates called to the dining hall are expected to go to the rear of the line and wait his turn. "Jumping in Line" is a discourteous practice and will not be tolerated. At no time will any type of food be taken out of Food Service with the exception of one piece of whole fruit when served on the serving line. At no time will an inmate be permitted to eat from behind the line. Due to the large population and limited time allowed for feeding, inmates are encouraged to complete the meal within 20 minutes and leave the dining area as the tables and seats are needed for others.

Your unit officer or detail supervisor will notify you when to come to Mainline according to the time schedules listed below:

Weekday Dining Room Schedule:

BREAKFAST	6:00 a.m. - 7:00 a.m. (times approximate)
LUNCH	10:30 a.m. - 11:45 a.m.(times approximate)
DINNER	After Count for approximately one hour after

Weekend & Holiday Dining Room Schedule:

COFFEE HOUR	After Count for approximately one hour
BRUNCH	After Count for approximately one hour
DINNER	After Count for approximately one hour

Books, reading material, personal cups and commissary items are not to be brought into the dining room. Portioned food items will be served on the supervised serving line. Hot bars and cold bars provide self-selection in the dining room. Exchanging food items from one person to another is not permitted on the serving line. Nutritional information cards are posted on the serving line.

Line cuts are not allowed and individuals who double back through the serving line will receive an incident report.

Please be considerate to others in keeping your table and floor areas clean while eating. Return your trays, dishes and flatware to the tray windows at the rear of the dining room when you are finished eating. Loitering is not permitted in the dining room.

As with any food service establishment, we require trained, quality workers to perform our function. A variety of work shifts are available. Please feel free to contact the Food Service staff for openings. All positions require a designated work uniform along with appropriate safety and sanitation gear. Pay is always a critical topic for any job and we have a wide range of pay positions. All paying positions fall within the Inmate Performance Pay policy and are assigned according to the job function performed. Inmates must have a medical clearance to work in Food Service.

Inmates housed in the Special Housing Unit also receive a balanced nutrition diet. Inmates in the Special Housing Unit receive the same diet as inmates in the general population.

Dress Code for Dining Hall: Inmates are required to wear shoes and socks in dining room. Hats/Caps are not to be worn in the dining room (Authorized only by Religious Services). Shirts must be tucked in

trousers or shorts. No shorts will be worn in the dining room with the exception of weekends, holidays, and evening meals.

PSYCHOLOGY

Psychology Programs:

Psychology Services provides counseling and a variety of programs to assist inmates who have mental health issues. You will be asked to complete a Psychology Services Intake Questionnaire form which addresses your mental health treatment history and any current problems you may be experiencing. This information is used by Psychology Staff to ensure you receive appropriate programming. Psychology Services assesses, treats and monitors inmates with mental health problems, and provides crisis counseling, drug abuse treatment, suicide prevention, and sex offender management programming

Psychology staff respect the privacy of inmates who disclose personal information. Ordinarily, what you tell a psychologist in session remains private, with the following exceptions: 1) Intake Screening Summaries are placed in the central file, 2) Perceived intention to harm yourself or another person or a perceived threat to the security or orderly running of the institution will result in the necessary action to prevent the threat, 4) State law requires release of information regarding child abuse, 5) Records that are requested by subpoena or court order will be released, 6) Psychology records will be used to construct a defense if you file suit, 7) Competency assessments are not confidential. Also, reports are sometimes requested by another department or agency (e.g., Parole Board); you will be notified when such a report is prepared and sent, 8) For routine progress review, correctional counseling, and release preparation, your unit team may request information or recommendations, 9) Health Services may request information to assist with your healthcare 10) If you are reviewed under the Adam Walsh Child Protection and Safety Act, all records will be released.

Most Psychology Services programs are voluntary, with the exception of the Drug Education Program. An inmate may either volunteer for, or be recommended to participate in, the Drug Education Program. The Drug Education Program will be recommended by the unit team, if an inmate has been sentenced or returned to custody as a violator after September 30, 1991; and it is determined that:

1. There is evidence that alcohol or other drug use contributed to the commission of the instant offense.
2. Alcohol or other drug use was a reason for violation either of supervised release (including probation/parole) or BOP community status (Residential Re-entry Center placement) for which the inmate is now incarcerated.
3. The inmate was recommended for drug programming during incarceration by the sentencing judge.
4. There is evidence of a history of alcohol or other drug use. For example, your history of alcohol and /or drug use within the past five years is emphasized in the PSR.

Psychology services offers a non-residential drug abuse program, a non-residential sex offender program, anger management, communication skills, criminal thinking, rational behavior therapy, values clarification and various other groups to assist with your adjustment to the compound or transition to the community. Psychology services also offers individual and group counseling for the mentally ill.

Inmates may be placed on a Sexual Offender Correctional Management Plan (CMP) if the inmate has engaged in sexually inappropriate behavior, during his incarceration. The (CMP) will be developed to assist you in managing your sexual behavior problem. If you have a history of sexually inappropriate behaviors, charges or convictions, an assessment of risk will be conducted prior to your release from prison. Depending on your level of risk, the Psychology staff may prepare a discharge report that will be included in your halfway house packet and forwarded to your parole/probation officer regarding the intensity of recommended community supervision and monitoring. Recommendations made will be closely tied to your level of risk. The extent to which you comply with your CMP will affect the contents of your discharge report. Specifically, failure to comply with this plan will likely increase your risk level and result in recommendations for more restrictive community supervision.

Psychology Services is strongly committed to the deterrence and prevention of suicide. At times, inmates experience extreme depression and hopelessness, particularly if they are newly incarcerated, serving long sentences, or experiencing relationship problems. If you begin to consider suicide, it is important that you seek assistance immediately. Staff are trained to monitor inmates for signs of suicide risk and to intervene.

If you notice another inmate, showing signs of depression, please report it. Depression is seen as sadness, tearfulness, lack of enjoyment in usual activities, staying away from others, refusing phone calls

and/or visits, feeling worthless, being hard on oneself, hopelessness, giving away possessions, and statements like “there is nothing to live for.” Your input can save a life!

The Psychology Department is located in the north corridor between L Unit and N Unit. A psychologist is available daily at mainline, or by submitting an Inmate Request to Staff Member form. In cases of an emergency, a psychologist is available 24 hours per day.

Sexual Assault

While you are incarcerated, **no one has the right to pressure you to engage in sexual acts**. You do not have to tolerate 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.

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

- Rape
- Sexual Assault with an Object
- Sexual Fondling
- Sexual Misconduct by staff

Additionally, according to Bureau policy, the following behaviors are acts prohibited by the inmate code of conduct:

- 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

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.

It is important to understand that sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts and/or 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 sexual assaulted by another inmate or staff member will NOT be prosecuted or disciplined for reporting the assault. However, inmates who knowingly file false reports will face disciplinary measures.

There are strategies you can use to protect yourself and others from sexually abusive behavior. These strategies include:

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

your safety, report your concerns to staff.

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.

If you become a victim of sexually abusive behavior, immediately report the incident to a staff member. Staff 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. 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.

Once the sexually abusive behavior is reported, the Bureau 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.

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

Anyone who sexually abuses/assaults others while in the custody of the Bureau 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 also be referred to Psychology Services for an assessment of risk, treatment, and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be affected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

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, counselor, chaplain, psychologist, work supervisor, your unit officer, an SIS officer, the Warden or any other staff member you trust.

Bureau staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis. Any discussions with appropriate officials are directly related to the victim's welfare or law enforcement and investigative purposes.

There are other means to confidentially report sexually abusive behavior if you are not comfortable talking with staff. You can:

- Write directly to the Warden, Regional Director or Director. You can send the Warden an Inmate Request to Staff Member (a "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 management 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

This address and more detailed information about Sexually Abusive Behavior Prevention and Intervention are contained in your brochure.

RELIGIOUS SERVICES

Participation in religious programs is voluntary. There are regular organized religious services in most major faiths. The schedule of regular religious activities and Chaplains' duty hours is posted on bulletin boards in the chapel and the units. Approved volunteers and contract clergy will assist the Chaplains. For further information refer to the Institution Supplement entitled, Religious Beliefs & Practices of Committed Offenders. The Chaplain is available to assist inmates in counseling and addressing their spiritual needs.

There are a variety of faith groups represented in the Chapel program such as Protestant, Catholic, Jewish, Muslim, Nation of Islam, Moorish Science Temple, Jehovah's Witnesses and Native American. A copy of the Religious Services Schedule is available for inmates in the Chapel. Each individual is responsible for his involvement in religious programming, to understand what programs are in place, decide which religious preference he wishes to worship, submission to the Chaplain a cop-out for participation in holy days or work proscriptions, and liturgical meals.

If your religion is not represented on the institution schedule and you want an accommodation, please contact a chaplain. The chaplain will provide the appropriate assistance.

All religious books and articles, soft or hard bound, must come directly from the publisher, book club, or from a bookstore. Personal religious items may be purchased by a Special Purchase Order once a quarter. Headwear will be available through the commissary. Other religious articles, such as, videotapes, cassette tapes, and religious books are available in the Chapel for your use.

FINANCIAL MANAGEMENT

The Trust Fund Supervisor is responsible for the overall operation of the laundry, inmate accounts, warehouse, inmate telephone system, and commissary. This department does have limited jobs available for inmates. Any inmate interested in a position in the laundry, commissary, or warehouse should submit a request to this department for job consideration.

TRUST FUND OPERATIONS

Commissary Sales will be conducted Monday - Thursday, after count clears, until 8:30 p.m. or last call.

The sales unit will be closed on weekends and all federal holidays. The sales unit is closed the last week of each quarter for inventory purposes. Sales are limited to one sale per night, per inmate. For further information refer to the Institution Supplement entitled, Trust Fund Operations.

You must have an approved Commissary list for items when you enter the sales unit. No substitutions or additions will be made at the sales window.

Shopping day will be determined by the inmate's current housing unit: Monday B, C, and D units; Tuesday E, F, and I, units; Wednesday X and Y units; Thursday L and N units and Friday, Special Housing Unit. Over the counter (OTC) medications will be sold on a daily basis during the noon meal.

The spending limit is \$290.00 per month. Validation will occur according to the fifth digit of their register number. The date you re-validate will be your fifth digit multiplied by three and adding one, i.e., if your register number is 12345-678, you will re-validate on the 16th of each month. The price list is also an order form. No order changes will be processed once your list has been submitted. Prices are subject to change without notice. Items are sold as is, with no warranty implied.

No returns will be accepted after leaving the sales area. Any complaint you may have about your purchase must be settled before you leave the sales window. All sales are final. Inmates must have a valid Commissary Card to shop. If you do not have a card, you will not be allowed to shop.

Inmate Trust Fund Accounts: Public funds for inmates are mailed directly to Lockbox: Federal Bureau of Prisons, Inmate Name and Register Number, P.O. Box 474701, Des Moines, Iowa 50947-0001. Funds may also be sent via Western Union using the blue "Quick Select Send Form". The form must include the inmate's name and register number, for city code FBOP, and for state code DC. Western Union charges \$9.95 for this service.

U.S. Postal Money Orders are strongly urged. NO CASH WILL BE ACCEPTED. Money orders that have "Limited Recourse" or other similar disclaimers will be held for 15 calendar days, as well as personal checks. Foreign checks will be held a minimum of 30 days. Please inform persons sending you money to please print clearly. We do not have a contact telephone number for Lockbox.

Inmate Performance Pay, UNICOR, and Trust Fund Payrolls will be posted by the tenth of each month. For further information refer to the Institution Supplement entitled, Inmate Work and Performance Pay.

Questions regarding your account can be addressed by submitting an Inmate Request to Staff Member to the Office of Financial Management/Business Office, or to your Unit Counselor. For further information, refer to the Institution Supplement entitled, Trust Fund Operations.

ITS Deposits: Phone credits may be transferred from the inmate's account using the phone system after 10:00 a.m. Once transferred, these funds are immediately available for use. Telephone credits will not be credited back to an inmate's account, except when the inmate is being transferred or released.

Laundry Operations: A centralized laundry for the inmate population is provided for clothing articles. In order to use the laundry services, each inmate will put his soiled laundry into his issued laundry bag, cinch it tightly, and deliver the bag, in person (no exceptions), to the laundry according to the schedule below:

Laundry and Commissary schedules will be posted on the bulletin board in each housing unit. Schedules are subject to change. Please check your unit bulletin board for schedule changes.

Safety Shoes: Each inmate will be issued one pair of safety shoes. Inmates may request a new pair of shoes once every 24 months after the initial issue. Shoes may be replaced with good used shoes if new shoes are not available. The exchange of shoes is at the discretion of the Laundry Plant Manager.

Alterations: Inmates may request clothing exchanges by submitting an Inmate Request to a Staff Member (Copout) to the laundry describing the item requiring exchange and a reason for the request. Once laundry staff have determined the exchange is necessary, the inmate will be placed on callout so the exchange can be made. This will be completed within two working days.

Clothing Allowance: Pants - 3 each; shirts - 3 each; t-shirts - 4 each; undershorts - 4 each; belt - 1 each; socks - 4 pair; safety shoes - 1 pair; towels - 4 each; wash cloths - 2 each; sheets - 1 each; pillow case - 1 each; pillow - 1 each; coat (seasonal) - 1 each; laundry bag - 2 each; blankets - 2 each.

Responsibility: Each inmate will be responsible for each article of clothing that is issued to him. Any unauthorized alterations are prohibited and inmates may be held financially responsible for the replacement cost of all unauthorized alterations.

EDUCATION DEPARTMENT

The Education Department at USP Marion operates on the premise that all residents with the need and capability should complete the Adult Secondary Education (GED Literacy) program, as needed. Each inmate must abide by the VCCLEA / PLRA stipulations. Inmates are encouraged to complete the English as a Second Language (ESL) program as needed; complete one or more Adult Continuing Education (ACE) programs as they are made available and complete one or more Vocational Training programs as a way to earn a living once returned to the community as needed.

General Education Development (GED): This course will prepare you to take and pass the High School Equivalency Test. Many different instructional levels are offered which will allow for all types of learners.

English as a Second Language (ESL): This course is for those who have limited English proficiency.

Violent Crime Control and Law Enforcement Act (VCCLEA) and Prison Litigation Reform Act (PLRA) policies:

- a. The VCCLEA mandates that an inmate whose offense was on or after September 13, 1994, but before April 26, 1996, and who lacks a high school credential must participate and make satisfactory progress in the literacy program to vest earned Good Conduct Time (GCT).
- b. The PLRA provides that, in determining GCT award, the Bureau will consider whether an inmate, with a date of offense on or after April 26, 1996, who lacks a high school credential, participates and makes satisfactory progress toward attaining a GED credential, in order to be eligible to earn the maximum amount of GCT.
- c. Education staff will verify each inmate's GED credential or high school diploma and record progress for literacy participation and provide that information to Inmate Systems Management (ISM) staff.
- d. The mandatory enrollment period is 240 instructional hours; therefore, an inmate will not receive approval to voluntarily withdraw from the literacy program until he completes at least 240 instructional hours in the literacy program.
- e. All VCCLEA or PLRA inmates are required to participate in and make satisfactory progress toward completing the Literacy (GED Standard) program.

Adult Continuing Education: Inmates are encouraged to enroll in college correspondence courses. All courses must be approved by the Education Department and paid for by the inmate. All materials will be sent to the inmate via the Education Department. If a test proctor is required, the Education Department will provide a staff member. Classes taught by staff or inmates will be offered periodically and will be available for anyone who wishes to enroll.

Custodial Maintenance Program: This is a six-month course for beginners in the custodial maintenance field, but can also serve to upgrade the skills of experienced workers. It will be of use to those who want to work in commercial, educational, institutional and industrial settings. Successful graduates pass proficiency examinations certified through Century College.

Leisure Library: USP Marion has a limited leisure reading library containing a good selection of educational books and leisure reading materials. You are discouraged from removing most reading materials from the library due to living area sanitation conditions and to promote the availability of reading materials for everyone. If you do need to check out a book, it must be returned within one week time. You are encouraged to stop in the library and browse and to spend some quiet time studying or reading. The Library is open for your convenience during general population's open-movement hours.

Law Library: The library is open six days a week during open-movement hours. The contents of the library will assist you in your basic research and document preparation. Program Statement 1315.07 provides a list of items required to be maintained in the law library. The Electronic Law Library is available for use during operating hours. The law library also houses law books that are from donated sources and are not required by policy to be replaced when lost or destroyed.

A copy machine and type writers are available for your use while you are in the law library. Paper supplies such as carbon paper and typing paper, will be supplied.

RECREATION DEPARTMENT

The Recreation Department at USP Marion strives to provide you with a variety of satisfying and meaningful leisure experiences and skills. It is the goal of the Recreation Department to provide programs that will enable you to make constructive use of your free time and to teach new skills. Awards for leagues and holiday events will be presented in the form of candy. One bag for holiday events, two bags for major leagues such as basketball, softball etc.

Scheduled activities will include sports, athletics, arts, crafts, music and entertainment. New programs will be introduced as interest and participation warrant. Most programs and activities will be scheduled at a time when the majority of inmates are free from work assignments and are free to participate. Recreation programs and classes are voluntary. As in Education classes, the Recreation classes are taught by a certified, competent instructor with a well-defined curriculum. USP Marion is fortunate to have a wide variety of recreational facilities that include recreation yards. Some of the other equipment we offer includes billiard tables, foosball tables, table tennis and wellness equipment.

The following programs will be offered to provide a wide range of activities:

Leisure Activities: Participation in organized and informal games, sports, physical fitness, table games, hobby crafts, music program, intramural activities, cultural events, movies, talent and stage show.

Organized Activities: Organized activities are those activities accounted for by registration or roster of individual participants, and occur at a scheduled time and place.

Hobby Craft: Leather kits, wood crafts with craft sticks or craft picks, painting, and other forms consistent with institution guidelines.

In-cell Hobby Craft: Crocheting, knitting, drawing with pens and pencils, bead work and card making. No leather craft or oil painting is authorized in housing units.

Art Work: All paintings and sketches rendered in any of the usual media (oils, pastels, crayons, pencils, inks and charcoal).

Wellness Program: Inmates may enroll in any wellness program upon completion of a health assessment and a fitness screening by qualified recreation staff. If an inmate has any existing medical conditions or medical or athletic restrictions, he must be cleared by medical personnel.

A wellness reference library is available for use by all inmates. Since it is a reference library, no books or materials may be removed from Recreation under any circumstances.

Inmate Running Events: Various running events up to 6.2 miles.

Outside Entertainment: A variety of entertainment including inmate concerts and inspirational and motivational speakers, if the service is free or at a nominal cost to the institution.

Musical Instruments: Inmates may not purchase or have sent in any personal musical instruments, except for a harmonica. All other approved musical instruments will be provided by Recreation.

UNICOR

Federal Prison Industries, Inc. or UNICOR, which is its trade name, was established in 1934 by executive order and an Act of Congress. It is a wholly-owned government corporation. It is a part of the Bureau of Prisons, but is a self-sufficient operation separate from the Bureau of Prisons' budget. Federal Prison Industries was established to combat idleness in the correctional setting.

Federal Prison Industries provides employment to medically cleared inmates as well as the handicapped. It is the goal of UNICOR to improve inmate morale and confidence through unified industrial participation. UNICOR is a voluntary assignment. No one is required to work in UNICOR.

It is the policy of the Federal Prison Industries to assure the efficient utilization of inmate manpower resources by providing real life employment along with performance expectations as close to private industry standards as possible within a correctional setting.

Hiring Procedures: All inmates seeking employment in UNICOR will obtain an application from the A&O Counselor during the Unit A&O session. The completed application will be given to the UNICOR Representative during their Institution A&O presentation. Applications can also be obtained by sending an inmate request to the UNICOR Superintendent of Industries. DO NOT come to UNICOR to obtain this, ask questions or for any other reason unless you are on the callout list or have an approved pass to do so. You will be considered out of bounds otherwise.

The UNICOR Representative, upon receipt of the application will date them. The application will then be entered on one of three waiting lists according to the date received by the UNICOR Representative. The application will be kept on file until the inmate's name moves to the top of the list, at which time the inmate will be placed on callout for a job interview. Those inmates who have been transferred from another institution while employed in UNICOR will be given priority consideration for placement if their transfers were not for disciplinary reasons. These inmates will be placed on the prior UNICOR priority list.

UNICOR will also maintain an FRP waiting list. The Unit Team will verify any federal court-ordered fine or restitution over \$1000.00 or child support for an inmate requesting placement on this list. They will then notify the UNICOR Representative to place you on the FRP list. All others will be placed on the regular waiting list. The prior UNICOR and FRP list are the shortest lists and inmates on these two lists usually get into UNICOR fairly quick with the exact time depending on current turnover from things such as releases, transfers, and terminations either by the inmate's request or for other reasons.

Inmates from the prior UNICOR list will be hired first. Inmates from the FRP list will have second preference and the regular list will be used when both priority lists are exhausted. The Superintendent of Industries reserves the right to hire an inmate from any of the three lists for special skills hire. UNICOR staff will work closely with the Inmate Work Assignment Committee to ensure that placing these inmates in UNICOR will not place undo hardship on the inmate's current work assignment.

The UNICOR Representative will be responsible for placing inmates on callout for job interviews. It is the inmate's responsibility to check the callout sheet each day to see if he has a callout. If he is placed on the callout sheet and does not show up for his UNICOR callout an incident report will be written, and he will be removed from the waiting list.

An inmate whose FRP status becomes FRP Refuse is removed immediately from the UNICOR waiting list. When the inmate goes back to FRP participate status, he must resubmit an application to the UNICOR office. Any inmate placed on FRP Refusal status while working in the UNICOR will be removed from UNICOR immediately and cannot be on any waiting list for six months.

Factory Overview: USP Marion has one major UNICOR operation. We have an Electronics Cable Factory. The cable factory produces various electronic work including cables, cable assemblies, etc. Our primary customer is the Department of Defense. Cables range from simple to sophisticated: ground communication cables, guided missile components, engine and electrical system components, weapon equipment, fire control and radar equipment, vehicular components, electric power and distribution equipment. Ship board alarm and signal systems are examples of the manufacturing capabilities. Soldering training is provided for those that show an aptitude for this type of work. Experience in this department can be very helpful in obtaining employment upon release.

Factory Overview: USP Marion has one major UNICOR operation. We have an Electronics Cable Factory. The cable factory produces various electronic work including cables, cable assemblies, etc.

Other General Information: Program Statement 8120.02, Work Programs for Inmates - FPI, covers most of the national policy concerning inmate employment in UNICOR.

Support Services: In addition to the three main areas, we have several support areas that take care of the main factory area.

Warehouse: Duties include unloading of trucks, issuing material and supplies, and keeping stock records and maintenance reports. The warehouse must be kept very organized, clean, and maintained at an extremely high level of accuracy.

Packing and Shipping: Duties include packing materials according to military specifications, preparing paperwork, loading trucks, and maintaining proper storage and records for the department.

Quality: The quality department provides inspections and testing procedures to assure that products meet customer requirements. Quality has many types of work including Electronics Cable Inspectors, Receiving Inspectors, Packing and Shipping Inspectors, and several clerical positions. If you are interested in any of these positions, we offer testing to determine your skill suitability. Submit a cop out to the Quality Manager or Quality Specialists if you wish to test for any of these positions.

Business Office: The business office is responsible for all accounting, payroll and purchasing activities. However, the business office is located in FMC Lexington, Kentucky. The business office handles all Accounts Payables, Payroll for all inmate workers, Financial Closeouts, all purchasing contracts and orders, and all other Business Office functions for the different work areas.

Other General Information: Program Statement 8120.02, Work Programs for Inmates - FPI, covers most of the national policy concerning inmate employment in UNICOR.

Rules and Regulations: We have a set of rules and regulations specific to UNICOR USP Marion, which you must sign when you are hired. Because a job in UNICOR offers many more opportunities than most institution jobs, you are being prepared for the private sector workplace, and it is a highly desired job in the institution, the expectations are higher than most institution jobs. Some examples of this are that institution uniforms are required in all areas of UNICOR during normal working hours and no food items or nuisance contraband such as books, newspapers, magazines, games, etc., are to be brought into UNICOR. The only food items allowed are snacks allowed to diabetics and something to drink at break time such as coffee or tea and it must be in its original container.

Part-time Status: You are considered to be a part-time worker if your work schedules consist of less than 90% of the normal work week. This is generally for inmates on regular callouts to things such as

education classes or drug treatment classes. Certain benefits are reduced for anyone being classified as a part-time worker.

Work Day: The work day is from 7:15 a.m. until 3:15 p.m. There is 45 minutes for lunch and two 10-minute breaks. This is a 7.15 hour day, which totals 35.75 hours a week. An inmate in UNICOR work status may be on the job, on furlough, vacation, medically idle for UNICOR work-related injury, in administrative detention (30 days or less), or out on writ (30 days or less) without loss of benefits.

Industrial Pay: See bulletin board or the UNICOR Supervisor for such issues as Industrial Pay, Premium Pay, Promotions, Demotions, Overtime, Holiday Pay, Vacations, and Longevity.

SAFETY DEPARTMENT

An inmate compensation book is given to each inmate, enclosed in the book is a BP-169 which explains the basic safety rules for the BOP. Read the information sign and date the document. The book is yours to keep.

Job Orientation: Upon assignment to a job or detail each inmate will receive initial training by his supervisor concerning safe work methods and will include a demonstration of safety features and practices. Workers will be trained to recognize the hazards involved in the work place, and to understand the protective devices & clothing provided, i.e., gloves, goggles, ear protection, safety shoes, machine guards. Workers will also be trained to recognize deficiencies in their work area and to report the deficiencies to their supervisors. The supervisor will give monthly training on safety topics relevant to the work for heightened safety awareness. They should cover work being performed, machinery and tools of the specialty.

Haz-Com, and MSDS: Hazardous Materials Communication program for the Bureau of Prisons will apply to all departments using hazardous materials as part of a manufacturing process, maintenance operations, construction projects and daily operations within a department.

Every chemical being used must be properly labeled and have an MSDS (Material Safety Data Sheet). MSDS will be readily accessible to inmates when they are in their work areas. The MSDS lists information relative to the storage, use, and disposal of the material, as well as the personnel protective equipment required. Master copies of the MSDS will be kept on file in the Safety Department. Copies of MSDS are also required to be on file at any site where that particular product is in use. These MSDS are available to all staff and inmates working with or exposed to the products.

Inmate Injury: If you are injured, notify your supervisor immediately. He or she will then send you to Health Services for medical care. If you are injured and it results in more than three days lost time from work, the case will be reviewed by the Safety Manager, and the Central Safety Committee to determine if the injury is work-related. Basically, if you are injured while at an assigned work place during assigned hours and was incidental to the employment then it is a work-related incident (example: if you are injured playing basketball it is not considered work related). When an injury has been determined to be work-related, you will receive 75% of your base pay until you return to work. If your injury results in a disability (loss of an appendage) you should contact the Safety Manager at your facility 45 days prior to release. The Safety Manager will arrange for a medical analysis of your injuries to determine if the disability has stabilized (it will not get better or worse). The Safety Manager will then forward the packet to Washington, D.C., for adjudication determination of eligibility for payment. This is not based on the inmate pay scale.

Reporting Hazards: If you believe that an unsafe or unhealthful condition exists in your workplace report of the condition to your Detail Supervisor. If he or she fails to take action, then you report the condition to

the Department head. If that fails then you come report it to the Safety Manager. If an unsafe condition exists that could cause serious bodily injury, or death then you report it directly to the Safety Manager.

Bunk Ladder Safety: If you are assigned to a top bunk, ensure you utilize the ladder in a safe manner to avoid unnecessary injuries. When departing your bunk, ensure you utilize the ladder for stepping down (DO NOT JUMP OFF OF THE BUNK). If you observe physical damage to the ladder that may pose a hazard when climbing into or out of your bunk, you must notify the Housing Unit Officer in order for repairs to be effected.

Executive Order 12196: Protects you from adverse actions due to reporting a hazard. This means that if you report a hazardous condition you can't be punished. If your supervisor gives you an incident report for reporting the hazard, you need to see the Safety Manager or Associate Warden.

Fire Safety: Upon assignment to your respective housing unit, ensure you check the Fire Evacuation Plan posted. This plan will direct you to the nearest fire exit, fire alarms, extinguishers and other pertinent information.

A fire drill will be performed by a staff member at least once every three months on each shift during the year. This includes morning watch, evening watch and day watch. You are expected to follow all staff orders during these drills; these are considered direct orders and are to ensure your own safety.

Fire/Disaster Plan: The Fire/Disaster Plan ensures that all possible precautions are taken to avert a major catastrophe. All staff and inmates should be familiar with the evacuation plans and the location of fire fighting equipment.

Alarm Signal: In the event of a fire, notification will be signified by the sounding of the smoke detectors.

Route of Evacuation: The route of evacuation is depicted on posted diagrams. Ordinarily, the primary evacuation route for B, C, D, E, F, G, I, L, N, X and Y Units is through the Corridor to the Gym. A secondary exit is located in the rear of each cell house and leads directly to the yard. If this route is used, inmates will be directed through the yard to the East Corridor door and then into the gym.

Staff and Inmate Action/Notification Procedures: When a fire is discovered by staff or inmate, no matter how small or large, he should immediately report discovery to the Unit Correctional Officer. The Unit Officer will notify the Operations Lieutenant, who will in turn notify the Institution Safety Officer. The Unit Manager should be notified as soon as possible.

All staff available in the unit should take prompt action to assist in controlling or putting out the fire via use of available fire extinguishers and/or stand pipe hoses, as well as ensuring that all inmates are evacuated in a timely manner when evacuation is warranted. Total inmate evacuation of the unit should be dictated in part by the size of the fire and/or nature of disaster and the use of good common sense/judgment. Staff will continue efforts to control or extinguish the fire until relieved by the Institution Fire Detail.

FACILITIES DEPARTMENT

General Introduction: The Facilities Department at USP Marion is responsible for the day to day maintenance and operation of the institution buildings to include utilities, roads, and grounds. USP Marion offers apprenticeship programs through joint efforts with the U.S. Department of Labor and the USP Marion Education Department in various disciplines associated with the Facilities Department. The apprentice programs include Electrical, Plumbing, Heating, Ventilation, and Air-Conditioning (HVAC). The programs consist of required educational classes, as well as on-the-job training, and are designed to allow an inmate the opportunity to acquire the knowledge, skills, and work habits necessary to secure and maintain employment upon release.

Any inmate who has prior experience, licences, possesses skill/trade knowledge or simply has a desire to become familiar in a trade, should send a copout to the Facilities Department and let your Unit Team know of your desire to work in Facilities. If you have a desire to get into any of the apprenticeship programs in Facilities, let your Unit Team and the Education Department know via copout.

HEALTH SERVICES DEPARTMENT

Mission Statement: It is the mission of the Health Services Department of USP Marion, Illinois, to provide medically necessary healthcare to inmates effectively in accordance with proven standards of care without compromising public safety concerns inherent to the Bureau of Prisons' overall mission. Health care will be provided to inmates by way of Primary Care Provider Teams (PCPT), which are designed to improve the delivery of health care services by enhancing continuity of care and promoting preventive health care measures. The PCPT is designed to function in the same manner as a medical office in a community setting. Virtually all patient care provided to the inmates will be by appointment, scheduled several days to weeks in advance, through written requests from the inmate or follow-up appointments determined by the providers. Each Health Care Provider will be assigned a case load of inmates based on the inmate's register number. This care will include both acute and chronic conditions.

By using a multi-disciplinary approach, we will strive to provide high quality health care services in a cost effective manner that increases the probability of beneficial patient outcomes, while reducing the probability of adverse patient outcomes. Health care will be rendered within the constraints of custody.

1. LOCATION

The Health Services Department is located between I and G unit on the north corridor of the USP and on the northeast corner of the old dorm area at the Satellite Camp (SCP).

2. STAFFING

The Health Services staff consists of physicians, health services administration staff, mid-level practitioner(s), health information staff, nursing staff, a contract x-ray technician, pharmacist, dentist, and a dental hygienist. We also have available as consultants, physicians of various specialties, and optometrists.

3. ACCESSIBILITY TO HEALTH SERVICES ADMINISTRATIVE STAFF

A member of the Health Services Administrative Staff will stand noon mainline at the USP in the dining hall on weekdays. You may address any health care concerns you may have in writing by submitting an "Inmate Request to Staff, BP 148" (cop-out) form to the Health Services Unit.

The fastest and easiest way of addressing your health care concerns is by going to sick-call triage to obtain an appointment to come back and see the clinician in person one-on-one for an evaluation and to discuss your concerns. Copouts requesting sick call appointments will not be accepted

4. HEALTH SERVICES UNIT FUNCTIONS

The Health Services Unit is the organizational unit that provides emergency, urgent and routine ambulatory health care services.

The outpatient clinic is the service area within the Health Services Unit that provides the diagnostic and support services used by the health care providers in the provision of urgent and ambulatory care services. Included are the examination rooms, treatment rooms, dental clinic, radiology and laboratory areas, pharmacy, waiting areas, storage areas, and administrative offices.

5. MEDICAL AND DENTAL SICK-CALL SIGN-UP PROCEDURES

Inmates will be triaged in private to determine medical/dental needs. If necessary, inmates will be given an appointment slip, or placed on callout, to be seen by a clinician. If you are given an appointment or scheduled for a call-out, you are expected to show up and be on time. Failure or refusal to keep scheduled appointments may result in an incident report. It is the inmate's responsibility to present his appointment slip to his Unit Officer or Detail Supervisor. Inmates must have their Commissary ID card with them when they come to sick-call appointments.

For those inmates whose custody status precludes attendance at regular sick-call, Health Services staff shall make daily rounds in the Special Housing Unit (SHU) to deliver medication and perform triage of medical complaints. Routine requests for health care, will be handled similarly to regular clinic operations. Assignment of Primary Care Provider Teams will remain the same regardless of whether the inmate is in general population or in the SHU.

6. MEDICAL AND DENTAL SICK-CALL SIGN-UP TIMES

Medical and dental opens sick-call sign-up from 6:30 a.m. to 7:15 a.m., Monday, Tuesday, Thursday, and Friday at the USP and at 6:30 a.m. on Monday, Tuesday, Wednesday, and Friday at the SCP. General population inmates who desire to be seen at sick-call triage shall be triaged by a health care provider to assess whether an immediate or urgent need exists, or whether an appointment can be scheduled for that day or a subsequent day. Health Services staff shall exercise professional judgement to determine the day and time of a sick-call appointment. During sick-call appointments, inmates will be evaluated individually in a private examination area. Inmates must have their commissary identification card to be seen.

Inmate appointments will generally be made by placing the inmate on call-out. If the inmate is determined to be unable to report to work pending his appointment, he will be held over and evaluated by medical staff, and a determination will be made as to whether he can return to work. If the inmate cannot report to work, medical staff will inform the detail supervisor that the inmate will be given a medical idle status. An appointment pass will be given to the inmate, who will then give the pass to his Detail Supervisor or Unit Officer during an open move. Upon completion of the sick-call visit or patient encounter, the inmate is to return directly to his job assignment or housing unit, as appropriate.

If given an idle or convalescent status, Health Services staff will enter the duty status in BEMR (Bureau Electronic Medical Record) and SENTRY. The inmate will be responsible for taking one copy of the slip to the Unit Officer and Detail Supervisor.

7. EMERGENCY SICK-CALL REQUESTS

Individuals who become sick or injured after routine sick-call, on weekends, holidays, or evenings, should request their Unit Officer or Detail Supervisor to call the Health Services Department to report the sick-call emergency to the staff nurse. The staff nurse will screen the call for triage. It is the clinical staff's determination whether an inmate needs to be seen immediately or a follow up appointment may be made.

8. PHARMACY AND PRESCRIPTION PICK-UP

Pill Lines for the USP are:

6:15 a.m. to 6:45 a.m. - Insulin dependent Diabetic inmates and General population pillline inmates, routine prescriptions, and refill turn ins.

11:15 a.m. to 12:15 noon - General population inmates, routine prescriptions, and refills after a clear p.m. count - Insulin dependent Diabetic inmates, and authorized inmates.

4:10 p.m. to 4:30 p.m. (After count) - Insulin dependent Diabetic inmates only.

8:00 p.m. to 8:15 p.m.- Authorized inmates only.

A refill box is in the waiting room of the Health Services Lobby to drop off empty prescription bottles. Medications will be dispensed by prescription only at the morning and noon pill lines.

Pill Lines for the Camp are:

6:15 a.m. to 6:45 am - Insulin dependent Diabetic inmates and General population pill line inmates, routine prescriptions, and refill turn ins.

3:00 p.m. to 3:30 p.m. - Insulin dependent Diabetic inmates, General population inmates and routine prescriptions pick up.

Over-the-counter (OTC) medications may be recommended by the sick-call Triage Nurse. If you have sufficient funds in your account, you will be referred to Commissary to purchase most over-the-counter medications. Only indigent inmates will be provided OTC medications from the Pharmacy. Any inmate being evaluated for a medical problem may be given any necessary prescriptions at the time of his appointment or triage, if indicated. All inmates must show their Commissary ID card to pick up medication at the Pharmacy.

9. PHYSICAL EXAMINATIONS AND INITIAL HEALTH STATUS ASSESSMENT

Intake Screening - This will be conducted for each newly committed inmate, as well as any inmate in holdover status, upon arrival at FCI/SCP Marion. Inmates are screened for conditions such as any urgent medical, mental health care needs, restrictions on temporary work assignments, infectious disease, and lice infestation. Lice-infested inmates shall undergo appropriate delousing procedures prior to transfer to regular housing.

Complete Physical Examination - Health Services staff shall conduct a complete health status examination on each individual in custody within 14 days of admission of any sentenced designated inmate at an institution. For an inmate who has transferred from another Bureau of Prisons facility, Health Services staff will not conduct a second complete initial physical assessment, if the inmate does not present any medical problems and has already had a complete health assessment.

Periodic Health Examinations: The medical director will ensure the availability of age-specific preventive health examinations (e.g., cancer screening) for the inmate population. Patient education will be provided with individual clinical encounters.

Pre-Release Examinations: An inmate may request a pre-release physical exam, if his last physical was over a year. To request a pre-release exam, the inmate will submit a cop-out(Inmate Request to Staff, BP 148) at least 3 months prior to release date.

Diagnostic procedures will only be performed as part of a physical examination, when clinically indicated. A Tuberculosis skin test (TST) is performed within two (2) working days after arrival. The TST tests for detection of Tuberculosis is a mandatory procedure for the protection of the patient, as well as other inmates and staff.

Diagnostic procedures for other communicable diseases shall be performed at the discretion of the clinician based upon clinical or historical presentation. Any inmate who refuses such diagnostic procedures shall be segregated from the general population for an appropriate clinical period of time to be determined by the Health Services staff.

10. HEALTH PROMOTION/DISEASE PREVENTION - INMATE WELLNESS PROGRAM

All inmates are screened for chronic illnesses and high risk factors upon their arrival to this facility. Those inmates identified as having a chronic illness or at high risk for developing a serious illness will be placed on a "Chronic Clinic List." Their condition will be followed and monitored by Clinicians.

There are other various programs available to inmates through the Recreation Department. Contact the Recreation staff for more information.

Also available through the Health Services Department are several patient education videos, HIV/AIDS counseling services, and informational counseling sessions on current selected health topics and nutritional counseling.

An inmate may request a pre-release medical evaluation, if he has not received one within one year prior to his expected date of release. Release physicals should be conducted within two months prior to release.

IMMUNIZATIONS/VACCINATIONS - The Bureau of Prisons follows the recommendations of the Infectious Disease Technical Reference Manual and the Centers for Disease Control (CDC) for immunization schedules and doses. Various vaccinations against diseases are available to inmates, such as tetanus, Hepatitis B, influenza, and pneumococcal pneumonia. Vaccines and other immunizations may be given to inmates determined necessary by Health Services Staff. All inmates are tested on admission for tuberculosis, and yearly thereafter. Health Services staff shall maintain immunization records and may provide inmates with records of immunizations upon request.

11. INFECTIOUS DISEASES AND HIV (AIDS) TESTING POLICIES

HIV testing is available to all inmates who request a test to be done. It will be limited to one test per twelve month period. However, HIV tests are required in certain circumstances as follows:

- (a) After examination by clinical staff, who have ordered testing based on their medical judgement due to certain related medical conditions.
- (b) Those inmates selected as part of the Bureau's annual random HIV sampling survey are required to have the HIV test.
- (c) Following an exposure incident. Exposure means specific eye, mouth, or other mucus membrane, non-intact skin or contact with blood or other body fluids.

You will be placed on call-out to review and discuss any significantly abnormal test results.

SEXUALLY TRANSMITTED DISEASE (STD) BOOKLET

During A&O inmates will receive a copy of the STD booklet to review either before or after the infectious disease video. Inmates will again, receive this STD booklet prior to their release. The titles of the booklets are: "Sexually Transmitted Diseases - Questions and Answers as You Enter This Correctional Facility", and "Sexually Transmitted Diseases - Questions and Answers for When You Return to the Community".

12. PROCEDURE FOR GETTING RESULTS OF DIAGNOSTIC TESTS (LABORATORY, X-RAYS, MRI'S, C/T SCANS, ETC)

You will not be placed on call-out to review and discuss NORMAL test results; however, you may report to sick-call and be given an appointment to review the results of completed diagnostic tests. If you want a copy of the test results, you should submit an Inmate Request to Staff Member to Medical Records for the specific test results you want.

13. IDLES, CONVALESCENT, AND MEDICALLY UNASSIGNED STATUS

Occasionally, it is necessary to restrict an inmate's work and activities for health reasons. The following categories are used:

Medical Idle/Quarters - The patient is required to stay in their cubicle or room, leaving the area only for meals, bathroom, required pill lines, count, visits, and scheduled religious services. All other areas and activities are restricted. **Absolutely no recreational activity is permitted.**

Medical Convalescence - This patient is not required to work, but must remain in the housing unit during their normal working hours, except for medications, meals, visits, and scheduled religious services. Recovery period for operation or injury normally does not exceed 14 days. **Absolutely no recreational activity is allowed.**

Medically Unassigned - is a recovery period for post-operations or injuries, normally not to exceed 30 days with full institution privileges. Recreational activity **may or may not** be allowed, depending on the attending clinician.

Light Duty - the inmate is restricted from certain types of work or work areas due to medical limitations. Restrictions will be specific. When placed on restricted duty, the medical staff will provide the work detail, unit staff, and Control Center staff with copies of the status report.

14. SHOES

The institution is required by policy to provide inmates with properly fitting shoes. The style of shoes available is determined by staff. If you have foot problems, they are to be addressed at routine sick-call by the mid-level practitioner(s). However, you must be aware the criteria used to determine the need for "special shoes" includes whether or not you have a valid anatomic deformity related to a birth defect or orthopedic problem. We do not authorize "special shoes" for the following reasons: 1) Callouses, 2) Blisters, or 3) Personal dislike of the regularly issued shoes (i.e. "I don't like these shoes, they hurt my feet.") You may also buy athletic shoes and steel-toe tennis shoes through the Commissary via Special Purchase Order. **(WE DO NOT ALLOW YOU TO HAVE SHOES SENT IN FROM THE OUTSIDE.)**

15. EYEGASSES AND CONTACT LENS

You may request to see the optometrist via sick-call for a routine eye examination and refraction for prescription eyeglasses. Clinical staff will review your request for medical necessity.

Reading glasses and sunglasses are available for sale in the Commissary.

Contact lenses may only be prescribed when, in the clinical judgement of an ophthalmologist, with the concurrence of the Clinical Director. When an eye refractive error is best treated with the prescription of contact lenses, this determination also requires the approval of the Clinical Director.

Any prescription eyeglasses you wish to have sent in at your own expense requires you to have your unit team assist you with initiating a package permit form. The unit staff will route the package permit to Health Services for signature approval.

16. ADVANCED DIRECTIVES (LIVING WILL) POLICIES

In the event you become critically ill or are hospitalized with a serious illness, you are entitled to express your wishes through advanced directives or living wills. It is a state law in Illinois that once you enter a hospital, you are required to sign an Advanced Directive document and your wishes will be respected. If you wish to initiate any advance directives, please notify Health Information staff in the Health Services Unit.

17. COMPASSIONATE RELEASE PROGRAM

In the event you are found to have a terminal illness or disease, and the diagnosis is validated, and you have been given a life expectancy of less than one year, you may request to be considered for a compassionate release through the Compassionate Release Program. You should address all questions regarding this matter to the Health Services Administrator.

18. SMOKING CESSATION PROGRAM

USP Marion is a tobacco free facility. Inmates who wish to quit smoking can participate in a smoking cessation program. Nicotine replacement therapy (NRT) is available for sale in the Commissary. Inmates must first be evaluated by Health Services Staff, an authorization must be submitted to Commissary, prior to the purchase of NRT patches.

19. INMATE CO-PAYMENT PROGRAM

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

A. Application:

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

B. Health Care Visits with a Fee:

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

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

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

C. Health Care Visits with no Fee:

We will not charge a fee for:

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

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

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

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

D. Indigency:

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

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

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

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

HEALTH CARE RIGHTS AND RESPONSIBILITIES	
RIGHTS	RESPONSIBILITIES
1. You have the right to health care services, based on the local procedures at your institution. Health services include medical sick-call, dental sick-call, and all support services. Sick-call sign-up at this institution is conducted at	1. You have the responsibility to comply with the health care policies of your institution. You have the responsibility to follow recommended treatment plans that have been established for you by institution health care staff, to include proper use of medications, proper diet, and following all health-related instructions with which you are provided.
2. You have the right to be offered a "Living Will" or to provide the Bureau of Prisons with "Advance Directives" that would provide the Bureau of Prisons with instructions if you are admitted, as an in-patient to a hospital in the local community or the Bureau of Prisons.	2. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
3. You have the right to participate in health promotion and disease prevention programs including education regarding infectious diseases.	3. You have the responsibility to maintain your health and not to endanger yourself or others by participating in activity that could result in the spreading or contracting of an infectious disease.
4. You have the right to know the name and professional status of your health care providers.	4. You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.
5. You have the right to be treated with respect, consideration, and dignity.	5. You have the responsibility to treat staff in the same manner.
6. You have the right to be provided with information regarding your diagnosis, treatment, and prognosis.	6. You have the responsibility to keep this information confidential.
7. You have the right to be examined in privacy.	7. You have the responsibility to comply with security procedures.
8. You have the right to obtain copies or certain releaseable portions of your medical record.	8. You have the responsibility of being familiar with the current policy to obtain these records.
9. You have the right to address any concern regarding your health care to any member of the institution staff including your physician, the Health Services Administrator, members of your Unit Team, and the Warden.	9. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open houses or the accepted Inmate Grievance Procedures.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendation of the prescribing health care provider.	10. You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.	11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the right to request a routine physical examination, as defined by BOP policy. If you are under the age of 50, once every two years; over the age of 50, once a year.	12. You have the responsibility to notify medical staff that you wish to have an examination.

RIGHTS	RESPONSIBILITIES
13. You have the right to dental care as defined in BOP policy to include preventive services, emergency care, and routine care.	13. You have the responsibility to maintain your oral hygiene and health.
14. You have the right to a safe, clean and healthy environment, including smoke-free living areas.	14. You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow the no-smoking regulations.
15. You have the right to refuse medical treatment in accordance with BOP policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.	15. You have the responsibility to be counseled regarding the possible ill effects that may occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.
16. You have the right to complain of pain, and have your pain assessed by medical staff, and have pain treated accordingly.	16. You have the responsibility to be truthful and not overstate your complaint of pain and to adhere to the prescribed treatment plan.

CORRECTIONAL SYSTEMS DEPARTMENT (CSD)

The Correctional Systems Department is responsible for carrying out the duties related to the Records Office, Mail Room, and Receiving and Discharge (R&D). The hours of operations are 7:30 a.m. to 4:00 p.m., Monday through Friday.

Records Office: The Records Office is responsible for commitment documentation, determination of release date, and method of release for all inmates designated to the United States Penitentiary, Marion, Illinois. Open House will be conducted from 11:00 a.m. through the end of mainline, Tuesdays and Thursdays, excluding holidays.

Each sentence is computed by the Designation and Sentence Computation Center (DSCC) within 30 days from the date of commitment. Normally, the sentence computation data record will be prepared and distributed to you prior to your being classified. The sentence computation data sheet is the official record of your sentence and provides a complete breakdown. Among other information, this record provides the following:

- Date sentenced
- Length of sentence
- Type of sentence
- Date committed
- Date computation began (date sentence began)
- Credit for jail time
- Parole eligibility date (if applicable)
- Statutory release date (if applicable)
- Full term date
- Credit for good time (if applicable)

Jail Time: Jail credit is controlled by Title 18 USC 3568 (or 18 USC 3585 for CCA guideline sentences), which states, "the Attorney General shall give any such person credit toward service of his sentence for any days spent in custody in connection with the offense or act for which sentence was imposed, that has not been credited towards another sentence." Jail time must be certified by all detaining authorities having custody at that particular time.

Statutory Good Time: Statutory Good Time (SGT) is controlled by Title 18 USC 4161, for offenses committed prior to November 1, 1987. The rate of SGT is determined by the length of sentence imposed.

Extra Good Time: Extra good time is controlled by Title 18 USC 4162. The "projected satisfaction date" at the bottom of the sentence computation is the projected release date; giving credit for all extra good time available to earn. Extra good time is earned at the rate of 3 days per month for the first 12 months and then at the rate of 5 days a month. All extra good time is prorated as to the number of days you are in earning status based from work performance or camp/Residential Reentry Center placement.

Good Conduct Time: Good Conduct Time is controlled by Title 18 USC 3624(b). Good Conduct Time is the amount of time that may be credited toward the service of a sentence on a term of imprisonment of more than one year, other than a term of life. Good Conduct Time is based on the time in custody that you actually serve. Good Conduct Time is automatically credited at the time the sentence computation is prepared.

The projected satisfaction date at the bottom of the sentence computation sheet is the projected release date giving credit for all Good Conduct Time which could be credited based on the time to be actually served on the sentence.

Violent Crime Control & Law Enforcement Act of 1994 (VCCLEA) Sentences: Sentences with an offense date between September 13, 1994 and April 25, 1996, shall have GCT awarded based upon exemplary compliance with institutional disciplinary regulations. If exemplary conduct is not maintained, no credit or a lesser GCT credit will be applied toward the projected release date. Credit towards the sentence shall not be vested unless the prisoner has earned or is making satisfactory progress toward a high school diploma or an equivalent degree. Credit that has not been earned may not later be granted. Credit will be awarded 15 days after the end of each year of the sentence, with credit for the last year or portion of a year prorated and credited within the last six weeks of the sentence.

Prison Litigation Reform Act of 1995 (PLRA): Sentences with an offense date that begins on April 26, 1996, shall have GCT awarded based upon exemplary compliance with institutional disciplinary regulations. If exemplary conduct is not maintained, no credit or a lesser GCT credit will be applied toward the projected release date. Credit toward the sentence shall not be vested unless the prisoner has earned or is making satisfactory progress toward a high school diploma or an equivalent degree. Credit that has not been earned may not later be granted. Credit awarded toward a sentence shall vest on the date the prisoner is released from custody.

US vs GONZALEZ: Based upon the recent decision of the Supreme Court, sentences pertaining to the application of the firearm penalty provision under 18:USX924(c)(1), will be systematically reviewed for accuracy and re-computed when required. Essentially, the change dictates that the firearms charge will be served as the Court orders, rather than serving the mandatory 5 year term prior to any other term. The review will be performed whenever a prisoner is transferred to another institution or upon the request of the inmate to the Records Office.

The Records Office is also responsible for documenting the receipt of detainees and assisting you in connection with procedures under the Interstate Agreement on Detainers. When a detainee is received, the notice of untried indictment, information, or complaint and the right to request disposition will be prepared. You will be provided with information and/or instructions on what your legal rights and proceedings are. Procedures under the Interstate Agreement on Detainers apply only to untried indictments, information, or complaints. State parole violators or probation violators are not covered under these provisions.

Mail Room: The Mail Room processes all incoming/outgoing mail Monday through Friday. Mail is not processed on weekends or holidays. If a private carrier delivers mail on the weekend or a holiday, it is not processed until the next working day. It will be held for the Mail Room officer to process.

All outgoing general mail will be delivered to the evening Unit Officer. All mail will be left open for review. **Special/Legal mail** is to be sealed and clearly marked "Special Mail". The inmate will bring the mail with his commissary ID, to the Mail Room between 6:30 a.m. and 7:00 a.m., Monday through Friday. Mail Room staff will positively identify the inmate and process the Special Mail. Open house for the mail is Tuesdays and Thursdays between 6:30 a.m. and 7:00 a.m., excluding holidays.

Mail not properly identified will not be processed but returned to sender for completion. All mail must have a return address, including the following: Your committed name, register number, P.O. Box 1000, Marion, Illinois 62959. Additionally, all outgoing general population mail must utilize the TRULINCS generated labels for the addressee.

You are cautioned that you are totally responsible for all the contents of your letters sent through the mail. Any violation of postal laws could result in charges against you.

All incoming general mail will be opened and checked for contraband by staff. Special mail will be opened in your presence, normally by your Unit Team. Special mail must be adequately marked by the sender stating, "Special Mail - Open only in the presence of the inmate" (or similar language). It is the responsibility of the inmate to advise any attorney of the special mail procedure. In addition to the special mail marking, an attorney must be adequately identified on the return address of the mailing. The name of a law office only is not sufficient. Packages from attorneys appropriately marked are accepted as legal mail and do not require a package authorization form. Clearly identified mail from the chambers of a judge and from a member of the United States Congress will not require the special mail marking, but will be processed as Special Mail.

If you have any questions concerning mail or need assistance, write an Inmate Request to Staff Member or contact a staff member during open house.

Outgoing Packages: Outgoing inmate packages, except hobby craft items, will be processed by the Unit Counselor. Inmates wishing to mail personal property/packages must bring the unsealed package to the Unit Counselor with the Request-Authorization to Mail Inmate Package. The Unit Counselor will inspect the package for accuracy, sign the form and deliver the package with the appropriate paperwork to the Mail Room. Postage stamps required for mailing packages must be provided by the inmate. Hobby craft packages will be processed for mailing by the Recreation Department.

Incoming Packages: Incoming package not authorized under another area (i.e., incoming publications received from a publisher, book club or book store; and special mail) require an Authorization to Receive Package or Property form (BP-s331). The only types of packages that can be authorized for receipt by inmates include medical devices and release clothing. Medical devices are authorized by the health services administrator and release clothing is authorized by the respective unit manager. Once approved, the inmate will retain one copy of the form and send two forms to the person/company sending the package. The sender will retain one form and place the other form in the package before sending to the institution.

Incoming Publications: You may make arrangements to purchase newspapers or magazines or one of your correspondents may submit a subscription on your behalf. You may only receive books, magazines and newspapers from the publisher, book club, or from a bookstore. You may receive no more than five books in a parcel. Reading materials not emanating from these sources will be returned to the sender.

Special Mail from Attorneys: The Bureau of Prisons' Program Statement 5265.11, Correspondence, provides the opportunity for any 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 the attorney adequately identify himself/herself as an attorney on the envelope and that 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. Providing 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 attorney identification, 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. It is suggested you provide the following information for special mail privileges to your attorney(s) who is representing you, at the earliest opportunity, when you write to or visit with your attorney(s).

Receiving and Discharge (R&D): All commitments and discharges are processed in R&D. Photographs and fingerprints are taken for Bureau of Prison's use and for the FBI. All intake/discharge papers are completed in R&D. Upon commitment to this institution, a personal ID card will be issued to you. This must be produced when making a purchase from the commissary. A fee of \$5.00 will be charged for replacement of a lost ID card and will be reissued when staff time permits. You will also be required to produce your ID card to institution staff upon request. You may address any concerns pertaining to R&D through an Inmate Request to Staff Member or during open house.

LEGAL SERVICES/PROCEDURES/ISSUES

Attorney Visits: Attorneys are encouraged to visit during regular visiting hours. However, visits can be arranged at other times by the requesting attorney through the Legal Department. Scheduling is based on the circumstances of each case and the availability of staff. Twenty-four hour advance notice is required. Attorney visits will be subject to visual monitoring, but not audio monitoring.

Federal Tort Claims: If you believe you have suffered property loss or personal injury as a result of staff negligence, you may file a tort claim with the North Central Regional Office. You can obtain the proper form (SF 95) to file a tort claim from your assigned Counselor. Please note a tort claim is filed with the North Central Regional Office, not the institution.

Administrative Remedy Process: The Bureau emphasizes and encourages resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by contact with staff members. This is usually done with the Informal Resolution Form. When an informal resolution is not successful, however, a formal complaint can be filed as an Administrative Remedy. Forms can be obtained from your Counselor.

INMATE DISCIPLINE INFORMATION

PURPOSE AND SCOPE

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

Incident Reports maybe informally resolved or processed through the disciplinary process with a referral through the Unit Disciplinary Committee (UDC) or by the Disciplinary Hearing Officer (DHO).

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 three 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.

NOTICE TO INMATE OF BUREAU OF PRISONS' RULES

1. NOTICE TO INMATE OF BUREAU OF PRISONS RULES §541.11. Staff shall advise each inmate in writing promptly after arrival at an institution of:

- a. The types of disciplinary action which may be taken by institution staff;**
- b. The disciplinary system within the institution and the time limits thereof (see Tables 1 and 2);**
Tables 1 and 2 are located on pages 2 and 3 of this Chapter.
- c. The inmate's rights and responsibilities (see pages 30-31);**
- d. Prohibited acts and disciplinary severity scale; and**
- e. Sanctions by severity of prohibited act, with eligibility for restoration of forfeited and withheld statutory good time.**

To the extent reasonably available, a qualified staff member or translator is to help the inmate who has a language or literacy problem obtain an understanding of Bureau rules on inmate discipline. When a significant portion of the inmate population speaks a language other than English, the pamphlet of rules is to be made available in that language.

INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS

You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.

You have the right to be informed of the rules, procedures and schedules concerning operation of the institution.

You have the right to freedom of religious affiliation and voluntary religious worship.

RIGHTS

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.

You have the right to visit and correspond with family members and friends and correspond with members of the news media in keeping with the Bureau rules and institution guidelines.

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).

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

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.

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.

You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities.

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.

RESPONSIBILITIES

You have the responsibility to treat others, both employees and inmates, in the same manner.

You have the responsibility to know and abide by them.

You have the responsibility to recognize and respect the rights of others in this regard.

RESPONSIBILITIES

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.

It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.

You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.

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

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.

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.

You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and community. You will be expected to abide by the regulations governing the use of such activities.

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

SUMMARY OF DISCIPLINARY SYSTEM

TABLE 1

<u>PROCEDURES</u>	<u>DISPOSITION</u>
1. Incident involving possible commission of prohibited act.	Except for prohibited acts in the greatest or high severity categories, the writer of the report may resolve informally or drop the charges.
2. Staff prepares Incident Report and forwards it to the Lieutenant.	Except for prohibited acts in the greatest or high severity categories, the Lieutenant may resolve informally or drop the charges.
3. Appointment of the investigator who conducts an investigation and forwards material to Unit Disciplinary Committee.	
4. Initial Hearing before Unit Disciplinary Committee.	Unit Disciplinary Committee may drop or resolve informally any Moderate or Low Moderate charge, impose allowable sanctions or refer to the Disciplinary Hearing Officer.
5. Hearing before Disciplinary Hearing Officer.	The Disciplinary Hearing Officer may impose allowable sanctions, or drop the charges.
6. Appeals through Administrative Remedy Procedure.	The appropriate reviewing official (the Warden, Regional Director, or General Counsel) may approve, modify, reverse, or send back with directions, including ordering a rehearing, but may not increase the sanctions imposed in any valid disciplinary action taken.

TIME LIMITS IN DISCIPLINARY PROCESS

TABLE 2

1. Staff becomes aware of inmate's involvement in incident.	
2. Staff gives inmate notice of charges by delivering Incident Report.	Ordinarily, maximum of 24 hours.
3. Initial Hearing by Unit Disciplinary Committee.	Ordinarily, maximum of 3 work days from the time became aware of inmate's involvement in the incident (excludes the day staff become aware of the inmate's involvement, weekends and holidays).
4. Discipline Hearing Officer Hearing.	Minimum of 24 hours (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 re-institute disciplinary proceedings at the same stage at which suspended. The requirements then begin running again, at the same point at which they were suspended.

Definitions:

a. **Investigating Officer.** The term Investigating Officer refers to an employee of supervisory level who conducts the investigation concerning alleged charge(s) of inmate misconduct. The Investigating Officer may not be the employee reporting the incident, or one who was involved in the incident in question.

For the purposes of this rule, the Investigating Officer is ordinarily a Lieutenant, but the Warden at each institution may appoint another staff member to perform this function.

b. Unit Discipline Committee (UDC). The term Unit Discipline Committee (UDC) refers to one or more institution staff members delegated by the Warden the authority and duty to hold an initial hearing upon completion of the investigation concerning alleged charge(s) of inmate misconduct. The Warden shall authorize these staff members to impose minor sanctions (G through P) for violation of prohibited act(s).

In institutions with Unit Management, the authority to hold initial hearings (UDC) and impose sanctions is ordinarily delegated to the staff members of the inmate's Unit Team. Wardens shall delegate two or more staff members the authority to hold initial hearings and impose minor sanctions. In emergency situations the Warden may delegate one staff member the authority to hold initial hearings and impose minor sanctions.

c. Discipline Hearing Officer (DHO). This term refers to a one-person, independent, discipline hearing officer who is responsible for conducting Institution Discipline Hearings and who imposes appropriate sanctions for incidents of inmate misconduct referred for disposition following the hearing required by § 541.15 before the UDC.

d. Segregation Review Official (SRO). The term Segregation Review Official refers to the individual at each Bureau of Prisons institution assigned to review the status of each inmate housed in disciplinary segregation and administrative detention as required in §§ 541.20 and 541.22 of this rule.

§ 541.20 and 541.22 are located in Chapter 9 of of P.S. 5270.07, Inmate Discipline and Special Housing Units. The SRO must be trained to conduct the required reviews and must be certified in inmate discipline matters. The SRO does not have to be DHO certified. Ordinarily, the Segregation Review Official will be the Captain.

Incident Reports and Investigations: The Bureau of Prisons encourages informal resolution (requiring consent of both parties) of incidents involving violations of Bureau regulations. However, when a staff member witnesses or has a reasonable belief that a violation of Bureau regulations has been committed by an inmate and when a staff member considers informal resolution of the incident inappropriate or unsuccessful, staff shall prepare an Incident Report and promptly forward it to the appropriate Lieutenant. Except for prohibited acts in the Greatest or High Severity Categories, the Lieutenant may informally dispose of the Incident Report or forward the Incident Report for investigation consistent with this section. The Lieutenant shall expunge the inmate's file of the Incident Report if informal resolution is accomplished. Only the DHO may make a final disposition on a prohibited act in the Greatest Severity Category or on a prohibited act in the High Category (when the High Category prohibited act has been committed by a VCCLEA inmate rated as violent or by a PLRA inmate).

Prohibited acts in the 100 code (greatest severity) and in the 200 code (high severity) may not be informally resolved by the writer of the report, and a Incident Report must be prepared. Prohibited acts in the 100 code and in the 200 code may not be informally resolved by a Lieutenant, and must be referred to the UDC. Prohibited acts in the 100 code and 200 code may not be informally resolved or the charges dropped by the UDC. **The UDC may dispose of a 200 code violation except for VCCLEA inmates rated as violent or PLRA inmates. For those inmates, all 200 level charges will be referred to the DHO for disposition.**

A record of any informal resolution in the 300 or 400 codes (whether between the inmate and the writer of the report, the inmate and the Lieutenant, or the inmate and the UDC) is to be maintained by the Captain. The record is to reflect the inmate's name, register number, subject of the informal resolution, and the agreed upon disposition. This procedure should enable the Captain, and others as necessary, to monitor the informal resolution process. 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 stage at which they were suspended. The time requirements then begin running again, at the same point at which they were suspended.

The reporting employee should complete immediately Part 1 of the Incident Report. The incident is to be one of the prohibited acts listed in Chapter 4 of of P.S. 5270.07, Inmate Discipline and Special Housing Units. The entire language of the prohibited act(s) does not have to be copied. Only the relevant portion need be used. For example, "destroying government property, code no. 218" "possessing narcotics, code no. 109" would be acceptable listings for appropriate charges.

The description of the incident should contain the details of the activity which is being reported. All facts about the incident which are known by the employee and which are not confidential should be recorded. If there is anything unusual about the inmate's behavior, this would be noted. The reporting employee should also list those persons (staff, inmate, others) present at the scene, and the disposition of any physical evidence (weapons, property, etc.) which the employee may have personally handled. The report is also to reflect any immediate action taken, including the use of force. The reporting employee shall sign the report

and indicate his or her title in the appropriate blocks. The date and time of the report being signed should be entered. The Incident Report should then be forwarded to the appropriate Lieutenant for disposition.

Investigation. Staff shall conduct the investigation promptly unless circumstances beyond the control of the investigator intervene. The investigating officer is ordinarily appointed within 24 hours of the time the violation is reported. It is suggested that the investigation be initiated and ordinarily completed within 24 hours of this appointment.

(1) When it appears likely that the incident may be the subject of criminal prosecution, the investigating officer shall suspend the investigation, and staff may not question the inmate until the Federal Bureau of Investigation or other investigative agency interviews have been completed or until the agency responsible for the criminal investigation advises that staff questioning may occur.

When an inmate's misconduct may also be the subject of criminal prosecution, it is not necessary to await the outcome of the criminal trial before taking disciplinary action, unless there has been a request for such delay by the prosecuting or investigating agency. (Staff are referred to the guidelines contained in the Program Statement on Hostage Situations). An inmate who is the subject of a criminal prosecution for institutional violations will not be transferred from the jurisdiction of the trial court without the consent of the appropriate U.S. Attorney of the court in which the case is pending.

(2) The inmate may receive a copy of the Incident Report prior to being seen by the investigating agency. The investigating officer (Bureau of Prisons) shall give the inmate a copy of the Incident Report at the beginning of the investigation, unless there is good cause for delivery at a later date, such as absence of the inmate from the institution or a medical condition which argues against delivery. If the investigation is delayed for any reason, any employee may deliver the charge(s) to the inmate. The staff member shall note the date and time the inmate received a copy of the Incident Report. The investigator shall also read the charge(s) to the inmate and ask for the inmate's statement concerning the incident unless it appears likely that the incident may be the subject of criminal prosecution. The investigator shall advise the inmate of the right to remain silent at all stages of the disciplinary process but that the inmate's silence may be used to draw an adverse inference against the inmate at any stage of the institutional disciplinary process. The investigator shall also inform the inmate that the inmate's silence alone may not be used to support a finding that the inmate had committed a prohibited act. The investigator shall then thoroughly investigate the incident. The investigator shall record all steps and actions taken on the Incident Report and forward all relevant material to the staff holding the initial hearing.

The inmate does not receive a copy of the investigation. However, if the case is ultimately forwarded to the Discipline Hearing Officer, the DHO shall give a copy of the investigation and other relevant materials to the inmate's staff representative for use in presentation on the inmate's behalf.

When the inmate did not receive a copy of the Incident Report at the beginning of the investigation, the reason(s) for this should be stated in the investigative portion of the Incident Report. The investigator shall document in the investigative portion of the Incident Report the fact that the inmate has been advised of the right to remain silent. Comments about the inmate's attitude may be included with the inmate's statement on the charge(s).

To the extent practicable, the inmate's statements offering a rationale for his or her conduct or for the charges against him or her should be investigated. For example, an inmate who has received an Incident Report based on a positive urine test may claim this result comes from either:

- (a) permissible medication the inmate has been given; or
- (b) from a combination of medications the inmate is taking.

In the first situation, the investigator would contact the hospital to determine if the inmate is receiving medication which contains the reported compound detected in the urinalysis. In the second situation, the investigator should confirm that the inmate was authorized to take the stated medication. When necessary, the investigator should ask the Correctional Services Administrator, Regional Office to contact the testing laboratory to determine if the combined medication could result in a false positive. Institution staff should not contact the testing laboratory themselves.

With respect to urine testing, it is noted that while an inmate can challenge the results of the urine test, and this may be investigated by the investigator and considered by the discipline committee(s), the validity or accuracy of the testing process itself is not subject to investigation by the investigator or consideration by the DHO. This requirement is necessary because neither the investigator nor the DHO has the experience necessary to assess the validity or accuracy of the laboratory process.

An inmate who wishes to challenge the testing process should be advised to use the Administrative Remedy Procedure. An inmate can challenge the proper handling of the sample, and evidence challenging that aspect of the process should be investigated and considered. The investigator should talk to those persons with direct and relevant information, and summarize their statements. The disposition of evidence should be recorded. Often, the investigator will want to talk to the reporting employee to obtain a report firsthand and to clarify any question(s) the investigator may have. Under Comments and Conclusions, the investigator may include the investigator's:

- (a) comments on the inmate's prior record and behavior,
- (b) analysis of any conflict between witnesses, and conclusions of what in fact happened.

Initial Hearing: The Warden shall delegate to one or more institution staff members the authority and duty to hold an initial hearing upon completion of the investigation. In order to ensure impartiality, the appropriate staff member(s) (hereinafter usually referred to as the Unit Discipline Committee (UDC)) may not be the reporting or investigating officer or a witness to the incident, or play any significant part in having the charges referred to the UDC. However, a staff member witnessing an incident may serve on the UDC where virtually every staff member in the institution witnesses the incident in whole or in part. If the UDC finds at the initial hearing that an inmate has committed a prohibited act, the UDC may impose minor dispositions and sanctions. When an alleged violation of Bureau rules is serious and warrants consideration for other than minor sanctions, the UDC shall refer the charges to the Discipline Hearing Officer for further hearing. The UDC must refer all greatest category charges to the DHO. The following minimum standards apply to initial hearings in all institutions.

a. Staff shall give each inmate charged with violating a Bureau rule a written copy of the charge(s) against the inmate, ordinarily within 24 hours of the time staff became aware of the inmate's involvement in the incident.

b. Each inmate so charged is entitled to an initial hearing before the UDC, ordinarily held within three work days from the time staff became aware of the inmate's involvement in the incident. This three work day period excludes the day staff became aware of the inmate's involvement in the incident, weekends, and holidays.

For example, if staff become aware of an inmate's involvement in the incident on a Tuesday and provide the inmate with a copy of the report on Tuesday, the three work day period starts the following day, Wednesday. The UDC hearing must ordinarily be held by Friday.

c. The inmate is entitled to be present at the initial hearing except during deliberations of the decision maker(s) or when institutional security would be jeopardized by the inmate's presence. The UDC shall clearly document in the record of the hearing reasons for excluding an inmate from the hearing. An inmate may waive the right to be present at this hearing provided that the waiver is documented by staff and reviewed by the UDC. A waiver may be in writing, signed by the inmate, or if the inmate refuses to sign a waiver, it shall be shown by a memorandum signed by staff and witnessed by a second staff member indicating the inmate's refusal to appear at the hearing. The UDC may conduct a hearing in the absence of an inmate when the inmate waives the right to appear. When an inmate escapes or is otherwise absent from custody, the UDC shall conduct a hearing in the inmate's absence at the institution in which the inmate was last confined.

d. The inmate is entitled to make a statement and to present documentary evidence in the inmate's own behalf.

e. The Unit Discipline Committee may drop or informally resolve any Moderate or Low Moderate charge. The UDC shall expunge the inmate's file of the Incident Report if the charge is dropped or informal resolution is accomplished.

A record of any informal resolution in the 300 or 400 codes between the inmate and the UDC is to be maintained by the Captain.

f. The Unit Discipline committee shall consider all evidence presented at the hearing and shall make a decision based on at least some facts, and if there is conflicting evidence, it must be based on the greater weight of the evidence. The UDC shall take one of the following actions:

- (1) Find that the inmate committed the prohibited act charged and/or a similar prohibited act if reflected in the Incident Report;
- (2) Find that the inmate did not commit the prohibited act charged or a similar prohibited act if reflected in the Incident Report; or

(3) Refer the case to the DHO for further hearing.

The phrase "some facts" refers to facts indicating the inmate did commit the prohibited act. The phrase "greater weight of the evidence" refers to the merits of the evidence, not to its quantity nor to the number of witnesses testifying.

The UDC shall give the inmate a written copy of the decision and disposition by the close of business the next work day. Any action taken as a minor disposition is reviewable under the Administrative Remedy Procedure.

The chairman of the UDC is to sign Part II of the Incident Report. This signature serves as both a certification of those persons serving on the UDC and that the completed Part II accurately reflects the UDC proceedings. The names of other UDC members, if any, participating in the hearing are to be noted in Part II of the Incident Report in the space provided.

If a UDC member wishes to dissent from the UDC action, that committee member should prepare a separate memorandum to the record, stating the reasons for dissent. Unless there are extenuating circumstances (e.g., the dissenting staff member is out of the institution), the memorandum of dissent must be filed within three working days from the date the UDC chairman signs the Incident Report. The memorandum is to be placed in section 4 of the inmate central file with the other disciplinary records, absent a specific determination that the dissent is "FOI-Exempt" (e.g., refers to confidential information). No notation of the dissent is made on the Incident Report, nor is a copy of the dissent provided the inmate as a part of the disciplinary package. An inmate or third party request for a copy of the dissent is to be handled as a Freedom of Information/Privacy request.

g. The UDC shall prepare a record of its proceedings which need not be verbatim. A record of the hearing and supporting documents are kept in the inmate's file.

h. When an alleged violation of Bureau rules is serious and warrants consideration for other than minor sanctions (G thru P), the UDC shall refer the charge(s) without indication of findings as to commission of the alleged violation to the Discipline Hearing Officer (DHO) for hearing and disposition. The UDC shall forward copies of all relevant documents to the DHO with a brief statement of reasons for the referral along with any recommendations for appropriate disposition if the DHO finds the inmate has committed the act charged and/or a similar prohibited act. The inmate whose charge is being referred to the Discipline Hearing Officer may be retained in administrative detention or other restricted status, but the UDC may not impose a final disposition if the matter is being referred to the DHO.

The UDC chairman shall record the reasons for the referral along with recommendations for appropriate disposition in the Committee Action section of the Incident Report. Such recommendations are only recommendations to be considered, and are contingent upon a DHO finding that the inmate committed the prohibited act.

i. When charges are to be referred to the Discipline Hearing Officer, the UDC shall advise the inmate of the rights afforded at a hearing before the DHO. The UDC shall ask the inmate to indicate a choice of staff representative, if any, and the names of any witnesses the inmate wishes to be called to testify at the hearing and what testimony they are expected to provide. The UDC shall advise the inmate that the inmate may waive the right to be present at the Institution Discipline hearing, but still elect to have witnesses and/or a staff representative appear in the inmate's behalf at this hearing.

Staff shall ask an inmate to list on the appropriate form (Notice of Institution Discipline Committee Hearing Before the Discipline Hearing Officer (DHO) - see Chapter 10) all witnesses (including outside witnesses) requested to appear whether they are allowed to appear or are excluded by the DHO. Unless a witness is listed in advance of the hearing the witness ordinarily will not be called before the DHO.

If an inmate has waived the right to appear before the Unit Discipline Committee, the UDC shall ensure that a staff member advises the inmate of the rights afforded at a hearing before the Discipline Hearing Officer (Inmate Rights at Discipline Hearing and Notice of Discipline Hearing Before the Discipline Hearing Officer (DHO) - see Chapter 10).

j. When the Unit Discipline Committee holds a full hearing and determines that the inmate did not commit a prohibited act of High, Moderate, or Low Moderate Severity, the UDC shall expunge the inmate's file of the Incident Report and related documents. The UDC must refer to the Discipline Hearing Officer all incidents involving prohibited acts of Greatest Severity.

k. The UDC may extend time limits imposed in this section for a good cause shown by the inmate or staff and documented in the record of the hearing.

The UDC is to be notified by appropriate staff (e.g., investigating officer) when it appears that an extension of time limits is necessary. The UDC is to ensure that the inmate is advised of the delay, including, where appropriate, the reasons for the delay.

The Warden's approval is required for any extension beyond five work days. When staff decide and approve the extension, the inmate is to be provided with written reasons for the extension, and a copy of the reasons is to be made a part of the UDC record.

Discipline Hearing Officer:

a. Each Bureau of Prisons institution shall have an independent hearing officer (DHO) assigned to conduct administrative fact-finding hearings covering alleged acts of misconduct and violations of prohibited acts, including those acts which could result in criminal charges. In the event of a serious disturbance or other emergency, or if an inmate commits an offense in the presence of the DHO, an alternate Discipline Hearing Officer will be appointed to conduct hearings with approval of the appropriate Regional Director. If the institution's DHO is not able to conduct hearings, the Warden shall arrange for another DHO to conduct the hearings. This person must be trained and certified as a DHO, and meet the other requirements for DHO.

b. In order to ensure impartiality, the DHO may not be the reporting officer, investigating officer, or UDC member, or a witness to the incident or play any significant part in having the charge(s) referred to the DHO.

c. The Discipline Hearing Officer shall conduct hearings, make findings, and impose appropriate sanctions for incidents of inmate misconduct referred for disposition following the hearing required by §541.15 before the UDC. The DHO may not hear any case or impose any sanctions in a case not heard and referred by the UDC. Only the Discipline Hearing Officer has the authority to impose or suspend sanctions A through F.

d. The Captain or his designee is designated as the Segregation Review Official (SRO), to conduct reviews of inmates placed in disciplinary segregation and administrative detention.

Special Housing Unit (SHU) Status: There are two status types in SHU; Administrative Detention and Disciplinary Segregation.

Administrative Detention (A/D) separates an inmate from the general population. To the extent practical, inmates in Administrative Detention shall be provided with the same privileges as those in general population. The use of telephone for an inmate in Administrative status, is limited to one call every thirty days. An inmate may be placed in A/D when an inmate is in holdover status during transfer, is a new commitment pending classification, is pending investigation or hearing for a violation of Bureau regulations, is pending investigation or trial for a criminal act, is pending transfer, for protection, or is finishing confinement in Disciplinary Segregation.

Disciplinary Segregation (D/S) is used as a sanction for violations of the BOP rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Inmates placed in D/S are provided with blankets, a mattress, a pillow, toilet tissue, and personal hygiene articles as necessary.

Prohibited Acts and Disciplinary Scale

a. There are four categories of prohibited acts - Greatest, High, Moderate, and Low Moderate (beginning on page 40). Specific sanctions are authorized for each category. Imposition of a sanction requires that the inmate first is found to have committed prohibited act.

(1) Greatest Category Offenses. The Discipline Hearing Officer (DHO) shall impose and execute one or more of sanctions A through E. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent (i.e., an inmate who, as specified in 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 and execute sanction F and/or G only in addition to execution of one or more additional sanctions A through G.

(2) High Category Offenses. The Discipline Hearing Officer shall impose and execute one or more of sanctions A through M, and, except as noted in the sanction, may also suspend one or more additional sanctions A through M. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. The Unit Discipline Committee shall impose and execute one or more of sanctions G through M, and may also suspend one or more additional sanctions G through M. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. The Unit Discipline Committee shall impose and execute one or more of sanctions G through M, except for a VCCLEA inmate rated as violent. All high category offense charges for a VCCLEA inmate rated as violent and for a PLRA inmate must be referred to the DHO.

(3) Moderate Category Offenses. The Discipline Hearing Officer shall impose at least one sanction A through N, but, except as noted in the sanction, 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 Unit Discipline Committee (UDC) shall impose at least one sanction G through N, but may suspend any sanction or sanctions imposed. The UDC ordinarily shall refer to the DHO a moderate category charge for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate had been found to have committed a moderate category offense 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 thoroughly document in writing the reasons why the charge for such an inmate was not referred to the DHO.

(4) Low Moderate Category Offenses. The Discipline Hearing Officer shall impose at least one sanction B.1, or E through P. The Discipline Hearing Officer may suspend any E through P sanction or sanctions imposed (a B.1 sanction may not be suspended). Except for charges referred to the DHO, the Unit Discipline Committee shall impose at least one sanction G through P, but may suspend any sanction or sanctions imposed. The UDC ordinarily shall refer to the DHO a low moderate category charge for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate had been found to have committed two low moderate category offense during the inmates 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 thoroughly document in writing 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. For example, planning an escape would be considered as Escape and coded 102A. Likewise, attempting the adulteration of any food or drink would be coded 209A.

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 through F. The Discipline Hearing Officer (DHO) or Unit Discipline Committee (UDC) may execute, suspend, or revoke and execute suspensions of sanctions G through P. Revocations and execution of suspensions may be made only at the level (DHO or UDC) which originally imposed the sanction. The DHO now has that authority for suspensions which were earlier imposed by the Inmate Discipline Committee (IDC).

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 new Incident Report, and for a disposition on the suspended sanction. This procedure is not necessary when the UDC informally resolves the new Incident Report.

d. If the Unit Discipline Committee has previously imposed a suspended sanction and subsequently refers a case to the Discipline Hearing Officer, 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. If the DHO then finds that the prohibited act was committed, the DHO shall so advise the Unit Discipline Committee who may then revoke the previous suspension.

e. The Unit Discipline Committee or Discipline Hearing Officer may impose increased sanctions for repeated, frequent offenses.

f. Sanctions by severity of prohibited act, with eligibility for restoration of forfeited and withheld statutory good time. are presented in Table 6 of Program Statement 5270.07, Inmate Discipline and Special Housing Units.

Table 6 contains a chart showing the maximum amount of good time that may be forfeited or withheld and the period of time that must pass before an inmate is eligible for restoration of statutory good time. The chart also shows the maximum amount of time that an inmate may spend in disciplinary segregation. The time frame established in each of these areas is determined by the severity of the prohibited act.

NOTE: Aiding another person to commit any of the following listed prohibited acts, attempting to commit any of the following listed prohibited acts, and making plans to commit any of the following listed prohibited acts, shall be considered the same as a commission of the offense itself.

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

GREATEST SEVERITY PROHIBITED ACTS

CODE PROHIBITED ACTS

- 100 Killing
- 101 Assaulting any person (including sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate).
- 102 Escape from escort; escape from a secure institution (low, medium, high security level and administrative institutions); or escape from a minimum institution with violence.
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity; e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218 or 329).
- 104 Possession, manufacture or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition.
- 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).
- 109 Not to be used.
- 110 Refusing to provide a urine sample or to take part in other drug abuse testing.
- 111 Introduction of any narcotics, marijuana, drugs or related paraphernalia not prescribed by the medical staff.
- 112 Use of any narcotics, marijuana, drugs or related paraphernalia not prescribed for the individual by medical staff.
- 113 Possession of narcotics, marijuana, drugs or related paraphernalia not prescribed for the individual by medical staff.
- 197 Use of the telephone to further criminal activity.
- 198 Interfering with 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 applicable.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must of of the Greatest Severity nature.) This charge is to be used when another charge of greatest severity is not applicable.

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. For example, attempting or planning an escape would be considered as Escape and coded 102A.

SANCTIONS AVAILABLE FOR GREATEST SEVERITY PROHIBITED ACTS

- 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 or good conduct time sanction may not be suspended).

- B.1 Disallow ordinarily between 50 and 75% (27 - 42 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary Transfer (recommend).
- D. Disciplinary segregation (up to 60 days).
- E. Make monetary restitution.
- F. Withhold statutory good time (Note - can be in addition to A - E - cannot be only sanction executed).
- G. Loss of privileges (Note - can be in addition to A - E - cannot be only sanction executed).

(1) Greatest Category Offenses. The Discipline Hearing Officer (DHO) shall impose and execute one or more of sanctions A through E. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent (i.e., an inmate who, as specified in 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 and execute sanction F and/or G only in addition to execution of one or more additional sanctions A through G.

Prohibited acts in the 100 code (greatest severity) and in the 200 code (high severity) may not be informally resolved by the writer of the report, and a Incident Report must be prepared. Prohibited acts in the 100 code and in the 200 code may not be informally resolved by a Lieutenant, and must be referred to the UDC. Prohibited acts in the 100 code and 200 code may not be informally resolved or the charges dropped by the UDC. **The UDC may dispose of a 200 code violation except for VCCLEA inmates rated as violent or PLRA inmates. For those inmates, all 200 level charges will be referred to the DHO for disposition.** Only the DHO may make a final disposition on a prohibited act in the Greatest Severity Category or on a prohibited act in the High Category (when the High Category prohibited act has been committed by a VCCLEA inmate rated as violent or by a PLRA inmate).

When the prohibited act is Interfering with a Staff Member in the Performance of Duties (Code 198) or Conduct Which Disrupts (Code 199), the DHO, in his/her findings, should indicate a specific finding of the severity level of the conduct, and a comparison to a prohibited act(s) in that severity level which the DHO finds is most comparable. Example: "We find the act of 199 to be of Greatest severity, most comparable (like) to prohibited act Encouraging Others to Riot."

Possession/Introduction of a Cellular Telephone will be charged Code 199 Disruptive Conduct, most like Code 108, Possession of Hazardous Tool.

Possession/Introduction of tobacco may be charged as Code 199, Disruptive Conduct, most like Code 113, Possession of Drugs.

The UDC may dispose of a 200 code violation except for VCCLEA inmates rated as violent or PLRA inmates. For those inmates, all 200 level charges will be referred to the DHO for disposition.

HIGH SEVERITY PROHIBITED ACTS

CODE PROHIBITED ACTS

- 200 Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions—without violence.
- 201 Fighting with another person.
- 202 Not to be used.
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.

- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any locking device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 210 Not to be used.
- 211 Possessing any officer's or staff clothing.
- 212 Engaging in, or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 Not to be used.
- 215 Introduction of alcohol into BOP facility.
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the 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 unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 Making, possessing or using intoxicants.
- 223 Refusing to breath into a breathalyser or take part in other testing for use of alcohol.
- 224 Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate).
- 297 Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third party billing; using credit card numbers to place telephone calls; conference calling; talking code).
- 298 Interfering with a staff member in the performance of duties. (Conduct must be of a High Severity nature.) This charge is to be used only when another charge of the high severity is not applicable.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the High Severity nature.) This charge is to be used only when another charge of high severity is not applicable.

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. For example, planning or attempting the adulteration of any food or drink would be coded 209A.

SANCTIONS AVAILABLE FOR HIGH SEVERITY PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.

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

(2) High Category Offenses. The Discipline Hearing Officer shall impose and execute one or more of sanctions A through M, and, except as noted in the sanction, may also suspend one or more additional sanctions A through M. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. The Unit Discipline Committee shall impose and execute one or more of sanctions G through M, and may also suspend one or more additional sanctions G through M. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. The Unit Discipline Committee shall impose and execute one or more of sanctions G through M, except for a VCCLEA inmate rated as violent. All high category offense charges for a VCCLEA or a PLRA inmate must be referred to the DHO.

Prohibited acts in the 100 code (greatest severity) and in the 200 code (high severity) may not be informally resolved by the writer of the report, and a Incident Report must be prepared. Prohibited acts in the 100 code and in the 200 code may not be informally resolved by a Lieutenant, and must be referred to the UDC. Prohibited acts in the 100 code and 200 code may not be informally resolved or the charges dropped by the UDC. **The UDC may dispose of a 200 code violation except for VCCLEA inmates rated as violent or PLRA inmates. For those inmates, all 200 level charges will be referred to the DHO for disposition.** Only the DHO may make a final disposition on a prohibited act in the Greatest Severity Category or on a prohibited act in the High Category (when the High Category prohibited act has been committed by a VCCLEA inmate rated as violent or by a PLRA inmate).

When the prohibited act is Interfering with a Staff Member in the Performance of Duties (Code 298) or Conduct Which Disrupts (Code 299), the DHO or UDC, in his/her findings, should indicate a specific finding of the severity level of the conduct, and a comparison to a prohibited act(s) in that severity level which the DHO or UDC finds is most comparable. Example: "We find the act of 299 to be of High severity, most comparable (like) to prohibited act Engaging in a Group Demonstration."

MODERATE SEVERITY PROHIBITED ACTS

<u>CODE</u>	<u>PROHIBITED ACTS</u>
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- | | |
|-----|----------------------------------|
| 300 | Indecent Exposure |
| 301 | Not to be used. |
| 302 | Misuse of authorized medication. |

- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work, or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110).
- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence for work or any assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greatest severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area.
- 317 Failure to follow safety or sanitation regulations.
- 318 Using any equipment or machinery which is not specifically authorized.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 322 Not to be used.
- 323 Not to be used.
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization.

- 329 Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person 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 no likely to be used in an escape or escape attempt, or to serve as a weapon capable of ling serious bodily harm to others, or not hazardous to institution security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics).
- 332 Smoking where prohibited (currently obsolete since all tobacco products prohibited item)
- 397 Use of the telephone for abuses other than criminal activity (e.g., conference calling, possessing and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).
- 398 Interfering with a staff member in the performance of duties. (Conduct must be of the Moderate Severity nature.) This charge is to be used only when another charge of moderate severity is not applicable.
- 399 Conduct which disrupts or interferes with the orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Moderate Severity nature.) This charge is to be used only when another charge of moderate severity is not applicable.

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. For example, planning or attempting to have an unauthorized meeting would be coded 315A.

SANCTIONS AVAILABLE FOR MODERATE SEVERITY PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily up to 25% (1 - 14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary Transfer (recommend).
- D. Disciplinary segregation (up to 15 days).
- E. Make monetary restitution.
- F. Withhold statutory good time.
- G. Loss of privileges: commissary, moves, recreation, etc.
- H. Change housing (quarters).
- I. Remove from program and/or group activity.
- J. Loss of job.
- K. Impound inmate's personal property.
- L. Confiscate contraband.

M. Restrict to quarters.

N. Extra duty.

(3) Moderate Category Offenses. The Discipline Hearing Officer shall impose at least one sanction A through N, but, except as noted in the sanction, 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 Unit Discipline Committee (UDC) shall impose at least one sanction G through N, but may suspend any sanction or sanctions imposed. **The UDC ordinarily shall refer to the DHO a moderate category charge for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate had been found to have committed a moderate category offense 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 thoroughly document in writing the reasons why the charge for such an inmate was not referred to the DHO.

When the prohibited act is Interfering with a Staff Member in the Performance of Duties (Code 398) or Conduct Which Disrupts (Code 399), the DHO or UDC, in his/her findings, should indicate a specific finding of the severity level of the conduct, and a comparison to a prohibited act(s) in that severity level which the DHO or UDC finds is most comparable. Example: "We find the act of 399 to be of Moderate severity, most comparable (like) to prohibited act Participating in an Unauthorized Meeting or Gathering."

LOW MODERATE PROHIBITED ACTS

CODE PROHIBITED ACTS

- 400 Possession of property belonging to another person.
- 401 Possessing unauthorized amount of otherwise authorized clothing.
- 402 Malingering, feigning illness.
- 402 Not to be used.
- 404 Using abusive or obscene language.
- 405 Tattooing or self-mutilation.
- 406 Not to be used.
- 407 Conduct with a visitor in violation of Bureau regulations (Restrictions, or loss for a specific period of time, of these privileges may often be an appropriate sanctions 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 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.

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. For example, planning or attempting to conduct a business would be coded 408A.

SANCTIONS AVAILABLE FOR LOW MODERATE PROHIBITED ACTS

- B.1 Disallow ordinarily up to 12.5% (1 - 7 days) of good conduct time credit available for year (to be used only where inmate found to have committed second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1 -14 days) of good conduct time credit for year (to be used only where inmate found to have committed 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, moves, recreation, etc.
- H. Change housing (quarters).
- I. Remove from program and/or group activity.
- J. Loss of job.
- K. Impound inmate's personal property.
- L. Confiscate contraband.
- M. Restrict to quarters.
- N. Extra duty.
- O. Reprimand.
- P. Warning.

Sanction B.1 may be imposed on the Low moderate category **only** where the inmate has committed the same low moderate prohibited act more than one time within a six-month period except for a VCCLEA inmate rated as violent or a PLRA inmate.

(4) Low Moderate Category Offenses. The Discipline Hearing Officer shall impose at least one sanction B.1, or E through P. The Discipline Hearing Officer may suspend any E through P sanction or sanctions imposed (a B.1 sanction may not be suspended). Except for charges referred to the DHO, the Unit Discipline Committee shall impose at least one sanction G through P, but may suspend any sanction or sanctions imposed. **The UDC ordinarily shall refer to the DHO a low moderate category charge for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate had been found to have committed two low moderate category offense during the inmates 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 thoroughly document in writing the reasons why the charge for such an inmate was not referred to the DHO.

When the prohibited act is Interfering with a Staff Member in the Performance of Duties (Code 498) or Conduct Which Disrupts (Code 499), the DHO or UDC, in his/her findings, should indicate a specific finding of the severity level of the conduct, and a comparison to a prohibited act(s) in that severity level which the DHO or UDC finds is most comparable. Example: "We find the act of 499 to be of High severity, most comparable (like) to prohibited act Conducting a Business."

TABLE 4 - SANCTIONS

1. Sanctions of the Discipline Hearing Officer (upon finding the inmate committed the prohibited act)

A. Recommend Parole Date Rescission or Retardation. The DHO may make recommendations to the U.S. Parole Commission for retardation or rescission of parole grants. This may require holding fact-findings hearings upon request of or for the use of the Commission.

B. Forfeit Earned Statutory Good Time, Non-vested Good Conduct Time, and/or Terminate or Disallow Extra Good Time. The statutory good time available for forfeiture is limited to an amount computed by multiplying the number of months served at the time of the offense for which forfeiture action is taken, by the applicable monthly rate specified in 18 U.S.C. § 4161 (less any previous forfeiture or withholding outstanding). The amount of good conduct time (GCT) available for forfeiture is limited to the total number of days in the "non-vested" status at the time of the misconduct (less any previous forfeiture). A forfeiture of good conduct time sanction may not be suspended. Disallowance of extra good time is limited to the 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 good conduct time will not be restored. Authority to restore forfeited statutory good time is delegated to the Warden. This decision 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 Page 19 of this Chapter for limitations on this sanction and for eligibility for restoration). Good time (statutory and good conduct time) percentages may be combined when separate acts or offenses occur on the same day and are heard by the DHO at the same time. For example, when an inmate is charged, and found to have committed, both a 200 and 300 Code violation by the same sitting DHO, that DHO may forfeit 75% of the inmate's good time (50% for the 200 code violation, 25% for the 300 Code violation). Good time may not be forfeited (because it is not earned) for an inmate solely in service of a civil contempt. See the Sentence Computation Manual (Old Law, Pre-CCCA-1984) for a discussion of termination or disallowance of extra good time.

An application for restoration of good time is to go from the inmate's Unit Team, through both the DHO and Captain for comments, to the Warden or his or her delegated representative for final decision.

This sanction B does not apply to inmates committed under the provisions of 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 (includes the inmate who committed his or her crime on or after November 1, 1987) may not receive statutory good time, but is eligible to receive 54 days good conduct time credit each year (18 U.S.C. § 3624(b)). Once awarded, the credit is vested, and may not be disallowed. However for crimes committed on or after September 13, 1994, and prior to April 26, 1996, credit toward an inmate's service of sentence shall not be vested unless the inmate has earned or is making satisfactory progress toward a high school diploma or an equivalent degree, or has been exempted from participation because of a learning disability. For crimes committed on or after April 26, 1996, credit toward an inmate's service of sentence shall vest on the date the inmate is released from custody. Once disallowed, the credit may not be restored, except by immediate review or appeal action 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 disallowance of good conduct time may not be suspended. Only the DHO can take action to disallow good conduct time. The DHO shall consider the severity of the prohibited act and the suggested disallowance guidelines in making a determination to disallow good conduct time. A decision to go above the guideline range is warranted for a greatly aggravated offense or where there is a repetitive violation of the same prohibited act that occurs within a relatively short time frame (e.g., within 18 months for the same greatest severity prohibited act, within 12 months for the same high severity prohibited act, and within 6 months for the same moderate severity prohibited act). A decision to go below the guidelines is warranted for strong mitigating factors. Any decision outside the suggested disallowance guidelines is to be documented and justified in the DHO report. VCCLEA inmates rated as violent and PLRA inmates will ordinarily be disallowed good conduct time for each prohibited act they are found to have committed at a DHO hearing, consistent with the following;

(1) Greatest Category Offenses. A minimum of 40 days (or, if less than 54 days are available for the prorated period, a minimum of 75% of available good time) for each act committed;

(2) High Category Offenses. A minimum of 27 days (or, if less than 54 days are available for the prorated period, a minimum of 50% of available good conduct time) for each act committed.

(3) Moderate Category Offenses. A minimum of 13 days (or, if less than 54 days are available for the prorated period, a minimum of 25% of available good conduct time) for each act committed if the inmate has committed two or more moderate category offenses during the current anniversary period.

(4) Low Moderate Category Offenses. A minimum of 6 days (or, if less than 54 days are available for the prorated period, a minimum of 12.5% of available good conduct time) for each act committed if the inmate has committed three or more low moderate category offenses during the current anniversary period.

However, the DHO may, after careful consideration of mitigating factors (seriousness of the offense, the inmate's past disciplinary record, the lack of available good conduct time, etc.) choose to impose a lesser sanction, or even disallow no GCT for moderate and low moderate prohibited acts by VCCLEA inmates rated as violent or by PLRA inmates. The DHO must thoroughly detail the rationale for choosing to disallow less than 13 days or 6 days respectively. This will be documented in Section VII of the DHO report. Disallowance of amounts greater than 13 days or 6 days respectively will occur with repetitive offenses consistent with the guidelines in this B.1.

The decision of the DHO is final and is subject only to review by the Warden to ensure conformity with the provisions of the disciplinary policy and by inmate appeal through the administrative remedy program. The DHO is to ensure that the inmate is notified that any appeal of a disallowance of good conduct time must be made within the time frames established in the Bureau's rule on administrative remedy procedures.

Except for VCCLEA inmates rated as violent or PLRA inmates, Sanction B.1 may be imposed on the Low Moderate category only where the inmate has committed the same low moderate prohibited act more than one time within a six-month period.

Good conduct time credit may only be given to an inmate serving a sentence of more than one year, but less than the duration of his life. In the last year or portion of a year of an inmate's sentence, only the amount of good conduct time credit available for that remaining period of time may be disallowed.

Sanctions for Repetition of Prohibited Acts Within Same Category

When the Unit Disciplinary Committee or DHO finds that an inmate has committed a prohibited act in the Low Moderate, Moderate, or High category, and when there has been a repetition of the same offense(s) within recent months (offenses for violation of the same code), increased sanctions are authorized to be imposed by the DHO according to the following chart. (Note: An informal resolution may not be considered as a prior offense for purposes of this chart).

Category	Prior offense (same code) within time period	Frequency of repeated offense	Sanction permitted
Low Moderate (400 series)	6 months	2 nd offense	Low Moderate Sanction 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) (EGT sanction may not be suspended)
		3 rd offense	Any sanction available in Moderate (300) and Low Moderate (400)
Moderate (300 series)	12 months	2 nd offense	Moderate Sanctions (A ,C, E-N), plus 1. Disciplinary Segregation, up to 21 days. 2. Forfeit earned SGT or non-vested GCT up to 37½% or up to 45 days, whichever is less, and/or terminate or disallow extra good time (EGT)(EGT sanction may not be suspended)
		3 rd offense	Any sanctions available in Moderate (300) and High (200) series
High (200 series)	18 months	2 nd offense	High Sanctions (A, C, E-M), plus 1. Disciplinary Segregation, up to 45 days. 2. Forfeit earned SGT or non-vested GCT up to 37½% or up to 45 days, whichever is less, and/or terminate or disallow extra good time (EGT)((EGT sanction may not be suspended)
		3 rd offense	Any sanctions available in High (200) and Greatest (100 series)