

January 8, 2010
A&O Handbook

**ADMISSION
AND
ORIENTATION
INMATE HANDBOOK**



**FEDERAL PRISON CAMP
#1 FEDERAL WAY
ATWATER, CALIFORNIA 95301**

INTRODUCTION

The Federal Prison Camp at Atwater, California, is a minimum security facility that houses approximately 128 adult male inmates.

The purpose of this handbook is to provide incoming inmates and others interested in the Federal Bureau of Prisons with general information regarding the Bureau, FPC Atwater's programs, and institution rules and regulations. It is not a specific guide to the detailed policies of the Bureau of Prisons or all procedures in effect at FPC Atwater. That information will be made available during the institution's Admission and Orientation Program. Rather, the material in this handbook will help new inmates more quickly understand what they will be encountering when they enter prison, and, hopefully, help them in their initial adjustment to institution life.

The Warden is the final authority on all matters within the institution. His decisions are based upon policies established by the Federal Prison System. While the Warden is responsible for the operation of the institution, certain duties and responsibilities are delegated to associates. The Warden and the Camp Administrator encourage open communication between managerial staff and inmates; therefore, you will find various staff members visiting housing, work and leisure areas to promote spontaneous and relaxed conversation. Appropriate channels should be exhausted before requesting assistance from the Camp Administrator or the Warden. If after having spoken with each member in the chain of command and your problem has not been solved, you may send an "Inmate Request to Staff Member," briefly describing your problem to the Camp Administrator and if still not resolved, to the Warden. All requests to a staff member are normally answered within five (5) working days.

LOCAL TRANSPORTATION

Atwater is serviced by (4) Airports: Fresno Yosemite International Airport (56 miles); Sacramento International Airport (113 miles); Oakland International Airport (120 miles); and San Francisco International Airport (130 miles).

The Bus - Merced County Transit operates both a regularly scheduled fixed route bus service and Dial-A-Ride (demand response) transportation services throughout Merced County. Generally, the Bus operates between 7 a.m. and 6 p.m. Monday through Friday, and 9 a.m. to 5 p.m. on Saturday.

Upon arrival to Merced the following Taxi Services are available:

Yellow Cab: (209)723-0000

Merced Taxi Cab Co.: (209)722-8294

Located about 130 miles south of San Francisco and 60 miles north of Fresno, the U.S.P. and

FPC can be reached from Highway 99. From the north; Take Route 99 South to the Buhach Road exit (left side exit). Turn Left at the first stop sign onto Buhach Road. Turn Right at the second light onto Bellevue. Turn Right onto Olive after crossing the railroad tracks. Turn Left onto Fox Road. Turn Left onto Federal Way. From the south; Take Route 99 North to the Franklin Road exit (between Merced and Atwater). Continue straight ahead after passing through the intersection at Fox Road. All visitors must report to the Main Administration Building. There are several hotels and restaurants in the nearby cities of Atwater and Merced. **Additional local transportation information is also posted in the visiting area of the FPC.**

ADMISSION AND ORIENTATION

Upon commitment and for the first few days of an inmate's stay at the institution, you will be initially assigned to the Admission and Orientation (A&O) Program. Inmates are immediately provided a copy of this handbook, which includes the rules and regulations and the inmate's rights and responsibilities. During A&O, you will hear various lectures by staff members of all departments, describing the various programs, work assignments and other activities at the Camp. You will receive a physical examination, interviews by various staff members, and a series of intelligence, psychological and scholastic tests. Information derived from these tests will assist the Unit Team in reaching a decision on job placements and other institutional programs.

You are expected to conduct yourself as a gentleman, to be courteous to other inmates, to respect authority, to obey all institution regulations, and to follow instructions of staff members at all times.

UNIT MANAGEMENT

Unit

Upon arrival, inmates will be assigned a permanent housing unit. The unit consists of one general housing unit. The unit is designed to house inmates utilizing two-man cubicles. All rules and regulations are uniform for the unit.

The unit is identified as General Population; therefore, inmates assigned to the unit are involved in a wide variety of programs, work details, education classes, etc. It is the inmate's responsibility to check his living area immediately after being assigned and report any/all damage to a correctional officer or unit staff member. An inmate may be held financially liable for any damage found in his personal living area.

The unit will be staffed with the following:

- Camp Administrator

- Case Manager
- Correctional Counselor
- Unit Secretary

The functions of the unit staff are to assist you with program goal formulation, parole matters, personal problems, and to provide you with a quiet, clean place to reside while you are incarcerated at FPC Atwater. Unit staff are available normally from 7:30 a.m. to 9:00 p.m. Monday through Friday, and from 7:30 a.m. to 4:00 p.m. on Saturdays, Sundays and holidays.

Unit Team

Almost all Bureau of Prisons institutions utilize the unit management concept. A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. The unit is staffed by a Unit Team directly responsible for those inmates living in that unit. The unit staff offices are located in the unit so staff and inmates can be accessible to one another. When available, the Staff Psychologist and Education Advisor will participate with the Unit Team and be considered as unit staff.

Camp Administrator

The Camp Administrator is assigned as the administrator for the entire camp at FPC Atwater. He/she is responsible for the total supervision of the camp, as well as the planning, development and implementation of programs designed to meet the particular needs of each inmate in the unit. The Camp Administrator supervises all unit staff, and is responsible for consulting with staff and inmates concerning any problems which may arise.

Case Manager

The Case Manager is responsible for all professional case work regarding inmates assigned to the unit, such as preparation of classification material, progress reports, parole matters, preparation of material for transfers, pre-release functions, and admission and orientation functions. The Case Manager also assists inmates in organizing an institutional program plan.

Counselor

The counselor has the important function of keeping the unit team advised of an inmate's progress regarding his assigned program. The counselor will also attempt to provide inmates with assistance on their personal issues and concerns. He/she works with the case manager in establishing goals, approving telephone calls, etc. Talking with the counselor regularly, either in group or individual counseling sessions, will answer numerous questions for the inmate and solve problems with little delay. The counselor is also responsible for the approved visiting lists.

Unit Secretary

The unit secretary is responsible for all secretarial and related work generated by the unit staff.

Unit/Camp Officers

The unit officers have direct responsibility for the day-to-day supervision of inmates, in addition to enforcing the rules and regulations of the institution. They are responsible for the safety, security and sanitation in the unit. Unit officers are in regular contact with inmates in the unit and are encouraged to establish professional relationships with them, as long as such interaction does not interfere with their primary duties. Unit officers are supervised by the Captain (Chief Correctional Supervisor) during his/her unit assignment.

INMATE FINANCIAL RESPONSIBILITY PROGRAM

The Bureau of Prisons strongly encourages inmates to satisfy their legitimate financial obligations; i.e., special assessments imposed under 18 U.S.C. 3013, court ordered restitution, fines and court costs, judgements in favor of the United States, other debts owed to the United States, and other court ordered obligations. As part of the initial classification process, the Unit Staff will provide you with an opportunity to develop a financial plan for satisfying these obligations. During subsequent program reviews, your Unit Team will consider your effort to meet these financial obligations.

This effort will be an indicator of your willingness and dedication to address your just and legal financial responsibilities. It should be noted that you should make every effort to satisfy your financial obligation by paying the maximum amount. You may make single payments or repetitive payments to satisfy your debt. Refusal to participate in the financial responsibility program is a factor which will be assessed in considering your institutional adjustment and responsibility. Inmates may use outside resources, as well as institutional earnings, to satisfy these obligations. All resources will be considered when establishing your payment plan.

JOB ASSIGNMENTS

All inmates who have been declared medically cleared will be required to work and maintain a regular job assignment. Many job assignments are controlled through a performance pay system, which provides monetary payment for work. The pay grades available are as follows:

Grade 1	.40 per hour
Grade 2	.29 per hour
Grade 3	.17 per hour
Grade 4	.12 per hour
Maintenance Pay	\$5.25 per month

Unit staff will approve or disapprove all job changes and see that the changes are posted on the daily change sheet. Job changes will normally take place during an inmates' regularly scheduled Unit Team meeting, however, job assignments can be changed to satisfy institutional needs. Institutional maintenance jobs are usually the first assignment an inmate receives. These might include working Food Service, as a Unit Orderly or in a maintenance shop.

Federal Prison Industries (UNICOR) has a separate pay scale. FPC Atwater has a limited number of inmate jobs operated by UNICOR. Many institutions, including FPC Atwater, have a waiting list for factory employment.

UNIT RULES AND REGULATIONS

The following rules apply to all inmates and will serve as a guide by staff members to supplement Program Statements, Operation Memorandums, etc.

1. Bulletin Boards

Items of interest are placed on the bulletin board regularly. A bulletin board is located in the housing unit. It is the responsibility of each inmate to read the notices posted on the bulletin boards in order to be aware of Call-Outs, policy revisions and other information.

2. Correspondence

Outgoing correspondence will be placed in the mailboxes (legal and nonlegal) located inside the housing unit. All correspondence for staff should be placed in the nonlegal mailbox. Stamps are not allowed to be received in the incoming mail.

3. Counts

During all counts, inmates are to remain in their assigned area. The 3:30 p.m. count is a standing count, which requires an inmate to stand by his bed.

4. Dress Code

Once an inmate has departed his assigned cubicle, he must be at least partially clothed. Dress will consist of nothing less than wearing some type of pants (shorts are acceptable) or robe when departing one's assigned living area. Inmates are not permitted to walk around the unit in underwear or without a shirt on unless they are wearing a robe. Inmates are allowed to wear shower shoes outside the housing unit within the immediate perimeter fence to the unit.

No inmates will be allowed into the Camp Front Lobby during normal working hours, unless they are wearing the appropriate uniform supplied by the institution. Between the hours of 7:30 a.m. and 3:00 p.m., all inmates are required to wear appropriate uniforms supplied by the institution. On scheduled days off from work, inmates are allowed to wear clothes other than the uniform. However, the green uniform must be worn in the dining hall during the lunch meal, whether it is a work day or a scheduled day off from work. No sweat pants are allowed in the dining hall during the lunch meal on any day of the week.

5. **Hobby Craft**

Inmates wishing to participate in the Hobby Craft Program will submit an "Inmate Request to Staff Member" to the Supervisor of Recreation, who will notify the inmate of his acceptance.

Art and Hobby Craft items will not be allowed in the inmate's living area. Upon completion of a Hobby Craft item, the item will be mailed out of the institution at the inmate's expense and in accordance with posted standards.

6. **Lights Out/Quiet Hours**

The unit lights will be turned out at 10:00 p.m. every night. Quiet hours will begin at the 10:00 p.m. count and will be in effect until 6:00 a.m. No loud noises (talking, singing, playing music, games, etc.) will be permitted anywhere after quiet hours.

7. **Movement**

There are no controlled moves at FPC Atwater. Movement is prohibited during all counts or at other times as announced by staff.

8. **Musical Instruments**

No musical instruments will be permitted to be played in the unit.

9. **Personal Property**

All inmate personal property must be stored in the inmate's locker. Inmates are allowed to place one (1) 8" x 10" picture and frame on the locker. Personal and educational books are also maintained inside of the lockers. A maximum of five books per inmate is authorized. Personal property is defined as the property outlined within the Institutional Supplement, Inmate Personal Property.

10. **Radios**

Radios are to be played with earphones only. Only Walkman type radios are permitted, which are purchased through the Commissary.

11. **Recreation**

Recreation areas are open from 7:45 a.m. until 8:30 p.m. daily. The recreation areas are unauthorized areas for all inmates during their scheduled work hours. The Recreation Department runs intramural sports activities for the general population.

12. **Cube Assignments**

Cubes will be assigned by the Unit Counselor.

13. **Unit Inspections**

Each individual is responsible for cleaning his living area and ensuring his area is ready for inspection once he arises in the morning. The inmates who may come under the status of idle, day off, vacation, convalescence, etc., are expected to follow the aforementioned mandate. A properly made bed will consist of an eight (8) inch white collar at the top and a square blanket at the foot. The following are items of concern:

- a. No items will be permitted to be hung or taped on the cube walls or outside the lockers.
- b. All beds must be made with an eight inch (8") white collar.
- c. Keep all areas free of dust; i.e., window sill, locker tops, desk tops and floor, including under and behind the bed.
- d. Maintain the floor daily; i.e., sweep, mop and buff. The floors must be scrubbed and stripped on an as-needed basis.
- e. All clothing must be stored in lockers when not in use.
- f. All chairs, when not in use, must be stored neatly in the living area.
- g. No nude pictures may be displayed in the cube, pin-ups will/must be on the inside of locker doors.
- h. Cube furnishings are not to be rearranged.
- i. Nothing will be permitted to be placed over the windows at any time.

A sanitation inspection will be conducted routinely by the Unit Officer and a Unit Team member. If a particular living area fails inspection, the occupant(s) may be subject to disciplinary action. A formal housing unit inspection will be conducted once each week by the Camp Administrator. This inspection will be conducted between Monday through Friday between the hours of 9:00 a.m. and 3:00 p.m. All areas must be ready for inspection at any time during these periods.

All inmate personal property must be stored in one's assigned locker. The only authorized property permitted out of the lockers is one photo frame (8" x 10") picture.

14. Showers

Regular bathing is expected of each inmate. Poor personal hygiene and/or poor sanitation will not be tolerated at this institution. All inmates will be clothed when entering or exiting the showers. (Refer to #4, Dress Code.)

Showers may be utilized between the hours of 5:30 a.m. to 7:40 a.m. and again from the hours of 4:30 p.m. (or as soon as count clears) to 9:30 p.m. On Saturdays, Sundays and holidays, the showers will remain open from 5:30 a.m. until 9:30 p.m.

15. Smoking Areas

USP Atwater is a no-smoking facility. All areas of the facility are considered "No Smoking" zones. Any inmate found smoking will be charged with the prohibited act of Smoking Where Prohibited. Additionally, you may not possess tobacco or related paraphernalia.

16. Telephones

All telephones are subject to monitoring and taping, with the exception of authorized legal phone calls placed over staff telephones. The telephones located in the housing unit are designed for direct dialing access. Inmates are responsible for paying the cost of their own telephone calls by purchasing I.T.S. credits through the Commissary. **Third party or three-way calls will not be permitted at this institution.** All telephone calls placed must be to persons on an inmate's approved telephone list. Lists will be compiled by submitting a telephone list request form to the Correctional Counselor. **No 800 or 900 area codes will be authorized. Cell phone and beeper numbers are not authorized.** Telephone approval forms must be sent out to all requested parties. You may have up to thirty (30) numbers on your approved list.

Telephones will be available between the hours of 6:00 a.m. and 10:00 p.m. daily, with the exception of times during counts. There will be no forming of lines or congestion in the phone area as consideration should be given to other inmates who are waiting to use the phones. Use of the telephones will not interfere with work schedules, counts or other programs. Each inmate is responsible for the content of the call that he makes and shall refrain from making threats, escape plans, profane or abusive language or in any communication in violation of state and federal laws.

Inmates needing to make an unmonitored attorney phone call will seek approval from the counselor by submitting an "Inmate Request to Staff Member" form, which should include the persons name, telephone number, date and time of the requested call and why other means of communication are not feasible.

17. Television

There are three (3) designated television areas in the unit.

Television programming will be by the assigned and posted schedule. On Monday through Friday, inmates authorized in the unit during the day will be permitted to view the television in a posted designated area. All television rooms will be secured at 10:00 p.m. Smoking will not be permitted in television rooms. Eating and drinking in the television rooms is permitted provided an acceptable sanitation level is maintained. The doors of the television rooms must remain closed at all times. All inmates will be counted in their assigned cubicle during the 10:00 p.m. count.

18. Town Hall Meetings

Town hall meetings are held periodically. Announcements and changes in policies and procedures of the unit will be discussed. Inmates are encouraged to ask pertinent questions of the staff. These questions should pertain to the unit as a whole, rather than personal questions or problems. Personal problems will be resolved by unit staff members during the regular working hours, which are posted in the unit.

19. Unit Activities

All table games may be played from 7:30 a.m. until 9:00 p.m. in the recreation areas. Inmates should be aware that the unit telephones are also in the close vicinity, therefore, the noise level should remain at an acceptable level. No form of gambling will be allowed in the institution. The only inmates who will be allowed to participate in table games in their cube are the assigned roommates.

20. Washers and Dryers

Washers and dryers are provided in the unit. The washers and dryers in the unit are available from 7:30 a.m. until 9:30 p.m. Linen exchange will be by the posted scheduled time.

The irons and ironing boards in the unit are available from 7:30 a.m. until 9:30 p.m.

21. Work Assignments

All inmates who have been medically cleared by the Health Services Department will be required to work. These work assignments will provide an excellent opportunity for the inmate to learn skills and positive work habits. Exceptional work performance and productive participation in correctional programs may be recognized by performance pay and meritorious good time.

- a. Work assignments will be made on an individual basis by the Unit Team and will be based on institution need. The opinion of the inmate may be solicited, and a work assignment may be made to an area for which the inmate is skilled.
- b. Job changes are made generally by the Unit Team when there is a justifiable need. Any job change request must be submitted in writing to your Unit Team, but will normally only be considered at your regular team meeting.
- c. Work supervisors will recommend inmates for performance pay through their Department Heads.
- d. Work supervisors should recommend eligible inmates for meritorious good time through the Unit Team.
- e. Correctional Counselors will obtain completed inmate work reports for use at Program Review Meetings.
- f. Inmates who have not met the educational requirements and have not received a General Equivalency Diploma (G.E.D.) may not be promoted past Grade 4 pay. Inmates who refuse or fail required drug education programs are restricted to Grade 4. Inmates in FRP REFUSE status are restricted to Maintenance Pay. All inmates are encouraged to obtain their G.E.D. and to participate in other educational programs.

DAILY/WEEKLY SCHEDULE

Monday through Friday

12:00 AM	Official Count
3:00 AM	Official Count
5:00 AM	Official Count
5:30 AM	Showers Open
6:30 AM	Breakfast
6:30 AM - 7:00 AM	Sick Call (Camp)
7:30 AM	Work Call
7:40 AM	Showers/Bathrooms Closed for Cleaning
11:00 AM	Lunch
12:00 PM	Work Call
3:00 PM	Regular Work Day Ends
3:30 PM	Official Count (Stand-up)
4:30 PM	Evening Meal Begins
5:00 PM	Mail Call
10:00 PM	Official Count
	Lights Out

Saturdays, Sundays & Holidays

12:00 AM	Official Count
3:00 AM	Official Count
5:00 AM	Official Count
5:30 AM	Showers Open
6:30 AM	Breakfast
11:00 AM	Lunch
3:15 PM	Recall for Count
3:30 PM	Official Count (Stand-up)
4:30 PM	Evening Meal Begins
10:00 PM	Official Count
	Lights Out

BUSINESS OFFICE

INMATE DEPOSIT FUND: If there are cash funds upon admission, a temporary receipt will be issued. After an account has been established, these funds will be posted to your account. This may take up to two days.

If an inmate transferred here from another Federal Bureau of Prisons institution, any money on his account at the time of his transfer will be forwarded electronically. This usually occurs within the next business day.

The Federal Bureau of Prisons has an Interagency Agreement with the U.S. Treasury to operate the LockBox Program. All funds for deposit to inmate accounts (Inmate Deposit Fund/Commissary) must be sent to the LockBox processing center:

Federal Bureau of Prisons
Insert Inmate Eight Digit Register Number
Insert Inmate's Committed Name
PO Box 474701
Des Moines IA 50947-0001

The inmate's committed name (no nicknames) and eight digit register number **must** be printed on all Bureau-approved negotiable instruments.

Approved types of negotiable instruments are:

- (1) Money orders;
- (2) Government checks;

- (3) Foreign negotiable instruments (U.S. currency only);
and
- (4) Business checks.

Note: Personal checks **are not** an approved type of negotiable instrument and will be returned to the sender.

Any enclosures received with the negotiable instruments (letters, pictures, etc.) will be discarded.

Inmates are instructed to advise their family and friends who have inquires on funds sent to the LockBox processing center to place a tracer on these funds with the originator of the negotiable instrument.

If you would like to send money out to family, for subscriptions, bank account, etc. see your Unit Staff and ask for a BP-199. The Financial Management Department staff process completed BP-199s once per week as per policy. If you have problems with a payment not arriving to the intended recipient, and you would like to initiate a “tracer” on the check, you will need to submit an Inmate Request to Staff Member form (cop-out) to the Financial Management Office accounting staff requesting to send a “tracer” on the check. The Financial Management Office staff will start the “tracer” procedures through Treasury and ask for a stop payment and/or a copy of the cashed, signed Treasury check. You will be sent a copy of the findings.

There is an Automated Inquiry Machine (AIM) located in the hallway across from the library area. You may review your deposit fund and Inmate Telephone System information on this machine. After accessing the system, the inmate will be able to view the Most Recent Transaction screen for 30 seconds. The AIM will display the last 23 transactions made on the inmate's account.

INMATE TELEPHONE SYSTEM: SPC Atwater is on the ITS-II telephone system. This system allows you to make either collect or direct calls. You are allowed a total of 300 minutes of telephone calls per month. This period is from the first to the last day of the month. You may check your ITS account balance, check your Trust Fund balance and transfer funds to your ITS account after 4:30 p.m. everyday. Inmate can view their phone lists on the AIM.

You may not make three way calls, use call forwarding or add any 1-800 numbers to your account. You are allowed a maximum of 30 phone numbers on your telephone account. Contact your Unit staff to add or change phone numbers on your account. They will give you the proper form BP-S505 to fill out. Phone accounts that have been blocked by the receiving party will not be reactivated until the receiving party sends a letter to the Financial Management ITS office. This letter must state that the receiving party accidently blocked the call and requests to have the inmate allowed to place telephone calls to that number again.

If you have transferred from another institution, you will keep the same Personal Access Code (PAC) number. Your phone list will also automatically transfer with you. If you are new to BOP custody, you will receive a PAC number through the institution mail within 2 working days. Phone lists need to be hand delivered to the Unit staff so they can approve them and forward them to the Financial Management Office for processing.

Once you transfer money to the Inmate Telephone System it will stay there until you use it on phone calls or you release. You can not transfer monies from your ITS account to your commissary account.

LEGAL CALLS: The ITS -II Telephone System does not affect the way in which legal calls are placed. Inmates wishing to place an unmonitored legal call must contact a member of his Unit Team. Authorization for an unmonitored legal call will be approved if requirements set forth in policy are met.

COMMISSARY SALES: The commissary sales unit at FPC Atwater will be open on Wednesdays from 10:30 a.m. to 12:30 p.m. You must bring your commissary bag, commissary list and your inmate account card to the commissary to be able to shop. Please check the commissary list for limitations on items sold.

All inmates are re-validated once per month. To determine the date of re-validation, take the fifth number of the inmate Register number, multiply by 3 and add 1. **EXAMPLE:** Register Number is 12345-678; $5 \times 3 = 15$, $15 + 1 = 16$. This inmate re-validates on the 16th of each month. The maximum spending limit is \$290.00. All items are deducted from this spending limit with the exception of postage stamps, OTC medications and Nicotine Replacement Therapy Patches.

The institution Commissary will stock nicotine patches and inmates may purchase these with the appropriate staff approval as noted on the Nicotine Replacements Therapy Approval form. NRT patches will always be limited to a maximum of one box (14 patches) per two week period. Inmates will not be allowed to purchase the entire step program at one time. Tobacco products will not be sold to inmates participating in this program. Contact the Medical Staff with any questions regarding this program.

The commissary list is updated quarterly and prices are subject to change without prior notice. All sales are FINAL. It is your responsibility to check your merchandise and receipt prior to leaving the sales line. There will be no refunds or exchanges made after you leave the sales line. You must try on any athletic shoes you ordered at the sales window at the time of purchase. All radios and headphones are tested before they are sold to you to ensure they are in working order. Contact your counselor for instructions on warranty claims.

If you are placed on commissary restriction, you will be limited to a spending limit of \$25.00 per monthly cycle. The only items you may purchase while on commissary restriction are stamps, hygiene items, OTC medicines and copy cards.

LAUNDRY/CLOTHING ISSUE:

All orange jumpsuits and orange shoes must be turned in to the Unit Officer after you have received your green institutional clothing. You will be issued the following set of clothing and linen:

4 green trousers	4 green shirts	1 pair safety shoes
5 pairs socks	5 pairs of boxers	5 t-shirts
1 belt w/buckle	2 sheets	2 blanket
1 pillow	1 pillowcase	2 towels
1 washcloth	1 laundry bag	1 commissary bag
1 coat		

Hygiene items for personal care will be issued by the Unit Officer and/or Camp Counselor on a one for one basis after the initial issue of a hygiene A&O kit. To receive a new razor, soap, comb, toothbrush, toothpaste you must turn in the empty or used container of the previous item before you will be issued a replacement item. Toothbrushes and combs will not be issued more than once per week. Laundry soap will be issued by the Unit Officer.

Inmates wishing to exchange their institutional clothing on a one for one basis, will do so via a cop out to the Unit Officer. Items will generally not be exchanged within six months of issue. SPC Atwater is equipped with a self-service laundry area located inside the housing unit. It is your responsibility to maintain sanitation of your clothing.

Inmates in possession of altered clothing (shirt sleeves, or pants cut off, etc.) will be subject to disciplinary action and the altered clothing will be confiscated.

CORRECTIONAL SERVICES

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 may result in disciplinary action. Refusal to submit to the test will result in disciplinary action.

Contraband

Contraband is defined as any item or thing not authorized for retention or issued by the institution, received through approved channels, or purchased through the Commissary or any item altered from its intended purpose. All staff are alert to the subject of contraband in the

institution. Any item in an inmate's personal possession must be authorized, and a record of the receipt of the item should be kept in the inmate's possession. Inmates may not purchase or receive radios or any other items from another inmate. Items received in this manner are considered contraband and will be confiscated. An altered item, even if an approved or issued item, is considered contraband. Altering or damaging Government property is a violation of institutional rules and the cost of the damage may be levied against the violator.

Count Procedures

Official counts are conducted at 12:00 midnight, 3:00 a.m., 5:00 a.m., 3:30 p.m. and 10:00 p.m. daily. When the unit officer calls count, you will go immediately to your cubicle, and remain in that area until the unit count is completed. The 3:30 p.m. count is a stand up count. Make certain that you do not disrupt the count as it affects the activities of everyone housed in the institution and may subject you to disciplinary action.

Out counts are authorized as necessary in Food Service, clothing room, UNICOR, etc. If you are assigned to a detail during the official count, you will follow the detail officer's instructions and go to a designated area for count.

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 does not do so, that inmate may be subject to disciplinary action.

Inmate Accountability

FPC Atwater does not utilize a pass system during the regular work week. Work call is at 7:30 a.m. An institution census is conducted in the a.m. to ensure all inmates are in their assigned work area and in the p.m.

Discipline

The disciplinary system is designed to be efficient, to protect an individual's rights, and to provide a fair hearing. Informal resolutions of incident reports involving violations of institution rules are encouraged. When a staff member has a reasonable belief that an institution rule has been violated and an informal resolution of the incident report is unwarranted, the staff member may write an incident report. To provide for due process of all inmate incident reports, there is a Unit Disciplinary Committee (UDC) and a Discipline Hearing Officer (DHO). The UDC, composed of unit team staff members, attempts to resolve violations in a program content, and after finding a violation was committed, they may impose minor sanctions. This may include restrictions of certain activities, imposition of extra duty, restriction to the unit, and/or minor

sanctions consistent with the violation. The UDC may choose to refer the report to the DHO. If your case is referred to the DHO, you may request a staff member to act on your behalf. The DHO, upon finding you committed the act, may withhold good time, forfeit good time, recommend disciplinary transfer, and/or recommend rescission or retardation of your parole date to the Parole Board. These sanctions may be suspended pending a specified time period of good conduct.

An incident report of which an inmate is found guilty may cause denial of furlough or community program participation for a specified period of time following the incident for camp inmates.

A summary of the disciplinary process, the time limits in the disciplinary process, an inmate's rights and responsibilities list, and prohibited acts and disciplinary severity scale, and a list of sanctions and severity of prohibited acts with eligibility for restoration of withheld/forfeited statutory good time are attached.

Shakedowns

Any staff member may search an inmate's area to retrieve contraband or stolen property. It is not permissible for the inmate to be present when his living area is searched. The property and living area will be left in the same general condition as found and these inspections may be unannounced and at random times.

Staff may search an inmate at any time to control the flow of contraband and to maintain the security and orderly running of the institution.

Telephone Usage

Telephones are located inside the unit for your convenience. Telephone calls will be monitored and taped by the institution. Unmonitored legal calls to your attorney will be approved by your Unit Team and they will assist you with the calls. Hours of operations for the telephones are from 6:00 a.m. to 10:00 p.m.

Collect calls are authorized. Telephone calls placed on the unit telephones will be placed direct, using money transferred from an inmate's Commissary account to ITS credits. Three way calls are unauthorized.

Visitation

The Atwater Federal Prison Camp is located at 1 Federal Way, Atwater, California 95301; telephone number is (209)386-0257. From the North, visitors will exit Highway 99 at Buhach and turn left. Continuing on Buhach visitors will turn right on Santa Fe. Proceed on Santa Fe to Fox Road, and turn left. Continue to Federal Way and turn left. From the South, visitors will exit Highway 99 at "R" Street, and turn right. Proceed on "R" Street to Santa Fe and turn left.

Follow Santa Fe to Fox Road and turn right. Continue on Fox Road to Federal Way and turn left.

The following schedule will be utilized for inmates with social visits:

Saturday	8:00 a.m. to 3:00 p.m.
Sunday	8:00 a.m. to 3:00 p.m.
Holidays	8:00 a.m. to 3:00 p.m.

Social visitors will not be processed before 8:00 a.m. on Saturdays, Sundays and Holidays. Visitors will not be processed after 2:00 p.m. on visiting days.

The visiting room is a designated a "No Smoking Area."

All visits begin and terminate in the Visiting Room. Hand-shaking, kissing and embracing upon arrival and departure are permitted within the bounds of good taste. During visits, contact between the inmate and his visitor is limited to hand holding or having an arm around the visitor's upper back or shoulder. Excessive display of affection in the visiting room will not be allowed and may result in the termination of the visit and/or disciplinary action.

A short embrace at the beginning of the visit and when it has terminated is the only physical contact which will be allowed. Any excessive display of affection between inmate and visitor which may tend to embarrass other visitors will not be permitted and could result in termination of the visit.

All visitors will enter the visiting room at the front entrance. Each visitor must provide appropriate photo identification (e.g., driver's license, passport) before being allowed to visit. Visitors under the age of 16, and accompanied by a parent or legal guardian are exempt from this requirement.

You must wear a pressed green shirt (T-shirt (optional) during the summer), green trousers, a belt and institution shoes or approved shoes sold in the Commissary. You are permitted to carry with you a comb, handkerchief, a wedding band and a religious medal worn around the neck which you will declare prior to entering the visiting room.

Visiting is an extremely important family function, and dress code requirements are necessary to maintain the dignity of those involved. All visitors will be properly dressed when coming to visit. Visitors are not allowed to wear shorts at the United States Penitentiary or the Satellite Federal Prison Camp. Visitors are not allowed to wear low-cut or see-through clothing, tube or tank tops, backless clothing, camouflage, khaki or green colored clothing, sweat suits, dresses with slits above the bend of the knee, or any other apparel of a suggestive or revealing nature (e.g., skin-tight clothing, mini skirts, short culottes). Excessively provocative attire is a reason to deny and/or preclude visiting.

Visitors will not be allowed to bring in or give anything to an inmate. Visitors are not allowed to bring excessive items with them to visit an inmate (e.g., suitcases, large oversized

bags, purses, packages). These items will not be brought into the institution. A small **CLEAR** coin purse is the only allowable purse. No more than \$25.00 for use in the vending machines is allowed. Inmates are not allowed to receive food from outside sources. Visitors are not allowed to bring food items into the visiting room. There are vending machines in the visiting room from which food snacks can be purchased. Individuals with medical problems which require them to carry medication into the visiting room must inform the visiting room staff of the condition and receive permission to carry the medication into the visiting room. The medication will be turned over to and held by the visiting room staff.

Only the following articles are authorized to be carried into the institution by visitors:

- (a) Wallet or small clear plastic bag.
- (b) Money to be used for refreshments, no more than \$25.00.
- (c) Photo identification.
- (d) Essential medication (will be limited to the amount needed during the visiting period and controlled by visiting room staff).

The following items will be permitted, per child, when infants are visiting:

- (a) Four (4) diapers.
- (b) One (1) package of baby wipes (unopened).
- (c) One (1) change of infant clothing.
- (d) Two (2) baby bottles with contents.
- (e) Two (2) small jars of baby food.
- (f) One (1) receiving blanket.
- (g) One (1) see-through drinking cup.
- (h) One (1) infant carrier.

Children under the age of 16 will not be allowed entry into the institution to visit unless they are accompanied by an adult visitor. Adult visitors will be responsible for the conduct of children under their supervision. This includes keeping them within the authorized visiting areas. Inmates and visitors will be responsible for keeping their children quiet so as not to disrupt others.

Special Visits: Inmates must submit a special visit request to their Unit Team at least two weeks in advance of the visiting date. Visits from persons not on the approved list must be approved by the Camp Administrator.

FACILITIES DEPARTMENT

The Facilities Department consists of approximately 22 staff members and numerous inmates that are responsible for the upkeep and maintenance of all roads, grounds, buildings, utilities, air conditioning, construction, upkeep and maintenance.

Jobs available at the FPC are:

- General Maintenance Shops
- Garage
- HVAC Shop
- Powerhouse

Work hours are from 7:30 a.m. to 10:30 a.m. and from 12:00 p.m. to 3:00 p.m.

Do not attempt any repairs without the assistance of facilities. Keep the windows and doors closed.

Safety talks are conducted on a monthly basis and all inmates are trained on the proper use of all equipment by their supervisor.

If repairs are needed in your living area, see the Unit Officer, who will complete a Minor Work Request. Remember that this is your home, temporarily, so keep it nice.

FOOD SERVICE

The inmates are provided nutritious, appealing meals in all Bureau institutions. Self-service meal operations for general population inmates may include features such as salad bars and the common fare diet. Specific approval procedures for common fare vary from institution to institution. See the Chaplain if you are interested in the Common Fare diet.

The following hours of operations and procedures are outlined for the food service operation at FPC Atwater. The Food Service Department will provide three (3) meals daily for the inmate population.

BREAKFAST - The breakfast meal will be served from 6:30 a.m. until “last call” is given. Ten minutes after “last call” is given, the dining hall will be closed for business.

LUNCH - The lunch meal will be served Monday through Friday from 11:00 a.m. until “last call” is given. Ten minutes after “last call” is given, the dining hall will be closed for business.

DINNER - The dinner meal will be served at 4:30 p.m. until “last call” is given. Ten minutes after “last call” is given, the dining hall will be closed for business.

No items are permitted to be carried into the Food Service Department at mealtimes, and no items are permitted to be carried out of Food Service.

INMATE SYSTEMS MANAGEMENT

Mail Room

Inmates may obtain the necessary postal forms to mail certified, return receipt, insured mail and weigh oversized envelopes, etc., at the Law Library Monday through Friday, excluding holidays. A postage chart and scale is available for inmate use. Problems concerning mailing procedures may be addressed by utilizing an "Inmate Request to Staff Member". Inmates may be subject to disciplinary action for violating FPC Atwater's mail procedures.

Inmates may receive five (5) paperback books or five (5) magazines per envelope, or a combination of paperback books or magazines not to exceed five (5). Hardback books must be received from a bookstore or publisher. Newspapers must be received from the publisher or by subscription only. Inmates are encouraged to subscribe to magazines. Magazine subscriptions may be initiated from the community or by contacting a Unit Team member and using a "Withdrawal of Inmate Fund" form. Inmates are not authorized to use the "bill me" method of paying for magazine subscriptions.

Inmate to inmate correspondence (including State, Local and Half-Way facilities) is prohibited unless it is authorized in writing by the Chief Executive Officers of both facilities. Federal will be approved by the Camp Administrator and the Unit Manager of the receiving facility. Permission to correspond may be initiated through the Unit Team. Permission for inmates to correspond is usually limited to immediate family members and co-defendants with ongoing litigation.

Inmate packages are usually limited to the receipt of release clothing and must be approved in advance. Inmates may initiate package authorizations through their Unit Team. The inmate address at this facility is as follows:

Your committed name
Registration Number, Housing Unit
Federal Prison Camp
#1 Federal Way
P. O. Box 019001
Atwater, California 95301

All outgoing inmate correspondence must have postage on it. All outgoing general correspondence must be sent out sealed. All outgoing inmate mail must have the inmate's name, registration number and address as shown above on the upper left corner of the envelope.

Special Mail

All Outgoing Special Mail must be hand delivered to a ISM staff member in the housing unit at 2:30pm daily. Staff receiving the Special Mail will confirm the inmate delivering it is the same inmate reflected in the return address. Special Mail will not be accepted from an inmate without a correct return address or a Bureau of Prisons ID card.

Inmates attempting to send outgoing Special Mail under another inmate's return address will be considered for disciplinary action. All Outgoing Special Mail is subject to scanning by electronics means including x-ray, metal detector, and ion spectrometry devices and cannot be used to read or review the content. Inspection of sealed outgoing Special Mail by these methods may occur outside the inmate's presence.

Inmates in the Special Housing Unit (SHU) must notify the SHU Lieutenant during his/her morning rounds of any outgoing Special Mail. The SHU Lieutenant will notify the mail room by noon, on a daily basis of any Outgoing Special Mail. Mail room staff will pick up the Special Mail from the inmate and verify the inmate with a picture card.

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

A designated staff member, usually a Correctional Counselor or Case Manager, opens incoming special mail in the presence of the inmate. The items will be checked for physical contraband and for qualifications as special mail. The correspondence will not be read or copied if the sender has accurately identified himself/herself on the envelope and the front of the envelope clearly indicates that the correspondence is special mail only to be opened in the presence of the inmate. Without adequate identification of special mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened and inspected for contraband outside the presence of the inmate.

Records Office

Individual commitments (except for violators) will usually receive a sentence computation within 30 days of arrival. Inmates who have transferred from other Bureau facilities will not receive a new sentence computation. Inmates requesting an additional copy of their sentence computation

may request one from their Unit Team. Questions concerning the Records Office may be addressed by using an "Inmate Request to Staff Member".

Inmate Personal Property

For a list of all allowed personal property, see the current Institutional Supplement on Inmate Personal Property.

Radios and Watches

An inmate may not own or possess more than one approved radio and/or watch at any one time. Proof of ownership, through appropriate property receipts, will be required. Radios and watches may not have a value exceeding locally established limits, usually in the \$50.00 range. Radios with a working tape recorder and/or tape player are not authorized. Radios and watches will be inscribed with the inmate's name and registration number. Only Walkman type radios are permitted, and headphones are required at all times. Inmates may not give or receive any items of value to or from another inmate; i.e., radio, watch, sneakers, and Commissary items.

LEGAL SERVICES

1. Attorney Visits

Attorneys should ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during regular visiting hours. However, visits from attorneys can be arranged at other times, based on the circumstances of each case and available staff. Attorney visits will be subject to visual monitoring but not audio monitoring.

2. Attorney Phone Calls

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

3. Law Library

The law library is located in the Education Department and contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reports, Supreme Court Reporter, Bureau of Prisons Program Statements and Institution Supplements, Indexes and other legal materials. The law library is open during convenient non-working hours, including weekends and holidays.

4. Administrative Remedy

An inmate has the right to appeal the decision of the UDC or other staff decisions, actions or inactions by use of the BP-9 Form, Inmate's Request for Administrative Remedy. This form may be obtained from your Counselor. These forms are for the appeal process to the Warden resolving formally any problems you may have been unable to resolve informally.

Your Counselor will endeavor to resolve your complaint, if possible. If any complaint cannot be resolved informally and you wish to utilize the administrative remedy process, your Counselor will assist you.

5. **Selective Service System/BOP Registration Program**

In accordance with Program Statement 5350.26, Selective Service System/BOP Registration Program, all male persons who reside in the United States, except legally admitted non-immigrants, are exempt from the Selective Service System registration requirement while incarcerated. Upon release, male persons have 30 days in which to register. As a public service to registration-age men who enter or are being released from federal correctional facilities, the Bureau of Prisons offers the opportunity to register during incarceration. Registration forms may be requested by submitting a Request to Staff Member form to the Case Management Coordinator.

HEALTH SERVICES

Policy: It will be the policy of the Federal Prison Camp, Atwater, California, that all inmates who wish to attend sick call should be allowed to do so..

Availability: Sick call sign up is conducted on Monday, Tuesday, Thursday, and Friday, excluding Holidays, from 6:30 a.m. - 7:00 a.m. You must bring your Commissary (identification) card when requesting an appointment.

EMERGENCIES WILL BE SEEN AT ANY TIME!

If you should become injured or ill while on the job, you should notify your Detail Supervisor. Action will then be taken to have you seen in the clinic.

If you should become injured or ill after clinic hours, you should notify your Unit Officer. Again, action will be taken to have you seen.

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

A. **Application:** The Inmate Copayment Program applies to anyone in an institution under the Bureau's jurisdiction and anyone who has been charged with or convicted of an

offense against the United States, except inmates in inpatient status at a Medical Referral Center (MRC). All inmates in outpatient status at the MRCs and inmates assigned to the General Population at these facilities are subject to copay fees.

B. Health Care Visits with a Fee:

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

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

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

C. Health Care Visits with no Fee:

We will not charge a fee for:

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

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

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

- Patient education.

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

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

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

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

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

Clinic Appointments (Call Outs): If you should be scheduled for a clinic appointment, it will be your responsibility to be there on time. Missed clinic appointments may be cause for disciplinary action.

You must have a clinic appointment or call out to report to the Health Services Unit, otherwise, you will be considered out of bounds.

Intake Screening: Upon your arrival at FPC Atwater, you will be interviewed by a member of the Health Services staff. It is imperative that you cooperate with them in supplying all requested medical data. If you are on maintenance medications, these will be continued until you can be evaluated by the healthcare provider.

Those individuals who require long-term chronic care, which cannot be provided at this facility, will be referred to one of the Federal Medical Centers.

Physical Examinations: A physical examination will be completed within 14 days of your arrival. If you have transferred from another institution and a current physical examination is in your medical record, this will not be repeated. You will be assigned a medical duty status and be cleared for work at the time of your physical examination (or chart review).

If you are under the age of 50, you can request a physical examination every two years by sending a Request to Staff Member to the Health Services Unit. If you are over the age of 50, this physical can be requested every year.

If you are being released from the system, and your discharge date is not within one year of the previous examination, you can request a release physical. This should be requested at least two months prior to your anticipated release date.

If you refuse any medical screening for communicable diseases, you will be placed in Administrative Detention until all requirements have been completed.

Pill Line: All prescriptions can be picked up between 6:30 a.m. and 7:00 a.m. or between 4:30 p.m. and 5:30 p.m., Monday through Friday, unless you are instructed otherwise. If you are on any restricted medications, the pharmacist will advise you of the times and method of receiving these medications.

Over-the-counter medications (Aspirin, Tylenol, Sudafed, Maalox, etc.) are available for purchase in the Commissary. Any inmate who cannot afford to or wishes not to purchase these items can request them through routine sick call. They can be prescribed if medically necessary.

Dental Services: Dental sick call sign up is held at the same time as medical sick call.

All inmates arriving at the institution will receive a routine dental examination upon arrival. In order to receive routine dental care or cleaning, you must submit a cop out to the Dental Clinic and will be placed on the waiting list.

If you should develop a “dental emergency”, inform your detail supervisor or unit officer and arrangements will be made to have you evaluated.

Eyeglasses and Contact Lenses: In order to be placed on the list to receive an exam for eye glasses, send in an “Inmate Request to Staff Member” form stating your request. Watch the call-outs for your appointment time. After your exam, we will order your glasses for you. They will require four to six weeks for delivery.

HIV: There is an increased personal risk factor of being exposed to the Human Immunodeficiency Virus by behavior which includes: IV drug use, tattooing, and homosexual behavior. You are discouraged from engaging in such activities. All inmates who have engaged in any of these high risk behaviors are encouraged to have an HIV test performed. This can be requested during your physical examination or on routine sick call. All inmates must have an HIV test prior to release or participation in any community activity (i.e. community corrections center, furloughs).

Medical Records Review or Copies: Any inmate wishing to review or have copies made of his medical records should submit a Request to Staff Member to the Medical Records Office. You will be advised of any other action that you must take or the time frame in which this will occur.

FEDERAL BUREAU OF PRISONS HEALTH CARE RIGHTS AND RESPONSIBILITIES

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

RIGHTS:

1. You have the right to health care services, based on the local procedures at your institution. Health services include medical sick call, dental sick call and all support services. Sick call at this institution is conducted on Monday, Tuesday, Thursday, and Friday.
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 inpatient, to a hospital in the local community or the Bureau of Prisons.
3. You have the right to participate in health promotion and disease prevention programs, including education regarding infectious diseases.
4. You have the right to know the name and professional status of your health care providers.
5. You have the right to be treated with respect, consideration and dignity.
6. You have the right to be provided with information regarding your diagnosis.
7. You have the right to be examined in privacy.
8. You have the right to obtain copies of certain releasable portions of your health record.
9. You have the right to address any concerns 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.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.
12. You have the right to request a physical examination, as defined by Bureau policy. If you are under the age of 50, once every two years; over the age of 50, once a year.

13. You have the right to dental care as defined in Bureau policy to include preventive services, emergency care and routine care.
14. You have the right to a safe, clean, and healthy environment, including smoke-free living areas.
15. You have the right to refuse medical treatment in accordance with Bureau policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.

RESPONSIBILITIES:

16. 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 were provided.
17. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
18. 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.
19. You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.
20. You have the responsibility to treat staff in the same manner.
21. You have the responsibility to keep this information confidential.
22. You have the responsibility to comply with security procedures.
23. You have the responsibility of being familiar with the current policy to obtain these records.
24. 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.
25. 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.
26. You have the responsibility to eat healthy and not abuse or waste food or drink.

27. You have the responsibility to notify medical staff that you wish to have an examination.
28. You have the responsibility to maintain your oral hygiene and health.
29. You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.
30. 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.

PSYCHOLOGY

Psychology services are available Monday through Friday from 7:30 a.m. until 4:00 p.m. Individual appointments are scheduled via call-out. Inmates are required to check the call-out daily and, if an appointment is scheduled, should report to the designated camp area at the appropriate time.

Referral Process:

To contact the Psychology Department for services, use the Inmate Request to Staff Member form. A copy will be returned to you, stating how your request will be handled.

Drug Abuse Treatment Programs

Drug Abuse Education:

FPC Atwater has an active Drug Abuse Education program. This program is designed to meet the needs of inmates who used or abused drugs and alcohol prior to incarceration and whose charges resulted from drug use or abuse. Some inmates may be required to participate in the Drug Abuse Education program. Additionally, the Drug Abuse Education program can be beneficial to those who deal with substance abusing or addicted family or friends.

Non-Residential Drug Program:

FPC Atwater has a Non-Residential Drug Treatment program which includes individual counseling, non-residential transitional services and non-residential group treatment for inmates who have previously completed a Residential Drug Abuse Program at another institution.

RECREATION

The Recreation Department at FPC Atwater offers a wide variety of activities to the inmate population. Inmates are able to spend their leisure time in either passive recreation or on the recreation field.

In the passive recreation area, activities include leather craft, painting, sketching and bead craft. The housing unit common area is where inmates can play cards, table games, etc.

The most active area of our department is the recreation field. This area hosts many structured activities throughout the year. Some of the activities include softball, track and field, soccer, volleyball and structured wellness classes.

The goal of the Recreation Department is to provide structured activities that meet the social and physical needs of the inmate population. The programs are organized to provide an outlet for tension, build self-esteem and self-confidence, develop skills and occupy leisure time while incarcerated at FPC Atwater.

RELIGIOUS SERVICES

The Religious Services Department at FPC Atwater will attempt to provide inmates of all faiths with reasonable and equitable opportunities to pursue their individual belief, within the constraints of budgetary limitations and the security and orderly running of the institution. The Religious Department is staffed by both full-time and contract chaplains. The chaplains are available upon request to provide pastoral care, counseling, religious education and instruction. Volunteers from the nearby communities augment and supplement the institutional religious services staff.

Requests concerning pastoral visits, the retention of religious property and personal religious items, the observance of religious holidays, the common fare diet program and other specific requests of a religious nature should be submitted to the Religious Services Department on an "Inmate Request to Staff Member" form.

The chapel facility does contain a religious library where inmates may use religious reference material and obtain some religious devotional and other reading material.

The religious program and activity schedule and chaplain's duty schedules are posted in the unit and in the Chapel.

SAFETY

The following is a list of safety regulations that each inmate should be familiar with:

- a. It is the requirement of each inmate worker to use the safety equipment issued to protect him against physical injury and/or health hazards. You must wear all required personal protective equipment, such as goggles, safety shoes, aprons, arm guards, hard hats and respirators before you begin an operation.
- b. You must wear safety goggles and all safety equipment when performing any grinding, chiseling, filing or chipping operation.
- c. Hearing protection must be worn on all work stations designated as high noise level areas.
- d. Gym shoes are not allowed on any work assignment, except as specified in the Grooming and Personal Protective Equipment Institution Supplement.
- e. Report all safety hazards immediately to your supervisor. Do not continue to work in an area or on any machinery or equipment that is unsafe or improperly guarded. If your work supervisor does not agree that an unsafe condition exists, the fact should be reported to a Unit Staff member who will advise the Safety Manager.
- f. Inmates will only perform work that is assigned to them. Operating machines, equipment or performing any operation that has not been specifically assigned is prohibited and will result in disciplinary action. You must be specially trained on any equipment you are assigned to operate.
- g. Operating equipment without using the safety guards provided, or removal of the safety guards, is strictly prohibited and will be grounds for disciplinary action.
- h. The fabrication or repair of personal items on government equipment, except when authorized in the hobby shop, is against safety regulations.
- i. Do not try to adjust, oil, clean, repair or perform any maintenance on any machine while in motion. Stop the machine first and use the lock-out/tag-out devices at all times before any equipment is repaired or cleaned.
- j. Do not ride on the draw bars of landscape or institution mowers and tractors. The operator is the only person authorized to ride on a tractor, forklift or tow vehicle.
- k. Do not stand up on moving vehicles. Sit on the seats as provided and keep the chains in the back of the vehicles in place. No one is authorized to ride on the back of any vehicle. All vehicle occupants must have a seat and a seatbelt.
- l. Inmates who are injured while performing their assigned duties will immediately report such injury to their work supervisor (staff member). Failure to report a work injury to your supervisor

within a maximum of 48 hours may disqualify you for eligibility for lost time, wages or compensation.

m. It is the responsibility of each inmate worker to exercise care, cooperation and common sense in conducting his assigned work. Horseplay on the job will not be tolerated at any time.

n. Any inmate who sustains a work injury and still retains some degree of impairment at the time of release should contact the Safety Manager not less than 30 days prior to release or transfer to a community corrections center, for the purpose of submitting a claim for compensation. This claim must include a medical evaluation before any compensation can be considered.

o. A thorough briefing on any chemicals you will be working with must be given to you before starting work. You must know where Material Safety Data Sheets (MSDS) are kept in the department and how to use these MSDS sheets. You must review these MSDS sheets and sign the inmate initial job orientation form after the MSDS sheets have been reviewed.

FIRE PREVENTION AND CONTROL

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

CONCLUSION

Hopefully, this information will assist you during your incarceration period. You should feel free to ask any staff member for assistance as questions or problems arise, particularly your Unit Staff.

RIGHTS AND RESPONSIBILITIES

THE DISCIPLINARY SYSTEM

TYPES OF DISCIPLINARY ACTION

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

SANCTIONS BY SEVERITY OF PROHIBITED ACT

INMATE RIGHTS AND RESPONSIBILITIES §541.12

RIGHTS

1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation, and voluntary religious worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.
5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.

RESPONSIBILITIES

1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. It is your responsibility to use the services of an attorney honestly and fairly.

RIGHTS

8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
10. You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities.
11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.

RESPONSIBILITIES

8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

INMATE DISCIPLINE

It is the intent of this institution to provide a safe and orderly environment for all inmates. Staff shall control inmate behavior in a completely impartial and consistent manner.

Living in a confined area with a large number of people is extremely difficult. In recognition of these difficulties, it is necessary to limit an individual's personal freedom with rules and regulations for the benefit of the majority. Therefore, regulations must be enforced to ensure cooperation from those who refuse to respect the rights of others. A copy of your Rights and Responsibilities and Prohibited Acts and Disciplinary Severity Scale (PS 5270.7, Chapter 1) is attached. It is your responsibility to read and comply with these regulations.

All staff will enforce the rules and regulations of the institution. In order to do this, they will give orders from time to time. As an inmate, you are expected to carry out all orders from staff. You must comply with the order unless doing so would jeopardize your physical safety, "Life or Limb". After complying with an order, if you feel it was inappropriate or inhumane you may discuss it with your Unit Staff, or request an Administrative Remedy Form from your Correctional Counselor.

THE DISCIPLINARY PROCESS

Included in this A & O booklet is information on Inmate Discipline. There are four categories of prohibited acts: Greatest Severity, High Severity, Moderate Severity, and Low Severity. In the event you are charged with a violation of one of the prohibited acts, several things can occur. The staff member involved may resolve the problem informally by some mutual agreement or the staff member may elect to write an incident report in lieu of the informal resolution. Depending on the seriousness of the offense, you may be permitted to remain in your housing unit, or you may be placed in Administrative Detention. A Correctional Supervisor will be assigned to investigate the incident, and you will be given a copy of the report. The Investigating Officer may elect to resolve the matter informally or refer the report to the Unit Discipline Committee (UDC).

Inmates identified as PLRA or rated as violent under VCCLEA and alleged to have committed a Greatest or High category prohibited act will be referred to the Disciplinary Hearing Officer (DHO) for disposition and possible sanction. If the DHO finds you committed the prohibited act, he/she will be required to disallow Good Conduct Time.

The Unit Disciplinary Committee (UDC) will consist of at two staff members from a Unit Team. At this hearing, the UDC may impose one or several of the minor sanctions or may refer the charges to the Discipline Hearing Officer (DHO).

If the incident report is referred by the UDC, the DHO will hold another hearing. Only the DHO may forfeit or withhold Statutory Good Time, forfeit or disallow Good Conduct Time, place you

in Disciplinary Segregation, recommend a Disciplinary Transfer to another institution, recommend the rescission or retardation of a parole date, in addition to imposing minor sanctions as well. You have the right to appeal the actions of both the UDC and the DHO through the Administrative Remedy Procedure; the UDC by a BP-09 and the DHO by a BP-10.

Social visiting, recreation, and commissary are privileges and may be suspended or revoked for conduct in violation of the written policy.

You may also be prosecuted for actions which constitute new criminal activity. This practice is not "Double Jeopardy". One action is classified administrative for institutional operations, while the other is judicial and punitive actions for criminal accountability.

For pretrial inmates who have been found to have committed prohibited acts by the DHO, the unit team will be required to send that information to the Assistant U.S. Attorney's Office and the U.S. Probation Office to be included into your Presentence Report, which can affect your sentencing and designation.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

Prohibited Acts and Disciplinary Scale §541.13:

a. There are four categories of prohibited acts - Greatest, High, Moderate, and Low Moderate (see Table 3 for identification of the prohibited acts within each category). Specific sanctions are authorized for each category (see Table 4 for a discussion of each sanction). Imposition of a sanction requires that the inmate first is found to have committed a prohibited act.

(1) Greatest category offenses: The Discipline Hearing Officer shall impose and execute one or more of sanctions A through G. The DHO may also suspend one or more additional sanctions A through G. The DHO may impose and execute sanction F and/or G only in addition to execution of one or more of sanctions A through E.

(2) High category offenses: The Discipline Hearing Officer shall impose and execute one or more of sanctions A through M, and may also suspend one or more additional sanctions A through M. The Unit Discipline Committee shall impose and execute one or more of sanctions G through M, and may also suspend one or more additional sanctions G through M.

(3) Moderate category offenses: The Discipline Hearing Officer shall impose at least one sanction A through N, but may suspend any sanction or sanctions imposed. The Unit Discipline Committee shall impose at least one sanction G through N, but may suspend any sanction or sanctions imposed.

(4) Low moderate category offenses: The Discipline Hearing Officer shall impose at least one sanction B.1, or E through P. The Discipline Hearing Officer may suspend any E

through P sanction or sanctions imposed (a B.1 sanction may not be suspended). The Unit Discipline Committee shall impose at least one sanction G through P, but may suspend any sanction or sanctions imposed.

b. Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offense itself. In these cases, the letter "A" is combined with the offense code. For example, planning an escape would be considered as Escape and coded 102A. Likewise, attempting the adulteration of any food or drink would be coded 209A.

c. Suspensions of any sanction cannot exceed six months. Revocation and execution of a suspended sanction require that the inmate first is found to have committed any subsequent prohibited act. Only the Discipline Hearing Officer (DHO) may execute, suspend, or revoke and execute suspension of sanctions A through F. The Discipline Hearing Officer (DHO) or Unit Discipline Committee (UDC) may execute, suspend, or revoke and execute suspensions of sanctions G through P. Revocations and execution of suspensions may be made only at the level (DHO or UDC) which originally were earlier imposed by the Inmate Discipline Committee 5270.7 imposed the sanction. The DHO now has that authority for suspensions which were earlier imposed by the Inmate Disciplinary Committee (IDC).

When an inmate receives an Incident Report while on a DHO imposed, but suspended sanction, the new Incident Report is to be forwarded by the UDC to the DHO, both for a final disposition on the new Incident Report, and for a disposition on the suspended sanction. This procedure is not necessary when the UDC informally resolves the new Incident Report.

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

e. The Unit Discipline Committee or Discipline Hearing Officer may impose increased sanctions for repeated, frequent offenses according to the guidelines presented in Table 5.

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

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

TABLE 3 - PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

GREATEST CATEGORY

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

CODE	PROHIBITED ACTS
100	Killing
101	Assaulting any person (includes sexual assault) or an armed assault on the institution's perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate).
102	Escape from escort; escape from a secure institution (low, medium, high and administrative type institution); or escape from a minimum security level institution <u>with</u> violence.
103	Setting a fire (charged with this act in the category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge in properly classified Code 218 or 329).
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition.
105	Rioting
106	Encouraging others to riot.
107	Taking hostage(s).
108	Possession, manufacture, or introduction of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade). (USP Atwater ONLY - this includes Possession or use of tattoo equipment).
110	Refusing to provide a urine sample or to take part in other drug-abuse testing.
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical department.

- 112 Use of any narcotics, marijuana, drugs or related paraphernalia not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.
- 197 Use of the telephone to further criminal activity.
- 198 Interfering with a staff member in the performance of duties (Conduct must be of the Greatest Severity). This charge is to be used only when another charge of greatest severity is not applicable.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons (Conduct must be of the Greatest Severity). This charge is to be used only when another charge of greatest severity is not applicable.

SANCTIONS

- A. Recommend parole date rescission or retardation.
- B. Forfeit earned statutory good time (up to 100% and/or terminate or disallow extra good time (an extra good time may not be suspended).
- B1. Disallow ordinarily between 50 and 50 and 75% (27-41 days) of good conduct time credit available for year (a good 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 (Note - can be in addition to A through E - cannot be the only sanction executed).

HIGH CATEGORY

CODE	PROHIBITED ACTS
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum secure level) and from outside institutions - without violence. *
201	Fighting with another person.
203	Threatening another with bodily harm or any other offense.
204	Extortion, blackmail, protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
205	Engaging in sexual acts.
206	Making sexual proposal or threats to another.
207	Wearing a disguise or a mask.
208	Possession of any unauthorized locking device, or lock pick or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
209	Adulteration of any food or drink.
211	Possessing any officer's or staff clothing.
212	Engaging in, or encouraging a group demonstration.
213	Encouraging others to refuse to work, or to participate in a work stoppage.
215	Introduction of alcohol into BOP facility.
216	Giving or offering an official or staff member a bribe, or anything of value.
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes.
218	Destroying, altering or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, or damaging life-safety devices (e.g., fire alarm) regardless of financial value.

- 219 Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling or other forms of physical encounter, or military exercise or drill.
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 Making, possessing, or using intoxicants.
- 223 Refusing to breathe into a Breathalyzer or take part in other testing for use of alcohol.
- 224 Assaulting any person (charged with this act only when a less serious physical injury or contact has been attempted or carried out by an inmate).
- 297 Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmates's PIN number; third party calling; third party billing; using credit card numbers to place telephone calls; conference calls; talking in code).
- 298 Interfering with a staff member in the performance of duties (Conduct must be of the High Severity nature). This charge is to be used only when another charge of high severity is not applicable.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons (Conduct must be of the High Severity nature).
This charge is to be used only when another charge of high severity is not applicable.

SANCTIONS

- A. Recommend parole date rescission or retardation.
- B. Forfeit earned statutory good time (up to 50% or up to 60 days, whichever is less, and /or terminate or disallow extra good time (an extra good time may not be suspended).

- B1. Disallow ordinarily between 25 or up to 60 days, whichever is less, and/or good conduct time (a good 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.

MODERATE CATEGORY

- 300 Indecent exposure
- 302 Misuse of authorized medication.
- 303 Possession of money or currency, unless specifically authorized, amount or in excess of the amount authorized.
- 304 Loaning of property or sanction of value or profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work, or to accept a program assignment.

- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)
- 308 Violating a condition of furlough
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any assignment.
- 311 Failing to perform work as instructed by the supervisor
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area.
- 317 Failure to follow safety or sanitation regulations.
- 318 Using any equipment or machinery which is not specifically authorized.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.

- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization.
- 329 Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards.
- 331 Possession, manufacture, or introduction of a non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institution security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics).
- 397 Use of telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmates PIN number, three way calling, providing false information for preparation of a telephone list).
- 398 Interfering with a staff member in the performance of duties (Conduct must be of the Moderate Severity nature).
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons (Conduct must be of the Moderate Severity nature). This charge is to be used only when another charge of moderate severity is not applicable.

SANCTIONS

- A. Recommend parole date rescission or retardation.
- B. Forfeit earned statutory good time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time sanction may not be suspended).
- B1. Disallow ordinarily up to 25% (1 - 14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary 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.

LOW MODERATE CATEGORY

CODE	PROHIBITED ACTS
400	Possession of property to another person
401	Possessing unauthorized amount of otherwise authorized clothing
402	Malingering, feigning illness.
403	Not to be used.
404	Using abusive or obscene language.
405	Tattooing or self-mutilation.
406	Not to be used.
407	Conduct with a visitor in violation of Bureau regulations (Restrictions, or loss for a specific period of time, of these privileges may often be an appropriate sanction G).
408	Conducting a business
409	Unauthorized physical contact (e.g., kissing, embracing).

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

SANCTIONS

- B1. Disallow ordinarily up to 12/5% (1.7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).
- E. Make monetary restitution.
- F. Withhold statutory good time.
- G. Loss of privileges: commissary, movies, recreation, etc.
- H. Change housing (quarters).
- I. Remove from program and/or group 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.

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

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

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