

# ADMISSION AND ORIENTATION HANDBOOK

## FEDERAL CORRECTIONAL INSTITUTION

### PEKIN, ILLINOIS

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# FEDERAL CORRECTIONAL INSTITUTION PEKIN, ILLINOIS

## **PREFACE**

This handbook has been developed to assist and acquaint you with the daily routine at the Federal Correctional Institution (FCI), Pekin, Illinois. Your understanding of the following information is essential to your successful adjustment to this facility. The information in this handbook is subject to change and does not override newly issued Bureau of Prisons Program Statements, Institution Supplements, and Operations Memoranda.

The mission of the Federal Bureau of Prisons is to provide a safe, secure, and sanitary environment for individuals who are sentenced by the courts to the care and custody of the Attorney General. The staff at FCI Pekin strives to accomplish this mission by ensuring that inmates are housed in a facility which best meets their security needs while providing them with a variety of correctional programs that balance punishment, deterrence, and rehabilitation. Your self-initiative, behavior, and responsibility will have a direct bearing on your confinement. The staff at this facility are dedicated in making every effort to provide you with a safe and secure living environment; therefore, you are expected to abide by the rules and regulations of this facility and to maintain a positive attitude.

The information in this booklet will serve as a valuable resource both initially and for future reference. Your cooperation with staff and other inmates will contribute to a positive, orderly environment at FCI Pekin.

## **INTRODUCTION**

The information contained in this booklet is designed to ensure a better understanding of the facts concerning this institution's operation. The Admission and Orientation (A&O) Program is designed to assist you with expectations and opportunities that will possibly confront you as a newly admitted inmate. All inmates received at FCI Pekin must attend the institution A&O Program. This segment is ordinarily completed within four weeks of arrival. Information will be made available which will provide you with specific department policies, procedures and rules and regulations currently in effect at FCI Pekin.

Upon arrival at the Federal Correctional Institution, Pekin, Illinois, you will be processed through the Receiving and Discharge (R&D) area by Inmate Systems staff, a unit team member, and medical staff. A social interview as well as a medical screening will be completed at intake screening. You will also be issued an inmate Commissary Card and a Personal Access Code (PAC), which can be used to access the Inmate Telephone System (ITS).

At the conclusion of intake screening you will be assigned to a housing unit. Placements in housing units are done randomly with emphasis placed on maintaining racial diversity and balance. When you have completed all aspects of the A&O Program, you will be assigned to a work detail. This process ordinarily takes 30 days after arrival to the facility.

Lastly, if an inmate is out of the institution for court appearance or any other temporary release for more than 90 days, you will be required to re-complete the Institution A&O Program, after which, you will normally be reassigned to your former work detail. Assignment to a former unit is

contingent upon available bed space.

## **UNIT MANAGEMENT**

The FCI is organized into four (4) housing units consisting of a multi-discipline group of staff who will make decisions concerning work, programs, discipline and supervision. If you are a new commitment, transfer or violator, you will be assigned to a housing unit and will have a formal meeting with your unit team ordinarily within four weeks of arrival.

The housing units are referenced by Illinois (A Unit), Indiana (B Unit), Iowa (C Unit) and Missouri (D Unit). All housing units contain a number of multiple person rooms (2, 8 and 10 man rooms). Newly arrived inmates are ordinarily assigned to an 8 or 10 man room. Subsequent room changes are based upon the individuals arrival date in the unit (seniority), room availability, conduct, behavior and program compliance. All inmate rooms will contain the following items:

- 1 pillow per inmate
- 1 wall locker per inmate (8-10 man rooms will have a drawer)
- 1 plastic chair per inmate
- 1 mattress per inmate
- 1 desk (8-10 man rooms have a common desk)
- 1 trash can (except 8-10 man rooms/no plastic liners allowed)
- 1 bulletin board per inmate (except 8-10 man rooms).

The bulletin boards will not display magazine cut-outs, nude or sexually suggestive photographs. Items assigned to the rooms will not be moved or altered. A combination lock is available for purchase in the Commissary for your individual locker. All room occupants will be **mutually** responsible for room sanitation, equipment and held accountable for contraband item(s).

### **Unit Staff**

Each housing unit has a "Unit Team" which is made up of the following:

#### Unit

**Manager:** Is responsible for the overall operation and supervision of the housing unit. The Unit Manager is the "Chairperson" on disciplinary matters and inmate program reviews and validates all team decisions.

#### Case

**Manager:** Is responsible for providing technical expertise on matters pertaining to unit management functions, such as: parole commission, classifications, releases, transfer referrals, progress reports, etc.

#### Correctional

**Counselor:** Is primarily concerned with day-to-day activities. When you need assistance on personal matters, visiting, telephone, room, work and/or administrative remedies, you should contact your assigned counselor. The Correctional Counselor is actively involved in unit sanitation and coordinates sanitation efforts with the Unit Officer.

#### Unit

**Secretary:** Provides clerical support and perform various administrative duties for unit staff.

Correctional  
Officer:

Is primarily responsible for the supervision of inmates within the housing unit to include: safety, security, sanitation and contraband control. The unit officer is considered an active member of the unit team and provides valuable insight to the unit team pertaining to the inmate's sanitation, conduct, behavior and demeanor.

Educational

Representative: Is responsible for all matters pertaining to your educational or vocational needs. The education representative provides program recommendations and progress reports to the unit team during inmate program reviews.

Psychologist: Is qualified to determine if emotional/psychological problems may be affecting your individual adjustment. The psychologist monitors your participation in treatment programs and provides input to the unit team.

Case

Management

Coordinator: The Case Management Coordinator (CMC) is a technical advisor for unit management functions, provides technical training and oversees key program areas, such as the Institution Financial Responsibility Program and Central Inmate Monitoring.

Notary Public: Under the Provisions of 18 USC 4004, Case Managers are authorized to affirm documents. A recent change in the 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 for real estate transactions, automobile sales, etc. In these cases, it will be necessary to contact unit staff for arrangements with the institution's notary public. Contact your unit team regarding notary service if needed.

Unit Team: FCI Pekin is organized into a unit management system. A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. Each unit is staffed by a Unit Team directly responsible for those inmates living in that unit. The Case Manager and Counselor Offices are located in the units. This allows for more inmate accessibility. The Unit Manager and Secretary Offices are located in the center hallway which connects both housing units.

The Unit Staff includes the Unit Manager, Case Managers (2), and Correctional Counselors (2) and Unit Secretary. When available, the Staff Psychologist, Education Advisor, and Unit Officer will sit on a Unit Team. You will be classified by your unit team ordinarily within 4 weeks of arrival.

Generally, the resolution of issues of interest while at the institution are most appropriately initiated with the unit team. Unit team members are available to assist in many areas, including institution program planning, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while incarcerated. During the work week, Monday through Friday, unit staff members are ordinarily available between 7:30 a.m. to 9:00 p.m., and on

weekends and holidays from 7:30 a.m. to 4:00 p.m. Unit staff schedules are posted on the unit bulletin board. It is your responsibility to read the unit bulletin board daily.

### **Foreign National Inmates**

Foreign National Inmates who wish to contact their Diplomatic Embassy of their country of citizenship will provide a request in writing to the Unit Manager.

### **Communication**

The unit bulletin board contains written communication of interest to all inmates. Unit Town Hall meetings are scheduled bi-monthly prior to the 4:00 p.m. count. The Unit Manager may also utilize Town Hall meetings to foster improved communications and/or to address individual issues or concerns. The use of the open door policy, chain of command and Request to Staff Member are preferred in the resolution of issues. You are always encouraged to address your concerns directly to the department subject matter expert.

### **Inmate Financial Responsibility Program**

The Bureau of Prisons encourages each sentenced inmate to meet their legitimate financial obligations. As part of the initial classification process, staff will assist the inmate in developing a financial plan for meeting those obligations. At subsequent program reviews, staff shall consider the inmate's efforts to fulfill those obligations based upon the level of financial resources.

Inmates are advised of the effects of non-participation, which ordinarily will adversely impact room assignments, work assignments, performance pay, commissary privileges, release gratuities, and community programs. Inmates placed in FRP "Refuse" status will not be permitted to spend more than \$25.00 per month, excluding stamps and phone credits.

If an inmate is employed in UNICOR and receives Grade 1 through 4 pay, at least 50% of his monthly earnings will be used to satisfy the debt. All requests for UNICOR placement are directed and maintained by UNICOR staff.

### **Housing Unit Operations and Procedures**

It is your responsibility to read the unit rules and regulations as they pertain to unit operations and sanitation standards. These rules are posted under the glass bulletin board and outlined below.

## **UNIT RULES & REGULATIONS**

Unit rules and regulations are intended to insure the orderly running of the housing unit and are only minimal guidelines. Notification of any revision of the rules and regulations will be issued during scheduled Town Hall meeting and postings on the unit bulletin boards. Each inmate is expected to comply with the rules outlined below:

### **Announcements**

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

### **Barber Shop**

Hair cuts 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 off the corridor between the Dining Room and Facilities. In order to be authorized in the Barber Shop, you must obtain a pass from the unit officer.

The Barber Shop hours are as follows:

Monday	Closed
Tuesday	Closed
Wednesday- Sunday	8:00 a.m. - 10:30 a.m. 12:30 p.m. - 3:00 p.m.
Evening Hours	5:00 p.m. - 8:45 p.m.

The Barber shop is closed during the 10:00 a.m. and 4:00 p.m. count and during the period of mainline. There will be a maximum of six (6) inmates including both inmate barbers in the barber shop at any time. There is a one hour limit for use of the barber pass. Movements with the barber shop pass will coincide with controlled movement. Operating hours are subject to change and will be posted in that event.

### **Bulletin Boards**

The bulletin boards located on each side in the housing unit contain pertinent information affecting program information, activities, notifications, and department schedules. Change Sheets and Call-Outs are posted at approximately 4:00 p.m., Monday through Friday (excluding holidays). Change Sheets and Call-Outs on Friday include the weekend period. It is the individuals responsibility to view these documents daily. Failure to report to a scheduled Call-Out or comply to a posted Change Notification, will result in an incident report being issued for: Unexcused Absence or Refusing to Accept a Program Assignment 310/306.

### **Contraband**

Contraband is generally defined by anything not issued, approved for retention, altered from its original form, prohibited or in excess. Inmates are also mutually responsible for any contraband located in the common areas of their assigned room.

### **Correspondence**

All general correspondence mail will be passed out following the 4:00 p.m. count, Monday through Friday. You must be present to receive your mail. Legal and special mail will ordinarily be delivered by a unit team staff member.

## Counts

Inmates not assigned to a work related out count will report promptly to their assigned room for all official counts. Conversations will be kept at a minimum and there will be no distractions to the counting staff. As designated below, the 10:00 a.m. weekend & holiday count and the 4:00 p.m. daily count will be a stand up count. In addition to the official counts listed below, daily A.M. and P.M. census counts and institution lock down census counts will also be conducted.

Official Counts: 1 - 12:01 a.m.

2 - 3:00 a.m.

3 - 5:00 a.m.

4 - 10:00 a.m. **STAND UP COUNT** (weekends & holidays only)

5 - 4:00 p.m. **STAND UP COUNT**

6 - 9:30 p.m.

## Dress Code

The appropriate dress code during the normal workweek, Monday - Friday, 7:30a.m. - 4:00 p.m., is as follows: all shirts and or t-shirts are to be tucked in and khaki pants and shirts will be worn when outside the housing unit. The only exception to full uniform will be when traveling between recreation and the housing unit only. At no time will sweatshirts, t-shirts or shorts be worn in any other areas other than recreation or the housing unit. Sweatshirts may be worn under the institution shirt. Gray t-shirts are not to be worn as an outer garment. Doo-rags are permitted inside the housing unit only. Work boots will be worn on all work details. At no time are undergarments to be worn outside of assigned cells. Inmates are to be properly dressed while in the housing units. A khaki shirt is to be worn in the dining room even if a t-shirt is allowed on the work detail. All clothing is to be cleaned and washed on a regular basis and maintained in an acceptable manner.

## Earphones/Radios

Earphones will be utilized when playing radios at all times. Altered earphones or radios are considered contraband and will be confiscated.

## 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. In case of a fire or other disaster, it is most important that staff are able to take protective measures for you. 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. Unless otherwise notified, inmates will assemble in the compound middle area.

Fire Drills will be conducted on a quarterly basis at a minimum. Inmates are expected to exit the housing unit in a prompt, safe and efficient manner. Appropriate disciplinary actions will be taken for those refusing to comply with the instructions of staff members.

## Ice Machine

The ice machine is a sealed unit. The areas immediately adjacent to the machine 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 10:00 p.m. nightly.

### **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.** An inmate is not allowed in another inmate's room without their presence. All intra-unit visiting will terminate at 9:30 p.m.

### **Laundry Room**

The laundry facilities 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 hours are from 5:30 a.m. - 9:15 p.m. daily. Sitting on top of the machinery or tables is strictly prohibited. Handicap washers and dryers are for use by handicap inmates only.

### **Lights**

Day room lights in the unit will be turned on at 5:30 a.m. and turned off at 9:30 p.m. nightly.

### **Noise Levels**

Excessive noise levels, such as yelling and banging, will not be permitted at any time. Disruptive conduct and behavior will result in the termination of activities.

### **Office Complex & Open House**

The Central Unit Office Complex is **out of bounds** unless you are authorized by a staff member to enter. Unit staff will be available to address your concerns in the unit throughout the day and evening hours. Unit staff will also be available during meals in the dining room.

### **Unit Quiet Time**

Unit Quiet Time is defined as the period between 9:30 p.m. and 5:30 a.m. Inmates are expected to have consideration for those individuals trying to sleep.

### **Recreation**

Table games are available for check-out from the Unit Officer. Games must be returned no later than 9:15 p.m. nightly

### **Robes**



Robes are permitted to and from the shower. You must be fully clothed at all other times.

### **Room Assignments**

Room assignments are ordinarily coordinated by the assigned Counselor. Two-man room assignments will be based on seniority, disciplinary, sanitation, programing and IFRP responsibility. The Unit Counselor will maintain a waiting list for placement in a two-man room.

When an inmates name rises to the top of the list, he will be given a two-man room assignment. If he declines a particular two-man room assignment for ANY reason other than a bottom bunk restriction, his name will be placed at the bottom of the two-man waiting list. Inmates will ordinarily be required to relocate upon the second opportunity to do so.

Inmates returning from the special housing unit with sanctions from the UDC or DHO will be reassigned to a 8-10 man room and will be placed at the bottom of the seniority list.

Inmates living in two-man rooms, who are temporarily removed from the unit/institution, will be given priority to return to a two-man room UNLESS they were removed for disciplinary reasons. The Unit Manager will resolve other issues.

### **Showers**

The middle shower stall or the shower stalls marked "**DAY USE ONLY**" are the only showers to be used during the normal work week, Monday through Friday, 7:30 a.m. to 3:30 p.m. This is necessary in order to allow the unit orderlies the opportunity to maintain a high degree of sanitation in the shower areas. Each individual also has the responsibility to assist in maintaining this area and to leave the area neat and clean after use.

Showers will terminate at least fifteen minutes prior to an official count and will terminate at 9:15 p.m., nightly. Individuals are expected to cooperate with the unit orderlies so as not to interfere with the general unit sanitation efforts.

Exceptions may be made by the Unit Manager for late night workers. In that event, the showers nearest the exterior walls will be used.

### **Telephones**

All telephone calls will terminate fifteen minutes prior to an official count. You may use your assigned chair when using the telephone. Plastic chairs are not to be left unattended. In addition to the telephone schedule below, one telephone will be available at all times from 6:00 a.m. until 9:30 p.m.

#### **Weekdays:**

6:00 a.m. - 7:30 a.m.  
10:30 a.m. - 12:30 p.m.

#### **Weekends and Federal Holidays:**

6:00 a.m. - 9:30 p.m.

4:30 p.m. - 9:30 p.m.

Additional regulations concerning use of the telephones are as follows:

1. Inmates not making phone calls will not be permitted to congregate near the telephone area.
2. No third party telephone calls will be permitted.
3. Inmates will be responsible for their use of the telephone. They are expected to conduct themselves in a responsible manner and respect other inmates. Each inmate is responsible for the content of the telephone calls they make.
4. The use of the telephone will not interfere with institution schedules, programs, work assignments or counts. When a census count or scheduled count is conducted, all inmates on the telephones shall terminate their calls immediately. During institutional emergencies, use of the inmate telephone may be curtailed or terminated.
5. International collect calls are not permitted.
6. Only whole dollar amounts may be purchased when buying phone credits.
7. The maximum length of a telephone call will not exceed 15 minutes.
8. The Inmate Telephone System is a dual system which has both debit and collect calling capabilities. Debit and collect calls can be placed during the hours telephones are turned on.

### **Inmate Telephone calls to Attorneys**

Inmate-attorney calls should be allowed only when an inmate demonstrates that communication with his or her attorney by other means is not adequate. For example, when the inmate or attorney can demonstrate an imminent court deadline. The inmate must provide documentation to the Unit Manager indicating an imminent court deadline. All unmonitored legal calls will be collect. Requests for unmonitored calls can be directed to the Unit Manager.

### **Television Hours**

Unit televisions may be turned on at 5:30 a.m. daily. Televisions may remain on until 9:30 p.m., provided acceptable noise levels are maintained. Disruptive conduct, poor sanitation, and excessive noise in the common area may result in restricted viewing privileges. There will be no television viewing in the common areas during the unit cleaning times of 7:30 a.m. to 9:30 a.m. 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. The upper floor ranges are to remain free from obstacles at all times. Chairs and TV viewing from the upper range floors is prohibited. Under no circumstances will TV's be rotated from their original direction without the expressed approval of unit staff.

### **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, to include immediate family members. Children under the age of sixteen years of age are exempt from this rule. If you are expecting a visit, ensure the unit officer knows your location. It is your responsibility to notify prospective visitors of their approval or denial.

Requests for “special” visit considerations due to family emergencies shall be directed to the Unit Manager.

### **Fire Suppression Water Sprinkling System**

Tampering with the water sprinkler system, smoke alarms or hanging any item from the system is prohibited and will result in the issuance of an incident report.

### **Work Assignments**

You will be assigned to a work assignment upon completion of the A & O process and medical clearance. Your initial work assignment will be based upon the needs of the institution. Thereafter, you may request a job change during your scheduled program review. The Unit Team may consider your current work performance, programming, job availability, conduct and behavior, as determining factors in granting a job change.

## **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 (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.

To ensure a high degree of sanitation in the unit common areas, table games and TV viewing is “off limits” during the morning cleaning hours from 7:30 a.m. - 9:30 a.m. Inmates are encouraged to remain in their rooms or recreation area during this period.

### **Individual Rooms**

These instructions are meant as a guide to help individuals maintain their living areas. Rooms should meet these requirements in order to pass sanitation inspections. Failure to achieve acceptable sanitation standards will result in disciplinary actions.

You must maintain your assigned room in order to present an overall appearance that is clean, neat and orderly. All rooms will remain uniform in appearance. There will be no changes in the physical structure or design. At the discretion of the Unit Manager, inmates failing room inspections will be returned for immediate corrective actions. Repeated failure will result in disciplinary actions. The issuance of recreation passes may be contingent upon satisfactory room inspection results. Linens are not to be used as floor mats, locker tops or curtains, etc.

You will be held accountable for any and all damages found to have occurred within your assigned room. For example, replacement or maintenance required to correct or repair paint, damage to the walls, ceilings, doors, windows, lockers, lights, vents and plumbing fixtures. You will be written an incident report for damage to government property and may be sanctioned to restitution for replacement costs.

### **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.

### **Bed Making**

Beds will be tightly made, wrinkle free, and neat with the blanket made on top. 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 or shift 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 underneath the bed, starting at the head of the bed and continuing in a straight line.

### **Bed Frames**

All bed frames will be dusted and cleaned on a daily basis.

Laundry bags will be tied to the foot of the bed or on the authorized wall hooks. Special precautions will be taken so as not to block or impair the vision of the officer during counts.

### **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 and recyclable items will be disposed of in the proper receptacles. Tables and the floor will be cleaned if warranted. Tables will not be moved without the expressed approval of the Unit Manager. Table games will not be played after 9:00 p.m.

## **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 door window will also be cleaned as needed to remove all smudges.

No items are allowed to be stored on window sills or in the window bars. Fruit, cups, mirrors, papers, etc. are strictly prohibited for being placed in the windows. At no time will any item be placed in the window.

## **Fire Safety**

At no time will any item such as wood, paper, plastic or cardboard boxes be brought into the unit for inmate use. Second use containers are to be disposed of when empty and will not be used for other purposes.

At no time will any changes be made to the physical structure or fixtures that may cause harm or injury to themselves or others. This includes the placement of nails, screws, unauthorized hooks, and illegal radio antenna wires. No items will be attached to the window, window frame, or window security bars.

## **Furniture**

All furniture will be free of stains, dirt, and dust. Items such as a picture album or frame, cup, and 2 religious books, may be stored on top of the assigned locker as long as the items are neat and orderly. There will be no gang insignia displayed at any time. Items may not be placed on top of stacked locker or light fixtures.

## **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. The shelf under the mirror will be neat, organized, and be stain and dust free.

## **Microwave**

Care will be exercised when using the microwave. Any spills will be cleaned up by the user. Ceramic cups and bowls are not allowed in the microwave. Microwave operating hours are between 5:30 a.m. and 9:15 p.m. nightly.

## **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 other than the assigned room bulletin board. Light and electrical fixtures will be cleaned as needed and will remain dust and bug free.

Winter coats will be hung on the wall hooks. Clothing will not be hung on the bed post blocking or impairing the vision of the officer during counts.

Air vents shall not be blocked, or the air flow deflected in any manner.

## **MECHANICAL SERVICES (FACILITIES)**

The goal for the Facilities Department is to perform maintenance and construction within the facility. This work will be accomplished utilizing inmates that have been assigned to the shops in mechanical services. We also provide training for inmates desiring to learn and study a related trade. The following is a list of details:

ELECTRIC

HVAC (Heating, Ventilation and Air Conditioning)

UTILITIES (Air Handling Equipment, boilers, hot Water Heaters and Maintenance)

CONSTRUCTION - 3, 4, & 5 (Woodworking, Construction, Cement Finishing, Block Work, Painting, Etc.)

PLUMBING

JANITORIAL DUTIES

CLERICAL WORKERS

LANDSCAPING

ENGINEERING OFFICE

Work hours are from 6:50 a.m. to 3:30 p.m., Monday through Friday, except holidays. All pay positions are identified in the Inmate Performance Pay Policy and are assigned according to job functions performed, experience, and the desire to learn and work. Steel toe boots must be worn at all times. Inmates must have their identification cards on their person at all times. Inmates are not allowed to work on live electrical circuits. Additionally, inmates are not allowed to enter confined spaces.

## **HEALTH SERVICES**

It is the policy of the Bureau of Prisons to provide essential medical care and treatment of inmates during incarceration. Decisions concerning treatment and appointment times will be made solely by medical staff.

### **Medical and Dental Sick Call Procedures**

If you need medical attention, you must report to the Health Services Unit on the sick call 10 minutes move (between approximately 6:30 - 7:00 a.m) to sign up for sick call. Sick call is held on Monday, Tuesday, Thursday & Friday. There is no sick call on Wednesdays, Saturdays, Sundays, or during Federal Holidays. Any inmates reporting to sick call after the ten minute move is closed will not be seen. Your medical and dental needs will be evaluated and an appointment time to return for further evaluation will be given, if necessary. All other visits to

Health Services Unit, except emergencies, will be by appointment only. BE PROMPT. **Inmates must present their identification card upon request. No inmate is permitted in the Health Services Unit without an appointment or pass.** For further information refer to the Institution Supplement Entitled "Medical and Dental Care of Inmates."

### **Emergency Care**

Medical care is available 24-hours daily. Should you become ill or injured after sick call, notify your supervisor or another staff member. The medical staff will then arrange for you to be seen in the Health Services Unit. **No inmate will go to Health Services Unit without a staff member clearing the visit with the medical staff first.**

### **Medication Line**

Certain medications are dispensed one dose at a time. If you are prescribed such a medication, you will be instructed to report to the Health Services Unit at the appropriate times to receive your medication. Refer to the Pill Line Schedule posted by the pharmacy.

#### **Weekdays:**

A.M. Insulin Line	FCI	6:15 am -	7:00 am	FPC	6:00 am -	6:15 am
Noon Pill Line	FCI	11:00 am -	12:45 pm	FPC	11:30 am -	11:45 am
PM Insulin Line	FCI	4:30 pm -	5:00 pm	FPC	2:30 pm -	4:30 pm
Pill Line	FCI	8:30 pm -	9:00 pm	FPC	6:30 pm -	7:30 pm (announced overhead)

### **Eyeglasses**

Eyeglass prescriptions determined as a non-professional prescription (reading only) will not be provided by Health Services. Inmates may purchase this item through Commissary.

Any inmate in need of eyeglasses must submit an "Inmate Request to Staff Member" (Cop-Out) to the Health Services Unit requesting an eye examination. Routine eye exams will be provided to the inmate every two years. If at any time before the two years, the inmate experiences a condition that the inmate feels requires the attention of the optometrist, the inmate would report to sick call for evaluation. Upon sick call evaluation, if it is determined the inmate needs to be seen prior to the two years, a consultation will be written for the optometrist. After an eye examination has been performed by an Optometrist, each inmate has two options; the institution will provide a pair of standard issue eyeglasses obtained from the Federal Prison Industries, FCI Butner, N.C., or the inmate can request a copy of his/her eye examination prescription and have a pair of eyeglasses mailed in from an outside vendor only at the inmate's expense. Only the Health Systems Administrator may authorize eyeglasses to be mailed in from the outside vendor. An inmate will contact their unit team who will forward a completed authorization to receive package form to the Health Systems Administrator for approval. NOTE: If an inmate is going to purchase eyeglasses from an outside vendor, the following restrictions will apply:

- a.) The eyeglasses frame must be plain black plastic, no designer frame.
- b.) The eyeglasses lens must not have any tint unless authorized by the Clinical Director or by the Health Systems Administrator.

- c.) The institution will not be responsible for fitting, adjusting, repairing or replacing lost glasses purchased from the outside vendor.
- d.) The total claim value for the pair of eyeglasses must not exceed \$100.00.  
Repair of privately obtained eyeglasses will be at the inmate's expense.

NOTE: Inmates that are provided BOP glasses, will be responsible for that pair of glasses. Health services will not replace lost, broken, stolen, or mistreated eyeglasses until the next routine eye exam which is every two years. The inmate may replace the glasses at the inmate's expense from the community with the HSA's approval. Once received by the mail room, the Health Systems Administrator will check the eyeglasses to ensure they meet the authorization requirements and release them to the inmate.

### **Contact Lenses:**

The use of contact lenses in this institution will not be authorized unless they are prescribed by an Optometrist, in consultation with the Clinical Director/Health Systems Administrator, to address a specific ocular condition. With approved use of contact lenses, the proper solution will be provided by Health Services through Pharmacy Services.

### **Physical Examinations**

Initial exam - An initial complete physical examination (medical and dental) to determine needs will be done on all new commits within 14 days of admission. A DNA specimen by finger stick will be collected at this time. If you have already received a physical exam prior to your transfer to FCI/FPC Pekin another exam will not be required here. Any other periodic health examination will be provided only if medically indicated. If you have a health problem which you think may be more than routine, you should report to Sick Call for an appointment. An inmate being released from custody may request a medical evaluation if he or she has not had one within one year prior to the expected date of release. Such examination should be conducted within two months prior to release.

### **Emergency Dental Care**

Emergency dental care is considered to be of the highest priority and is available to all inmates. Dental sick call is held on Monday, Tuesday, Thursday, and Friday. Emergency dental care includes treatment for relief of pain, swelling, traumatic injuries, and acute infection. If an emergency occurs during or after work hours, the inmate is instructed to report this to his work supervisor or unit officer who will then call the Health Services Department.

### **Routine Dental Care**

Routine dental care is elective and is requested by each inmate through an inmate request to staff or "cop-out". Each request is responded to by dental staff and the inmate is placed on a chronological waiting list for treatment, unless there are special health reasons to establish other priorities. It is important for each inmate to watch the call-out list and to be present for his scheduled appointment.



## Accessory Dental Care

Accessory dental care includes crown and bridge work, orthodontics, implants, and TMJ surgery. These are not provided to the inmate population.

**CO-PAY PROGRAM** -All inmates have access to Bureau health care services. The Bureau will charge a co-pay fee for inmate requested visits to health care providers. Inmates will not be denied access to necessary health care because of an inmate's inability to pay the co-pay fee.

Payment for health care services - generally, you must pay a fee of \$2.00 per health care visit or health care service if you:

- a. receive health care services in connection with a health care visit that you requested (except for services described in the P.S. 6031.02, Co-Pay Program); or
- b. 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.

**You will not be charged a health care service fee if you are considered indigent and unable to pay the health care service fee. The Warden may establish rules and processes to prevent abuses of this provision.]** An inmate without funds (indigent inmate) is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days. In addition, co-payment fees are waived when appointments or services, including follow up appointments, are initiated by medical staff.

## Concerns/Grievance

Any healthcare concerns may be addressed with the Health Service Administrator or his/her designee during noon mainline on weekdays for the FCI and Thursday noon mainline at the FPC. You are encouraged to attempt to resolve your concerns at the lowest level. If further remedy is needed you may utilize the more formal process of administrative remedies through your unit team.

<b>HEALTH CARE RIGHTS AND RESPONSIBILITIES</b>	
<b>RIGHTS</b>	<b>RESPONSIBILITIES</b>
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 7:00 a.m. on Monday, Tuesday, Thursday and Friday.	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 releasable 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.
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 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.

## **PSYCHOLOGY SERVICES**

Psychology Services provides professional services in the areas of evaluation, counseling, group programs, crisis assistance, drug treatment, and self-help programs. Each new arrival will be interviewed and provided a summary of current psychology programs available for enrollment.

Most programs in Psychology Services are voluntary enrollment, and voluntary withdrawal after enrollment with no penalty or disciplinary action for withdrawal. Inmates are encouraged to suggest programs. Programs are usually conducted on a group basis and open to eligible inmates within the FCI.

An inmate is required to participate in the drug abuse education course if he has been sentenced or returned to custody as a violator after September 30, 1991 and it is determined by unit and/or drug abuse treatment staff through a combination of interview and file review that:

1. There is evidence in the PSI that alcohol or other drug use contributed to the commission of the offense.
2. Alcohol or other drug use was a reason for violation either of supervised release (including parole) or Bureau community status; that is, RRC placement for with the inmate is now incarcerated.
3. There was a recommendation (or evaluation) for drug programming during incarceration by the sentencing judge.
4. There is evidence of a history of alcohol or other drug use. For example, the inmate's history of alcohol and/or drug use within the past 5 years is emphasized in the Presentence Investigation Report (PSR).

Inmates may also be considered for course placement if they request to participate in the drug abuse education program but do not meet the criteria to be required.

Inmates may also participate in the non-residential drug abuse program. This program is aimed at engaging motivated inmates in addressing their drug abuse problem. These inmates are usually not yet ready, or perhaps do not meet the qualifying criteria, to participate in residential therapy. Non-residential

participants, with the drug treatment staff, develop individualized treatment plans based on an assessment of their problems and goals. Inmates who complete NR (non-residential) drug abuse programming may also be paid up to \$30 for completion of the 24 session program.

Psychologists are always available to assist inmates with personal problems, emergency situations, crisis intervention, general mental health questions, interest in self-help, and desire for professional treatment. A psychologist is available by submitting an "Inmate Request to Staff Member", or in an emergency by alerting any staff member. Conversations of a counseling or treatment nature are confidential except in the following three (3) situations:

1. A clear risk of serious injury, disease or death to you or another person.
2. A clear risk to the security of the institution.
3. A current or future felonious offense.

The Drug Abuse Program Coordinator and Drug Treatment Specialists are available to assist with RDAP (Residential Drug Abuse Program) referrals as well as enrollment in the other drug programming available at FCI Pekin.

### **Suicide Prevention**

If you notice symptoms of any abnormal behavior or situation that may suggest that an inmate is upset and potentially suicidal, you need to notify staff immediately. Psychology Services at FCI Pekin are here to be of service to you. Your contact with Psychology Services is at your discretion outside of the initial interview upon your arrival at this institution and requirement, if any, to participate in the drug abuse education course.

### **FOOD SERVICE**

Food Service Mission: To provide all persons confined in federal prisons with meals which are nutritionally adequate, properly prepared and attractively served. Provide all inmates assigned to the department with the opportunity to acquire skills and abilities that may assist in obtaining employment after release.

The Bureau of Prisons now serves all meals according to a National Food Service Menu to include heart healthy options for all meals.

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	6:30 a.m. - 7:00 a.m.
LUNCH	11:00 a.m. - 10 minute last call announced
DINNER	After 4:00 p.m. count clears - 10 minute last call announced

#### **Weekend & Holiday Dining Room Schedule:**

COFFEE HOUR	7:00 a.m. - 7:45 a.m.
BRUNCH	After 10:00 a.m. count clears - 10 minute last call announced

DINNER

After 4:00 p.m. count clears - 10 minute last call announced

Books, reading material, personal cups and commissary items are not to be brought into the dining room. Hot sauce purchased from the commissary is the only authorized item to be brought into the dining room. **No food items will be taken out of food service.** Line cuts are not allowed.

Portioned food items will be served on the supervised serving line. You are to tell the servers if you wish to receive the heart healthy items.

Exchanging food items from one person to another is not permitted on the serving line.

Individuals who double back through the service line and receive portioned items will receive an incident report.

Nutritional information cards are posted on the serving line.

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. Bonus pay is available and is also administered in accordance with policy. Inmates must have a medical clearance to work in Food Service. For further information refer to the Institution Supplement entitled "Dining Room Meal Schedule & Rotation."

## **CORRECTIONAL SYSTEMS DEPARTMENT (CSD)**

The Correctional Systems Department is located next to the Health Services Department. This department consists of the Mail Room, Receiving and Discharge (R&D), and the Records Office. Outgoing mail must be unsealed and placed in the mail box located in your assigned unit. All outgoing mail will be picked up Monday through Friday in the units and delivered to the Mail Room for processing. You must place your committed name, register number, and the institution's return address on all outgoing mail as follows:

Committed Name/Register Number  
Federal Correctional Institution  
P.O. Box 5000  
Pekin, Illinois 61555-5000

If this information is **NOT** on your letters, they will be returned to you.

Correctional Systems conducts open house on Wednesday and Thursday from 11:00 a.m. to 12:30 p.m. or until mainline is complete. You can see the Mail Room, R&D and the Records Office staff if you have issues.

All outgoing Legal or Special Mail needs be delivered to the mail room between the hours of 7:15 a.m. to 7:45 p.m. Monday through Friday. Each letter is to be sealed and Legal Mail written on the front of the envelope. You must show your Identification Card when dropping off this mail.

Incoming Legal or Special Mail will be handled by the mail room staff. Each inmate will be called down the same day the mail is received from the post office. The mail room staff will notify the unit officers or the work details of what inmates have Legal or Special Mail, but it will be the responsibility of the inmate to come to the mail room between the hours of 11:00am and 12:00pm to pick up their legal mail this will also be announced on the intercom system. The inmate must have their identification card on them to receive this mail. If you miss this time frame, you will be placed on call out for the next morning during our legal mail open house. If you miss the call out for any other reason except an institution emergency, you will receive an incident report. The inmates will sign for receiving this mail and it will be opened and searched for contraband prior to being handed to the inmate. All unauthorized items will be rejected and dealt with accordance to policy. Incoming Legal/Special Mail must be clearly marked with "Special Mail - Open Only in The Presence of The Inmate" and the sender's name must be properly identified with their title in the return address section for this mail to be handled in that manner. All mail is treated in accordance with the United States Postal Service Regulations. The Federal Bureau of Prisons (BOP) Program Statement on Correspondence and the Mail Management Manual are on file in the Law Library.

Mail is delivered Monday through Friday after the 4:00 p.m. count by the Unit Officer in the common area of each housing unit. There is no mail delivery on weekends and Federal Holidays.

All money orders, cash, and check for inmates designated at FCI Pekin must be sent to the National Lockbox location. You should include your committed name and register number. The address is P.O. Box 474701, Des Moines, IA 50947-0001. No other mail items besides money should be sent to the lockbox.

You are not allowed to correspond with inmates confined at other federal or state correctional institutions without prior written approval from Chief Executive Offices at both facilities and this approval must be on file in the mail room. If the both inmates are confined in federal institutions then approval needs to be from the Unit Managers at both facilities.

You may only receive hard and soft-covered publications directly from a publisher, bookstore, or a book club. The package must be marked "Books" or "Authorized Reading Material" or it may be refused at the post office, if the item is not easily identified that it is coming from an authorized source. You can also complete an Authorization to Receive Form to have items of this nature sent in this form must be signed by the Unit Manager and a copy must be on file in the mail room. Newspapers and Magazines are only allowed to be received by subscription only.

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

**Receiving and Discharge** - If you transferred from another federal institution, the R&D Officer will place you on a call-out to issue your property. If you have any questions about your property

being here, you may submit a "Request to Staff Member" addressed to the Receiving and Discharge Officer. If R&D does not have your property then your counselor can assist you in contacting the previous facility to check on the status of your property. You will be made in compliance with the Institutional Supplement titled Personal Property, Inmate, which is on file in the law library.

When you transfer to another institution, you will be made in compliance with National Program Statement 5580.07, Inmate Personal Property which is also available in the law library.

Mail-outs for personal property will be handled by call-out you will need to complete an Authorization to Mail-out form and it needs to be signed by a unit team member. When completing this form ensure you are putting the number of each item you are sending out, i.e., five books, one inch of various papers, etc.

Release clothing can be sent in no earlier than 30 days prior to your release date. You must have an Authorization to Receive form on file in the mail room in order for the box to come into the facility.

**Records** - The Designation and Sentence Computation Center (DSCC) in Grand Prairie, Texas and the Records Office at the institution computes your federal sentence, establishes release dates, tracks extra good time, statutory good time, lump sum extra good time awards, and detainers. You will be given a copy of your sentence computation as soon as it is prepared and certified by DSCC. Any questions concerning good time, jail credit, parole eligibility, length of sentence, full term dates, release dates, 180 day dates, and periods of supervision should be addressed to the Supervisory Correctional Systems Specialist in the Records Office.

**Detainers** - Another law enforcement agency may place a detainer on an inmate while they are incarcerated. For all untried charges you may be able to start a 180 Interstate Agreement on Detainers (IAD), if this applies to you then a Correctional Systems Officer in records will complete the forms and talk to you about this procedure. The IAD is not applicable to any type of violation detainers.

**Statutory Good Time** - Under the old sentencing guidelines, a person who is sentenced to six months or more receives a specific number of days off their sentence every month (Statutory Good Time). The length of the sentence determines the amount of days an inmate is entitled to each month. Shortly after arriving at the FCI, a Notification of Good Time earning rate will be received on a form entitled Computation Summary from the Correctional Systems Department. A disciplinary report may result in the loss of Statutory Good Time, or the disallowance of Good Conduct Time.

**Extra Good Time** - In addition to Statutory Good Time, inmates sentenced under the old guidelines will receive 3 Extra Good Time days per month for the first year, prorated according to the dates of commitment and release. Every year following, five days of Extra Good Time will be accrued each month.

**Good Conduct Time (Comprehensive Crime Control Act)** - For those inmates committed under the provisions of the Comprehensive Crime Control Act (CCCA), i.e., (the date of the federal offense was on or after November 1, 1987), the following applies:

A prisoner who is serving a term of imprisonment of more than one year is eligible to receive up to 54 days Good Conduct Time after each year of their sentence is served. Credit for the last year or portion of the last year will be prorated and credited within the last six weeks of the sentence. Good Conduct Time may be disallowed for misconduct.

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

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

**Notary Public** - Specific staff have been designated to notarize documents. Should an inmate need a document notarized, they can inquire as to which staff members are designated as certified notary public.

## **INMATE SERVICES**

**Commissaries** - The Commissary offers a variety of edible and inedible products. The purpose is to provide inmates with merchandise not provided by the Bureau of Prisons and food items to compliment the institution food service menu. Commissary use is a privilege, not a right. An Institutional Identification Card is required to shop at the Commissary, and is ordinarily provided during initial processing. The FCI commissary is open on Mondays, Tuesdays, Wednesdays, and Thursdays. The commissary will be closed on all Federal Holidays. The following is the commissary schedule:

**6:40 a.m. to 7:30 a.m.**      **Open shopping (available to all inmates)**

**8:25 a.m. to 9:25 a.m.**      **Unit Orderlies, Medically unassigned, A&O Unassigned,  
Inmates on an afternoon job assignments, and inmates on vacation.**

**10:25 a.m. to 11:00 a.m.**      **Inmates assigned to a A.M. or all day facilities and FCI Laundry  
work detail.**

**11:00 a.m. to 12:30 p.m.**      **Open shopping (available to all inmates)**

**2:35 p.m.(Or upon released from UNICOR) until yard recall**      **Inmates assigned to UNICOR work  
details.**



Inmates will be allowed to shop one day per week based on their housing unit or work assignments. There will be no exceptions granted to an inmate to shop on a day other than their scheduled day.

**Friday Early Sales 11:00 a.m. to 12:30 p.m. - Open to all inmates for the purchase of specific items of inventory such as tennis shoes, radio, SPO's , and hobby craft items only.**

**Any concerns** about your purchase must be settled with staff before you leave the sales window. Should you be absent and / or miss your place in line, you void the opportunity for general purchase. Special purchase is on Fridays during 11:00 a.m. to 12:30 p.m.. The spending limit is \$290.00 per month, and will be re-validated based on the fifth digit of the inmate register number.

All items purchased within the commissary will be applied to an inmate spending limit, except Over to Counter Medicines (OTC MEDS), Postage Stamps and Inmate Telephone System credits. Spending limits for the Christmas Season may be increased \$50.00 and will be posted for one validation period. Commissary order forms are available in the housing units. Orders must be completed prior to arrival at the sales window. Out-of-stock items, new items, and price changes are posted within the Commissary. Do not leave the Commissary once you have submitted your order form. It is your responsibility to check the Out of Stock Lists, New Items, and Rules pertaining to the commissary operation.

**No Additions or Substitutions** will be made once you have submitted your order form.  
**All prices are subject to change without notice.**  
**ALL SALES ARE FINAL!**

**Special Purpose Orders (SPO's)** - Hobby shop items such as special pencils, art supplies, and ceramic supplies will be available through the Special Purpose Order Program (SPO's). These items are limited to those items approved in catalogs in the Recreation Supervisor's Office.

Special Purpose Orders (SPO's) will be sold during the Fridays early sales period. A list of all Special Purpose Orders (SPO's) ready for pickup will be posted on the commissary bulletin boards.

**Telephones** - Your telephone privileges are administered through TRUFONES. Subject to available funds, you will be allowed to make calls to any number on your approved phone list. Value Added Communications (VAC) (800) 913-6097 is the vendor for prepaid accounts. The calling party is responsible for establishing a new account with VAC .

If the phone privilege is abused, calls may be limited to specific numbers or phone privileges may be denied.

Phone credits are acquired by transferring funds from an inmate's account to their TRUFONE account. Transfers can be accomplished up to two times per every day. All transfers will be in whole dollar amounts. Telephone credits will only be credited back to inmate account if it meets one of the following criteria:

1. An inmate is being released from custody
2. Revocation of telephone privileges

Inmates not making phone calls, will not be permitted to congregate near the telephone area. Telephones are available from:

**6:00 a.m. -9:30 p.m., Daily (300 minutes per month).**

A list of up to thirty (30) numbers may be submitted to the ITS Staff via the unit team. All additions and deletions must be processed on a BP-505 (blue form) and submit to unit team for review and hand delivery

to ITS staff for processing in the TRUFONE system. Changes to established phone lists may be submitted once (1) per month. All phone calls are limited to fifteen (15) minutes.

No third party, credit cards, 800, 888, 877, and 900 numbers, or information calls will be permitted in the system. Calling motels and hotels will not be permitted also.

The BOP reserves the authority to monitor (this includes recording) conversations on any telephones located within its institutions. The daily monitoring is to preserve the security and orderly management of the institution and to protect the public. Your use of inmate telephones constitutes consent to this monitoring. Inmates must contact their unit team to arrange an unmonitored legal call (collect call) if there is an imminent court deadline.

**Money Postimg-** No monies or checks will be posted to any inmate's account at this institution. All funds will be processed at the lockbox which is located in Des Moines, Iowa. All funds received at the institution will be returned to the sender. The address of the lockbox is as follows:

**Federal Bureau of Prisons  
Insert Inmate Register Number  
Insert Inmate Name  
Post Office Box 474701  
Des Moines, IA 50947-0001**

Money may be transferred to an inmate's account by Western Union. With this transaction the money will be placed on an inmate's account at the time of the transaction.

No personal checks will be accepted at the lockbox site. Approved types of negotiable instruments are Money Orders, Government Checks, Foreign Negotiable Instruments and Business Checks.

Money transfers can be sent from Mexico, from a participating Elektra - Western Union location in Mexico.

### **Institution Laundry / Clothing**

**Laundry / Clothing Room-** The FCI Laundry / Clothing Room will operate on Mondays, Tuesdays, Thursdays, and Fridays between the hours of 6:00 a.m. to 2:00 p.m.. The laundry operations will be closed on all Federal holidays. Inmates will wash and dry personal clothing in the washers and dryers in the housing units. The laundry will not process any personal clothing.

**Clothing Exchanges** - Soiled laundry will be brought to the Laundry between the hours of 6:30 a.m. and 7:30 a.m... Soiled laundry will be placed in the inmate's laundry bag and secured with a closure. The clothing will be washed and dried in the bag and placed in the inmate's assigned bins. Clean laundry will be picked up that day after 11:00 a.m.

**Personal Hygiene Supplies** - Personal Hygiene Supplies will be made available for all inmates at the FCI on Thursdays from 6:30 a.m. to 7:30 a.m.

**Linen and Blanket Exchanges** - Linen and blanket exchange will be accomplished on Fridays between 6:30 a.m. to 7:30 a.m. All items will be exchanged on a one for one base.

**Safety Shoes** - Each inmate will be issued one pair of safety shoes. If an inmate has a problem with their shoes, they should report this to the clothing room staff. Exchange of safety shoes will be at the clothing room staff's discretion.

**Property/Clothing**

**Alterations** - Clothing in need of repair or alterations should be brought to the Laundry between the hours of 6:30 a.m. and 7:30 a.m.. Clothing that is altered may be picked up the same day at 11:00 a.m.. Inmates are not allowed to do individual alterations, this must be done by the laundry department, only.

**Clothing Allowance**- Each inmate will be issued a bed roll by the R & D Officer upon initial commitment. The bed roll will be signed for and turned in upon release. The bed roll consists of:

- Blanket.....1 Each
- Sheets.....2 Each
- Pillow Case.....1 Each
- Wash Cloths.....1 Each
- Towels.....1 Each

The Clothing Room will issue all new commitments the following items:

- Laundry Bags.....1 Each
- Jacket (seasonal).....1 Each
- Underwear.....5 Each
- Safety Shoes.....1 Pair
- Socks.....5 Pair
- T-Shirts.....5 Each
- Work Pants.....3 Each
- Work Shirts.....3 Each

**Responsibility** - Each inmate will be responsible for each article of clothing that is issued to them. Any unauthorized items are prohibited.

**Institution Releases** - When inmates are released from FCI Pekin, all issued clothing and linens must be turned into the clothing room. You are held responsible for each article of issued items. Any destruction, mutilation, negligence or unauthorized use of institution clothing, bedding, or towels on an inmate's part, may result in disciplinary action. This includes the possession of such items as cut off work pants, uses of towels as rags, sleeveless shirts, etc.

**RELIGIOUS SERVICES**

Participation in religious programs is voluntary. There are regular organized religious services in most major faiths. The schedule of regular religious activities is posted on bulletin boards in the chapel and the units. These schedules are also distributed during the A&O Program. Approved volunteers and contract clergy will assist the Chaplains. For further information refer to the Institution Supplement entitled "Religious Beliefs & Practices of Committed Offenders."

**EDUCATION DEPARTMENT SERVICES**

## **Interview and Placement**

During the week of Admissions and Orientation, a member of the Education Department's staff will conduct an interview with you. You will receive a brief overview of the programs available and recommended programs in which you should enroll. This information will also be given to your education representative and to your unit team. We expect that you will take an active role in furthering your educational horizons.

## **Literacy**

All inmates without a GED or high school diploma who are below the 8.0 eighth grade level on the TABE test will be placed in our Pre-GED literacy class. All inmates without a GED or high school diploma who are above the 8.0 eighth grade level on the TABE test will be placed in our GED Literacy class.

An inmate shall not receive approval to voluntarily withdraw from the literacy program until he or she completes at least 240 instructional hours in the literacy program.

The PLRA provides that, in determining Good Conduct Time awards, the Bureau shall 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 while attaining a GED credential, in order to be eligible to earn the maximum amount of GCT.

When a VCCLEA inmate receives a GED UNSAT Progress assignment, earned GCT shall not vest. When a PLRA inmate receives a GED UNSAT Progress assignment, he or she will not be eligible to earn the maximum amount of GCT. UNSAT Progress is obtained by being found guilty of a prohibited act that is Education related or electing to withdraw from the literacy program after completing 240 hours and before GED is obtained. If an inmate is unsure whether they fall in the VCCLEA or PLRA category they need to see their case manager.

## **General Education Development (GED)**

Individuals are given an excellent opportunity to acquire their General Educational Development Certificate through our GED program. FCI Pekin is an official GED testing center.

In today's job market, the educational standards for almost all entry level jobs are continually on the rise. Persons functioning below the high school level will face serious difficulties in obtaining meaningful employment. At FCI Pekin, we believe it is our responsibility to keep pace with the educational demands placed on the individual when seeking employment. GED is mandatory for all individuals who do not possess a high school diploma or its equivalent.

Following Admissions and Orientation testing, you will be placed in an appropriate GED class. The classes are self-paced and will meet the needs of those enrolled in the program. Through the use of classroom and computer assisted instructions, you will have the opportunity to prepare for the GED exam.

Before taking the GED exam, you are required to be enrolled in the GED program and successfully complete the Pre-GED exam. The score required to successfully complete the Pre-GED exam is an average of 480 with no score lower than 410 on any section of the exam. The score required to successfully complete the GED exam is an average of 450 with no score lower than 410 on any section of the exam.

## **English as a Second Language (ESL)**

Effective communication in today's society requires a number of skills. The most important of these skills is the ability to speak common language. In order to facilitate those people who are not native English speakers, FCI Pekin offers English as a Second Language. This program is designed to take students from the beginning level of English conversation and grammar to more advanced levels.

ESL is a mandatory program for those inmates who are not proficient in English. Those inmates that are not proficient in English will be required to remain in the ESL program until they successfully complete the Comprehensive Adult Student Assessment Survey (CASAS) which is used by the Bureau of Prisons as a means of measuring an individual's proficiency in English. To successfully complete the CASAS exam the student must demonstrate a proficiency level of at least 8.0 or the eighth grade level by achieving a 225 score on the reading and listening portions of the test.

## **Parenting Program**

Various parenting education classes are offered under the Parenting Program. This is a voluntary program for incarcerated parents who wish to continue an active relationship with their children.

## **Advanced Occupational Education (AOE)**

### **Small Business Management**

The AOE (Advanced Occupational Educational Training) program that gives you the opportunity to take college courses. This program consists of eight college classes that lead to a one year certificate in Small Business Management awarded by Illinois Central College. These classes are taught in the evening by local college instructors. You must have a GED or High School Diploma and the past year of clear conduct to enroll in AOE. In addition, you must have enough time remaining at this institution to complete the program.

Once enrolled in the program, the student must maintain a "C" average in each class. If a "C" average is not maintained or the student withdraws from a class, he will not be eligible to participate in the program for a period of one year. If a student is found guilty of an incident report after being enrolled, the student will be withdrawn from the program. He will be eligible again after one year of clear conduct. Students will attend all class meetings. Failure to attend class will result in a withdrawal from the program.

## **Certified Associate Addictions Professional (CAAP) Program**

This one year program is designed to train inmates in the field of drug and alcohol addiction recovery. The State of Illinois developed this certification to credential non-degreed professionals working in the field. After passing the state exam, the student will be certified, and would be qualified to work in a drug/alcohol recovery center upon release.

## **Vocational Training Programs**

**To qualify for vocational training programs, you must have a high school diploma or GED and the past year of clear conduct. In addition, you must have time remaining at this institution to complete the program. If you want to be added to a waiting list, send a cop-out to Education.**

### **AutoCAD:**

The AutoCAD program provides each individual with the opportunity to gain both experience and the skills needed to pursue a career in the computer assisted drafting industry. The focus of the AutoCAD curriculum is a core of technical classes which introduces students to the AutoCAD 2006 LT program. Each student will be trained in formatting, plotting, and file sharing operations that allow transmission of the finished blueprints.

### **Computer Applications:**

The Computer Application Program provides the inmates with training in basic computer operations. The Microsoft Office Suite programs covered in this one year program include: Keyboarding, Word, Excel, Access, and PowerPoint.

### **Machinist Program:**

The one year long Machinist Program consists of technical classes which introduces the student to all major aspects of the machine shop industry to include milling machines and lathes. Strong mathematics skills is a plus. Upon completion of the course, students will have the necessary skills to enter a machine shop related industry.

### **Adult Continuing Education (ACE)**

These programs are courses taught by other inmates in the institution. Topics such as Spanish, Real Estate, Public Speaking, and Drawing are offered. Most courses are taught one night a week for six weeks. Courses are advertised in the library, and in the housing units.

### **Incentive and Achievement Awards**

After successful completion of the following programs, students will be awarded a "Certificate of Completion."

Pre-GED  
Adult Continuing Education  
Parenting  
Vocational Training Programs

After successful completion of the following programs, students will be awarded a monetary achievement award. GED(\$25.00), ESL(\$15.00)

The following graduates will be invited to participate in the annual graduation ceremony.

GED  
ESL  
Vocational Training

## **Library Services**

The Education Department maintains a leisure and law library. The leisure library has numerous books available for circulation and reference. We ask that everyone adhere to the rules and procedures regarding checking books in and out. In addition, the library subscribes to a wide variety of magazines and newspapers. These are for use only in the library. Interlibrary Loan Services are provided through the Alliance Library System.

## **Law Library**

The FCI Pekin law library is located in the Education Department. Federal Law books, program statements, institution supplements, and other materials are for use only in the law library. You must present an identification card or an institutional library pass to check-out these items. Electric typewriters are available for your use; however, you must buy a typing ribbon in the commissary. Legal envelopes are available in the Education Office on Tuesdays and Thursdays. You must show your legal work to be mailed to receive the envelopes. The Commissary provides a copy machine for inmate use in the Education Library. You must buy a copy card in the commissary to use this machine.

### **Library Hours of Operation**

<b>Days</b>	<b>Hours</b>
Monday - Thursday	7:45 a.m. - 10:25 a.m. 12:00 p.m.- 3:30 p.m. 5:00 p.m.- 8:30 p.m.
Friday	7:45 a.m.- 10:25 a.m. 12:00 p.m.- 3:30 p.m. 5:00 p.m.- 7:30 p.m.
Saturdays	7:30 a.m.- 9:45 a.m. 11:00 a.m.- 3:30 p.m.
Sundays(Leisure Rec)	12:30 p.m.-3:30 p.m.

## **RECREATION**

The Recreation Department 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 teach you new skills.

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.

FCI Pekin is fortunate to have a wide variety of recreational facilities that include recreation yards with basketball, handball, and volleyball courts, as well as softball fields and a soccer/flag football field. Some of the other equipment we have includes billiard tables, bumper pool tables, table tennis, and weight training equipment.

### **FCI Recreation Hours of Operation**

#### **Leisure Center**

Monday thru Friday  
11:00 a.m. - 3:30 p.m.  
4:30 p.m. - 9:00 p.m.  
Weekends & Holidays  
7:30 a.m. - 9:30 a.m.  
11:00 a.m. - 3:30 p.m.  
4:30 p.m. - 9:00 p.m.

#### **Recreation Yard**

Monday thru Friday  
6:45 a.m. - 10:30 a.m.  
11:00 a.m. - 3:30 p.m.  
4:30 p.m. - dusk or 9:00 p.m.  
Weekends & Holidays  
7:15 a.m. - 9:30 a.m.  
11:00 a.m. - 3:30 p.m.  
4:30 p.m. - dusk or 9:00 p.m.

#### **Gymnasium**

Monday thru Friday  
6:45 a.m. - 10:30 a.m.  
11:00 a.m. - 3:30 p.m.  
4:30 p.m. - 9:00 p.m.  
Weekends & Holidays  
7:15 a.m. - 9:30 a.m.  
11:30 a.m. - 3:30 p.m.  
4:30 p.m. - 9:00 p.m.



# **CORRECTIONAL SERVICES**

## **Inmate Identification Cards**

Inmates will have their identification cards in their possession at all times and the photograph must be current. Individuals who present a significant change in their appearance will be responsible for the fees associated with obtaining a new commissary card.

## **Call-Outs**

"Call-Outs" are posted in the housing unit prior to the 4:00 p.m. count, Monday through Friday. Failure to report to a Call-Out will result in an incident report being issued. As a reminder it is your responsibility to stay abreast of information contained on Call-Outs and Change Sheets.

## **Counts**

12:00 a.m.	Counted in your assigned room.
3:00 a.m.	Counted in your assigned room.
5:00 a.m.	Counted in your assigned room.
10:00 a.m.	* Stand-up count in your assigned room (weekends and holidays)
4:00 p.m.	Stand-up count in your assigned room
9:30 p.m.	Counted in your assigned room

\*Saturday, Sunday, and Federal holidays are the same as above, plus a **10:00 a.m. Stand-up count**.

During the taking of the count there is to be no talking, moving or distractions. All radios and television sets will be turned off.

## **Work Call Hours**

6:50 a.m.	UNICOR and Facilities Work Call
7:30 a.m.	Inmate Work Call
8:25 a.m. - 3:45 p.m.	Controlled Movement
3:45 p.m.	Recall
4:00 p.m.	Stand-up Count

## **Pass System**

Recreation and general movement will occur during the controlled movement. When an inmate moves outside of a controlled movement, he must have a pass from a work detail supervisor justifying the move.

Inmates are permitted ten minutes to travel to and from each area. It is the inmate's responsibility to make sure that the staff member notes the correct time on the work pass. If more than ten minutes is used to travel from one area to another, the inmate is subject to disciplinary action.

When returning to the work area from which the pass was originally issued, the staff member who issued the pass will then keep the pass. At the end of each day, staff members will turn in all work passes to the Control Room, which will account for them.

Passes are required to attend recreation, education, chapel and the barber shop and should be requested from the unit officer prior to the beginning of the controlled move.

### **Institutional Emergencies**

When an emergency exists within the institution the emergency announcement will be activated alerting all inmates to seize movement and lay on the ground. All inmates will immediately seize movement and lay on the ground and wait for staff direction. Any inmate not complying with the emergency announcement system or staff directions will receive disciplinary action.

### **Controlled Movement**

All inmate movement throughout the institution is regulated by controlled movement. The purpose of controlled movement is to ensure that the movement of inmates is orderly. The beginning and end of each move will be announced over the institution speaker. During the ten-minute period of controlled movement, inmates may move from one area of the institution to another without a pass or staff escort. Inmates should arrive to their destination prior to the two-minute warning. At that time, inmates may not exit their areas. Inmates are not to loiter on the unit or compound sidewalks during periods of movement. During weekday evening hours, the first controlled movement usually will begin at the end of the evening meal. This means that after the dinner meal, inmates may travel to any unrestricted area of the institution during these hourly moves.

On Saturdays, Sundays, and Federal holidays, the first controlled movement will begin at the end of the morning meal.

### **Restricted Areas**

Restricted areas are those areas which you will not have access to when not on an assigned work detail. Restricted areas will include such areas as the Commissary (during non-operating hours), UNICOR, Food Service, Facilities, Lieutenants' Office, housing units that you are not assigned and all administrative offices. Inmates are not allowed to visit other inmates in another housing unit. No loitering is permitted in front of the housing unit. For further information refer to the Institution Supplement entitled "Inmate Accountability."

### **Visitation**

It is the policy of the Bureau of Prisons (BOP) to encourage visiting by family and friends to maintain morale and to develop closer relationships between family and others in the community. Some of the basic questions concerning visiting will be answered in this handbook. However, consulting with your Correctional Counselor or other unit team members and becoming fully aware of the visiting regulations is recommended.

FCI Visiting is regulated by a point system. Each inmate is given forty (40) points every month. One point represents one (1) hour of visiting time during the work week, (Monday). Two (2) points represent an hour of visiting time on weekends and federal holidays. Unused points will

not be accrued and added to the next months points. Holdovers will be allowed four (4) visiting days per month, two (2) of which may occur on weekends. Official attorney legal visits are “free” and will not be charged against the points per month limit.

### **Institution Directions and Transportation**

The Federal Correctional Institution, Pekin, is located on 2600 South Second Street, Pekin, Illinois. It is on Route 29 south of the city of Pekin. It is approximately 20 miles south of Peoria, 2 ½ hours south of Chicago, and 3 hours northeast of St. Louis. Directions to the institution are as follows:

St. Louis - Take 55 North to 155 North to 74 West to 29 South

Chicago - Take 55 South to 74 West to 29 South

Indianapolis - Take 74 West to 29 South

Des Moines - Take 74 East to 29 South

The Pekin community is serviced by the Pekin Peoria Yellow Checker Cab (309) 676-0731 and Peoria Yellow Cab (309) 697-5477. Trailways Bus Systems (309) 697-9000 provides interstate bus transportation to the Peoria Airport.

### **Visiting Times**

Saturday, Sunday, and Federal Holidays 8:00 a.m. to 3:00 p.m. Monday is 1:00 p.m. to 8:00 p.m.

The number of persons allowed while visiting one inmate is limited to seven (7) visitors, excluding infants and children under the age of three (3).

Inmates are not allowed to enter the vending machine area. Additionally, inmates are not authorized to use the microwave. Under no circumstances are inmates allowed to receive personal items from their visitor.

### **Visiting Regulations**

1. Visiting hours are Saturday, Sunday and all federal holidays, from 8:00 a.m. to 3:00 p.m. The visiting schedule on Monday will be from 1:00 p.m. to 8:00 p.m. Visitors will not be processed 30 minutes prior to the end of visiting (2:30 p.m and 7:30 p.m.). Visiting for Special Housing Unit inmates will terminate at 2:30 p.m.
2. All children under sixteen (16) years of age will be accompanied by an approved adult visitor. Visitors who are 16 or 17 years of age and not accompanied by a parent, legal guardian, or immediate family member at least 18 years of age must have written approval of a parent or legal guardian. All visitors will be expected to maintain control of their children at all times. If the Visiting Room becomes too crowded, visits for persons from the local area may be terminated according to the time of arrival, with the first to arrive being the first to be terminated.

3. Anyone visiting the institution must be on an inmate's approved visiting list.
4. For identification purposes, visitors will be required to present a picture identification card, (i.e., valid driver's license, passport, etc).
5. Appropriate dress shall be worn by visitors. The Visiting Room is a public facility and certain restrictions must be placed on visitors' clothing. Unacceptable clothing includes, but is not limited to: excessively tight fitting clothing, see-through garments, halters, tube tops, strapless dresses, swim suits, shorts, etc. Failure to comply with this dress code will be sufficient grounds to deny entry of a visitor.
6. Visitors are not allowed to bring food, gifts, games, needlework, pocket books, baby strollers, or packages into the Visiting Room. Personal items are not allowed to be given to the inmate and any item that cannot be thoroughly searched will not be allowed into the institution. Business transactions and written messages will not be exchanged during a visit. Items purchased in the Visiting Room Vending machines will be consumed inside the Visiting Room.  
Note: Baby diapers, food, and bottles, etc., will be allowed, but only the amount that will be consumed or used during the entire visit. A baby carrier will be allowed if it can be thoroughly searched.
7. Physical Contact: An appropriate kiss and embrace are permitted at the beginning and end of the visiting period. Filing finger nails, braiding of hair, etc., are not considered appropriate activities in the Visiting Room and are not permitted.
8. Movement in the Visiting Room: Once seated, movement by inmates and their visitors should be limited to that which is necessary (going to and from rest rooms and/or vending machine area). Unnecessary lingering, walking the aisles, etc., is distracting to other visitors and interferes with staff supervision of the Visiting Room.
9. Supervision of Children: It is the responsibility of the adult visitor and inmate to supervise their children visitors at all times. Children visitors should be supervised to ensure they do not disrupt other inmate(s) and their visitor(s).
10. Coin purses (clear) and wallets are allowed. Visitors are allowed to bring no more than \$20.00 into the Visiting Room. The currency denominations cannot exceed \$5.00. Visiting room officers do not provide change.
11. Rest Rooms: Staff will escort all inmates to use the rest room.
12. Visitation is limited to inmate's authorized visitors only.
13. Inmates will wear institutional issued clothing while on a visit. Inmates **cannot** wear tennis shoes into the visiting room. Only authorized personal property will be allowed into the visiting room after being properly inventoried and recorded on the FCI Visiting Room Inmate Property Log. These items include: One

comb, one handkerchief, one wedding band, one religious medallion, one pair of prescription glasses, and religious headgear (if authorized by the Chaplain).

**ANY VIOLATION OF VISITING PRIVILEGES MAY RESULT IN DISCIPLINARY ACTION AND/OR LOSS OF VISITING PRIVILEGES AND POSSIBLE CRIMINAL PROSECUTION OF THE VISITOR.** For further information refer to the Institution Supplement entitled "Visiting Regulations."

### **Contraband**

Contraband is anything that is not:

1. Issued by an institution staff member.
2. Purchased in the Commissary.
3. Purchased through approved channels.
4. Approved for issue by an appropriate staff member.

Authorized items may be considered contraband when found in excessive quantities or altered in any manner. Possession of contraband is subject to disciplinary action.

### **Shakedowns**

It is the policy of the BOP that you and your property can be searched **at any time** by a staff member. All inmates will be searched prior to entry into the visiting room and exiting the visiting room. Outside visitors are subject to a search prior to entering the institution.

### **Drug Surveillance**

The Bureau operates a drug surveillance program that includes mandatory random testing, as well as, testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program, and the inmate refuses or fails, that inmate will be subject to an incident report. For further information refer to the Institution Supplement entitled "Alcohol Surveillance and Testing Program."

### **Alcohol Detection**

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

### **Fire Prevention and Control**

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

## **UNICOR**

Federal Prison Industries, Inc. (FPI) was established as a program to provide meaningful work for inmates. This work is designed to allow the inmate the opportunity to acquire the knowledge, skills and work habits, which will be useful when they are released. Discretionary compensation is provided to inmates working in Industries.

No inmate classified as a pretrial inmate or an inmate who is currently under an order of deportation, exclusion, or removal may be employed in UNICOR. Inmates seeking FPI work assignments above Grade four (4) must possess a verified high school diploma/GED or be satisfactorily enrolled in a literacy program.

An inmate is in FPI work status if on the job, on sick call, during the inmates assigned hours, on furlough, on vacation, for the first 30 days on writ, for the first 30 days in administrative detention, or for the first 30 days on medical idle for a FPI work-related injury so long as the injury did not result from an intentional violation by the inmate of work safety standards.

Full time work status = A work schedule for an inmate consisting of 90% of the normal FPI factory work week.

Part time work status = A work schedule of less than 90% of the normal FPI factory work week.

### **Waiting List Hiring Exceptions**

Prior FPI work assignment - An inmate with prior FPI work experience during the inmate's current commitment and with no break in custody will ordinarily be placed within the top ten percent of the waiting list unless the inmate was terminated for disciplinary reasons, was placed in segregation, or voluntarily left the FPI work assignment for non-program reasons (i.e. for some reason other than formal education, vocational training, drug abuse programming, or similar formal programs).

UNICOR is responsible for placement on the UNICOR waiting list. The unit team may recommend an inmate for priority placement on this waiting list to assist an inmate in paying a significant financial obligation or for release preparation. Such placement must be documented and include the reason for the exception.

Lists are maintained by the date annotated on the cop-out on which staff receive them.

### **ADMINISTRATIVE REMEDY PROCESS**

The Federal Bureau of Prisons Program Statement 1330.13, Administrative Remedy Program, requires that all inmates shall informally present their complaint to staff. Staff shall attempt to informally resolve any issue before an inmate files a Request for Administrative Remedy BP-229(13).

When an inmate presents an issue to staff, usually the Unit Counselor, the staff member will determine if the inmate has made an attempt to resolve his complaint with the affected department head. The Counselor will give the inmate the Attempt at Informal Resolution form, commonly referred to as a BP-8. The inmate will complete the top portion of the form and return it to the Counselor.

The Counselor will make contact with the affected department head to attempt to resolve the issue. The Counselor will communicate the response to the inmate. If the inmate is not satisfied with his response and still wishes to pursue administrative remedy, the Counselor will issue the BP-9 form. The Counselor will complete the remainder of the BP-8 form, noting any reasons why informal resolution could not be achieved, and turn it in with the completed BP-9 form when the inmate returns it with any exhibits or attachments.

The Counselor should advise the inmate to:

- \_\_\_\_\_ Sign in the proper place
  - \_\_\_\_\_ Include all 4 carbon copies of form
  - \_\_\_\_\_ Attach only one continuation page, with 2 copies (at the institution level)
  - \_\_\_\_\_ Attach only one copy of all exhibits (The inmate will not receive these copies back.)
- Encourage them to make a copy of all appeals for their records.)

The BP-9 must be filed within (20) calendar days from the date on which these basis for the incident or complaint occurred. This includes the informal resolution process.

### **By-passing Informal Resolution:**

An inmate is encouraged to attempt informal resolution of all issues; however, he may choose to by-pass informal resolution if he has a valid reason. He must state the reason why he felt he should not attempt informal resolution on the BP-9 form. Informal resolution is not required for UDC or DHO appeals. The inmate must still return the BP-9 to his Counselor for submission to the Associate Warden's Office. If upon review, the Administrative Remedy Coordinator feels that the inmate's reasons for by-passing informal resolution are not valid, the Request for Administrative Remedy will be rejected.

Complaints regarding Tort Claims, Inmate Accident Compensation, and Freedom of Information/Privacy Act Requests are not accepted under the Administrative Remedy process.

Sensitive issues should be those issues in which the inmate feels his life is in danger if staff at the institution level become aware of his complaint or those issues that he feels require a Regional response. If the Region does not feel that the issue is sensitive, the inmate will be advised to file at the institution level.

Institution staff have twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional twenty (20) calendar days, but the inmate must be notified of the extension.

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

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

Request for Administrative Remedy Form: Request for Administrative Remedy (BP-229)  
Regional Administrative Remedy Appeal (BP-230)  
Central Office Administrative Remedy Appeal (BP-231)

Shall be written in three sections:           Statement of Facts  
  Grounds for Relief  
  Relief Requested

Time Limits (calendar days):   **Filing**  
  BP-9 (BP-229) 20 days of incident  
  BP-10 (BP-230) 20 days from BP-9 response  
BP-11 (BP-231) 30 days from BP-10 response

**Response Extensions**

BP-9	20 days	BP-9	20 days
BP-10	30 days	BP-10	30 days
BP-11	40 days	BP-11	20 days

For further information refer to the Institution Supplement entitled "Administrative Remedy Program."

**Federal Tort**

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

For further information refer to the Institution Supplement entitled "Claims Under the Federal Tort Claims Act."

**INMATE DISCIPLINE**



Inmates must have respect for the rights and property of others. Rules, regulations, and policies are made to maintain a healthy and peaceful climate and to insure an orderly operation of the facility.

Certain privileges are granted to eligible inmates as long as they are not abused. Violation of regulations may result in an Incident Report and imposition of certain sanctions as outlined later in this handbook.

Incident reports are first investigated by the Lieutenant on duty and the results forwarded to your Unit Team. The team meets as the Unit Disciplinary Committee and may make limited dispositions for most misconduct such as; taking of privileges, change in jobs, assigning extra duty, etc.

If charges are more serious, the case will be referred to the Disciplinary Hearing Officer, who can impose more serious penalties such as; forfeiture of good time, disciplinary segregation, and/or recommendation of transfer to a more secure institution.

The internal disciplinary system is outlined, in detail, in the Program Statement entitled “Inmate Discipline and Special Housing Units” and is available for reading in the Law Library. The following section informs you of your rights and responsibilities.

Tables 1 and 2 provide a summary of the disciplinary system, while Table 3 provides a listing of prohibited acts by level of severity and shows the range of sanctions which may be imposed for violating institutional rules.

<b><u>Inmates Rights and Responsibilities</u></b>	
<b><u>Rights</u></b>	<b><u>Responsibilities</u></b>
1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.	1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the right to be informed of the rules, procedures and schedules concerning the operation of the institution.	2. You have the responsibility to know and abide by them.
3. You have the right to freedom of religion.	3. You have the responsibility to religious affiliation and voluntarily recognize and respect the rights of others in this regard.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry	4. It is your responsibility not to waste food, to follow laundry and shower schedules, maintain neat and clean living

<p>schedule for cleanliness of the same, and opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.</p>	<p>quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.</p>
<p>5. You have the right to visit and correspond with family members, friends, and members of the news media in keeping with the Bureau rules and institution guidelines.</p>	<p>5. 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.</p>
<p>6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as petitions, questions, and problems legality of your convictions, civil matters, pending criminal cases and convictions of your imprisonment).</p>	<p>6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.</p>
<p>7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.</p>	<p>7. It is your responsibility to use the service of an attorney honestly and fairly.</p>
<p>8. You have the right to participate in the use of the 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.</p>	<p>8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other Inmates to the use of the materials and assistance.</p>
<p>9. You have the right to a wide range of reading materials for educational purposes and for your enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.</p>	<p>9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.</p>
<p>10. 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.</p>	<p>10. You have the responsibility to take advantage of activities which may help you live a successful and law abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.</p>
<p>11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or</p>	<p>11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court imposed assessments, fines, and restitutions.</p>

savings accounts, and for assisting your family.	You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and other obligations that you may have.
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<b>SUMMARY OF DISCIPLINARY SYSTEM</b>	
<b>PROCEDURES</b>	<b>DISPOSITION</b>
1. Incident involving possible prohibited act.	1. Except for prohibited acts in the commission of greatest or high severity categories, the writer of this report may resolve informally or drop the charges.
2. Staff prepares incident report forwards to the Lieutenant's office.	2. Except for prohibited acts in the high and greatest category, the Lieutenant may resolve informally or drop the charges.
3. Appointment of an investigator who conducts investigation and forwards material to the Unit Disciplinary Committee.	3. Investigator conducts investigation. If warranted, forwards to the Unit Disciplinary Committee.
4. Initial Hearing before the Unit Disciplinary Committee.	4. Unit Disciplinary Committee may drop or resolve informally a High, Moderate, or Low Moderate charge, impose allowable sanctions or refer to the Disciplinary Hearing Officer. All 100 & 200 level incident reports must be referred to DHO.
5. Hearing before the Disciplinary Hearing Officer.	5. Disciplinary Hearing Officer may impose allowable sanctions or drop the charges.
6. Appeals through Administrative Remedy procedure.	6. The Warden/Superintendent, 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**

1. Staff becomes aware of inmate's involvement in incident.

Ordinarily Maximum of 24 Hours

2. Staff gives inmate notice of charges by delivering copy of Incident Report.

Minimum of 24 hours (excluding day staff became aware of the inmate involvement.)

3. Initial Hearing

Ordinarily a maximum of 3 work days (not including time staff became aware of the incident weekends and holidays). The UDC will justify extensions between, 3-5 work days. The Warden must approve extensions beyond 5 work days).

4. Hearing by the Disciplinary Hearing Officer

**NOTE:** These time limits are subject to exceptions as provided in the rules.

Staff may suspend disciplinary proceedings for a period of time not to exceed two weeks while informal resolution is attempted. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings at the same stage at which suspended. The time requirements then begin running again, at the same point at which they were suspended.

**PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE**

**Code 100 Violations (Greatest Severity)**

Sanction Code

Sanction

- A Recommend parole date recession 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% (27-41) 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 through E. Cannot be the only sanction executed.)

G Loss of privileges. Commissary, movies, recreation, etc. Note:  
Can be in addition to A through E. Cannot be the only sanction  
executed.)

**Code 200 Violations (High Severity)**

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

**Code 300 Violations (Moderate Severity)**

<b><u>Sanction Code</u></b>	<b><u>Sanction</u></b>
A	Recommend parole date recession 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, movies, recreation, etc.

H Change housing (quarters).

I Remove from program and/or group activity.

J Loss of job.

K Impound inmate's personal property.

L Confiscate contraband.

M Restrict to quarters.

N Extra duty.

#### **Code 400 Violations (Low Moderate Severity)**

##### **Sanction Code**

##### **Sanction**

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).

E Make monetary restitution.

F Withhold statutory good time.

G Loss of privileges. Commissary, movies, recreation, etc.

H Change housing (quarters).

I	Remove from program and/or group activity.
J	Loss of job.
K	Impound inmate's personal property.
L	Confiscate contraband.
M	Restrict to quarters.
N	Extra duty.
O	Reprimand.
P	Warning.

**Greatest Category**

<b><u>Code</u></b>	<b><u>Prohibited Acts</u></b>	<b>Sanctions</b>	
100	Killing	A - G	
101	Assaulting any person (Includes sexual assault) or armed assault on the institution's secure perimeter (a charge for assaulting any person is to be used only when serious physical injury has been attempted or carried out by an inmate).	- G	A
102	Escape from escort; escape from a secure institution (Low, Medium and High security level and Administrative institutions); or escape from a Minimum security institution <u>with</u> violence.	- G	A
103	Setting a fire (Charged with 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).	- G	A

104	Possession or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, or any ammunition.	- G	A
105	Rioting		A - G
106	Encouraging others to riot	- G	A
107	Taking Hostage(s)		A - G
108	Possession or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to manufacture or 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).	- G	A
109	Not to be used		A - G
110	Refusing to provide a urine sample or to take part in other drug abuse testing.	- G	A
111	Introduction of any narcotic, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.		A - G
112	Use of any narcotic, marijuana, drugs or related paraphernalia not prescribed for the individual by the medical staff.	A- G	
113	Possession of any narcotic, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.	A - G	
197	Use of a telephone to further criminal activity	A - G	
198	Interfering with a staff member in the performance of duties (conduct must be of greatest security nature). This charge is to be used only when another charge of greatest severity is not applicable.	A - G	



199	Conduct which disrupts or interferes with the security or orderly running of the Institution (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of Greatest Severity is not applicable.	A - G
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The UDC shall refer all Greatest Severity Prohibited Acts to the DHO with recommendations as to an appropriate sanctions.

**High Category**

<b><u>Code</u></b>	<b><u>Prohibited Acts</u></b>	<b>Sanctions</b>
200	Escape from unescorted Community Programs and activities and Open Institutions (Minimum) and from outside secure institutions--without violence.	A - M
201	Fighting with another person.	A - M
202	(Not to be used)	
203	Threatening another with bodily harm or any other offense.	A - M
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.	A - M
205	Engaging in sexual acts.	- M                      A
206	Making sexual proposals or threats to another.	A - M
207	Wearing a disguise or mask.	

		- M	A
208	Possession of any unauthorized locking device, lock pick or, tampering with or blocking any locking device (including Keys).		A - M
209	Adulteration of any food or drink.		
		- M	A
210	Not to be used.		
211	Possessing any officer's or staff clothing.		
		- M	A
212	Engaging in, or encouraging a group demonstration.		
		- M	A
213	Encouraging others to refuse to work or to participate in a work stoppage.		
		- M	A
214	Not to be used.		
215	Introduction of alcohol into BOP facility.		
		- M	A
216	Giving or offering an official or staff member a bribe, or anything of value.		
			A - M
217	Giving money to, or receiving money from any person for purposes of introducing contraband or for any other illegal or prohibited purposes.		
			A - M
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, or damaging life-safety devices (e.g. fire alarm) regardless of Financial value.		
			A - M
219	Stealing (theft)		

			A - M
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.	- M	A
221	Being in an unauthorized area with a person of the opposite sex without staff permission.		A - M
222	Making, possessing, or using intoxicants.		A - M
223	Refusing to breathe into a Breathalyzer or take part in other alcohol abuse testing.	A - M	
224	Assaulting any person (charged with this act only when a less serious physical injury or contact has been attempted or carried out by an inmate).	- M	A
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; and talking in code.	A - M	
298	Interfering with a staff member in the performance of duties. (Conduct must be of the High Security nature.) This charge is to be used only when another charge of high severity is not applicable.	- M	A
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.	- M	A

**Moderate Category**

**Code**            **Prohibited Acts**

		ns	Sanctio
300	Indecent exposure.		A - N
301	(Not to be used.)		
302	Misuse of authorized medication.		A - N
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.		A - N
304	Loaning of property or anything of value for profit or increased return.	- N	A
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.	- N	A
306	Refusing to work or to accept a program assignment.	- N	A
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)	- N	A
308	Violating a condition of a furlough.		A - N
309	Violating a condition of a community program.		A - N

310	Unexcused absence from work or any assignment.	- N	A
311	Failing to perform work as instructed by the supervisor.	- N	A
312	Insolence towards a staff member.		A - N
313	Lying or providing a false statement to a staff member.	- N	A
314	Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)	- N	A
315	Participating in an unauthorized meeting or gathering.	- N	A
316	Being in an unauthorized area.		A - N
317	Failure to follow safety or sanitation regulations.		A - N
318	Using any equipment or machinery which is not specifically authorized.		A - N
319	Using any equipment or machinery contrary to instructions or posted safety standards.		A - N
320	Failing to stand count.	- N	A
321	Interfering with the taking of a count.	- N	A
322	Not to be used.		

323	Not to be used.		
324	Gambling.		
		- N	A
325	Preparing or conducting a gambling pool.		
		- N	A
326	Possession of gambling paraphernalia.		
		- N	A
327	Unauthorized contacts with the public.		
		- N	A
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.		A - N
329	Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.		A - N
330	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards.		A - N
331	Possession or introduction of a non-hazardous tool  (Tool not likely to be used in an escape or escape attempt, or to be manufactured or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety.)		A - N
332	Smoking where prohibited		
		- N	A

397	Use of the telephone system for abuses other than criminal activity (e.g., conference calling; possession and/or use of another inmate's PIN number; three-way and providing false information for preparation of a telephone list)		A - N
398	Interfering with a staff member in the performance of duties ( <u>conduct must be of the moderate severity nature</u> ). This charge is to be used when another charge of moderate severity is not applicable.	- N	A
399	Conduct which disrupts or interferes with the security or orderly running of the Institution (Conduct must be of the Moderate Severity nature). This charge is to be used only when another charge of moderate severity is not applicable.	- N	A

**Low Moderate Category**

<b><u>Code</u></b>	<b><u>Prohibited Acts</u></b>	<b>Sanctions</b>
400	Possession of property belonging to another person.	B.1, E - P
401	Possession of unauthorized amounts of otherwise authorized clothing.	B.1, E - P
402	Malingering, feigning illness.	P B.1, E -
403	Not to be used	
404	Using abusive or obscene language.	B.1, E - P
405	Tattooing or self-mutilations.	

- 406 Unauthorized use of mail or telephone. B.1, E - P
- (Restriction, or loss for a specific period of time, may often be an appropriate Sanction G.) B.1, E - P
- 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 Sanction G.) P B.1, E - P
- 408 Conducting a business. B.1, E - P
- 409 Unauthorized physical contact (kissing, embracing) B.1, E - P
- 410 Unauthorized Use of the Mail B.1, E - P
- 498 Interfering with a staff member in performance of duties (conduct 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.1, E - P
- 499 Conduct which disrupts or interferes with the security or orderly running of the Institution (Conduct must be of Low Moderate Severity nature). This charge is to be used only when another charge of low moderate severity is not applicable. P B.1, E - P

### FCI PEKIN WEEKLY SCHEDULE

TIME	ACTIVITY	SUN	MON	TUES	WED	THURS	FRI	SAT
12:00 a.m.	Count	X	X	X	X	X	X	X
3:00 a.m.	Count	X	X	X	X	X	X	X
4:30 a.m.	F/S Move		X	X	X	X	X	



5:00 a.m.	Count	X	X	X	X	X	X	X
5:30 a.m.	F/S Move Unit Opens	X						X
6:00 a.m.	Mainline		X	X	X	X	X	
6:00 a.m.	Laundry Opens		X	X		X	X	
6:00 a.m.	Telephones Available	X	X	X	X	X	X	X
6:00 a.m.	Recreation Yard Opens		X	X	X	X	X	
6:30 a.m.	Pill Line	X	X	X	X	X	X	X
6:30 a.m.	Sick Call		X	X		X	X	
7:00 a.m.	Coffee Hour	X						X
7:00 a.m.	Recreation Opens	X						X
7:40 a.m.	Work Call		X	X	X	X	X	
8:00 a.m.	Visiting Begins	X	X			X		X
8:25 a.m.	Controlled Movement	X	X	X	X	X	X	X
9:00 a.m.	Trash Call	X	X	X	X	X	X	X
9:45 a.m.	Weekend Recall	X						X
10:00 a.m.	Stand-up Weekend Count	X						X
10:30 a.m.	Brunch	X						X
11:00 a.m.	Mainline		X	X	X	X	X	
11:00 a.m.	Recreation Yard Opens	X						X
11:30 a.m.	Noon Pill Line							
12:30 p.m.	Work Call		X	X	X	X	X	
1:00 p.m.	Visiting Begins						X	
2:00 p.m.	Hot Trash Call		X	X	X	X	X	
2:30 p.m.	Trash Call	X	X	X	X	X	X	X
3:00 p.m.	Visiting Ends	X	X			X		X
3:45 p.m.	Recall	X	X	X	X	X	X	X
4:00 p.m.	Stand-Up Count	X	X	X	X	X	X	X
4:45 p.m.	Commissary Opens		X	X	X	X		
4:45 p.m.	Insulin Line	X	X	X	X	X	X	X
5:00 p.m.	Mainline							
5:45 p.m.	Mainline Ends	X	X	X	X	X	X	X
5:55 p.m.	Controlled Movement	X	X	X	X	X	X	X

6:00 p.m.	Trash Call	X	X	X	X	X	X	X
8:00 p.m.	Visiting Ends						X	
8:30 p.m.	Pill Line, Meds P.U.	X	X	X	X	X	X	X
9:30 p.m.	Yard Recall	X	X	X	X	X	X	X
9:45 p.m.	Showers/Laundry Room Closes	X	X	X	X	X	X	X
10:00 p.m.	Count/Lock-In	X	X	X	X	X	X	X