

**FEDERAL DETENTION CENTER
DUBLIN, CALIFORNIA**

**ADMISSION & ORIENTATION
HANDBOOK**



**AN INMATE'S GUIDE TO
POLICIES & PROCEDURES
2011**

7/20/2011

Revised by Chavez & Zavala

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- Part 1.0 INTRODUCTION**
 - 1.1 ADMINISTRATIVE STAFF MEMBERS

- Part 2.0 CLASSIFICATION TEAMS (UNIT TEAMS)**
 - FDC UNIT MANAGER
 - CASE MANAGER
 - CORRECTIONAL COUNSELOR
 - UNIT OFFICER

- Part 3.0 DAILY INMATE LIFE**
 - 3.1 INMATE PERSONAL APPEARANCE
 - 3.2 RULES GOVERNING PHYSICAL CONTACT
 - 3.3 SANITATION
 - 3.4 LAUNDRY OPERATIONS
 - 3.5 PERSONAL PROPERTY LIMITS
 - 3.6 GROOMING
 - 3.7 LEGAL MATERIALS (STORAGE OF)
 - 3.8 MONEY AT FDC DUBLIN
 - 3.9 COMMISSARY OPERATIONS
 - 3.10 UNIT RULES AND REGULATIONS

- Part 4.0 SECURITY PROCEDURES**
 - 4.1 COUNTS
 - 4.2 SEARCHES AND CONTRABAND
 - 4.3 DRUG SURVEILLANCE
 - 4.4 ALCOHOL DETECTION
 - 4.5 FIRE / EMERGENCY PROCEDURES
 - 4.6 FIRE PREVENTION AND CONTROL

- Part 5.0 PROGRAMS AND SERVICES**
 - 5.1 WORK ASSIGNMENTS
 - 5.2 FOOD SERVICE
 - 5.3 EDUCATION PROGRAM
 - 5.4 RECREATION, LEISURE AND RECREATION PROGRAMS
 - 5.5 COUNSELING ACTIVITIES
 - 5.6 PSYCHOLOGY PROGRAMS
 - 5.7 PASTORAL CARE SERVICES
 - 5.8 CENTRAL INMATE MONITORING
 - 5.9 HEALTH SERVICES
 - 5.10 PHARMACY SERVICES
 - 5.11 INMATE MEDICAL CO-PAYMENT PROGRAM
 - 5.12 DENTAL DEPARTMENT
 - 5.13 ON THE JOB INJURIES
 - 5.14 MAIL REGULATIONS
 - 5.15 INCOMING CORRESPONDENCE
 - 5.16 INCOMING PUBLICATIONS
 - 5.17 SPECIAL MAIL NOTICE
 - 5.18 INMATE CORRESPONDENCE WITH NEWS MEDIA
 - 5.19 NOTIFICATION OF REJECTIONS

- 5.20 CHANGE OF ADDRESS/FORWARDING OF MAIL
- 5.21 CERTIFIED/REGISTERED MAIL
- 5.22 TELEPHONES
- 5.23 TRULINCS
- 5.24 VISITING
- 5.25 INMATE CLOTHING FOR VISITING
- 5.26 IDENTIFICATION OF VISITORS

Part 6.0 ACCESS TO LEGAL SERVICES

- 6.1 LEGAL CORRESPONDENCE
- 6.2 ATTORNEY VISITS
- 6.3 LEGAL MATERIALS
- 6.4 ATTORNEY PHONE CALLS
- 6.5 LAW LIBRARY
- 6.6 COPIES OF LEGAL MATERIAL
- 6.7 FEDERAL TORT CLAIMS
- 6.8 INMATE ACCESS TO CENTRAL FILES
- 6.9 NOTARY PUBLIC
- PROBLEM RESOLUTION**
- 6.10 INMATE REQUEST TO STAFF MEMBER
- 6.11 ADMINISTRATIVE REMEDY PROCESS

Part 7.0 RELEASE

- 7.1 SENTENCE COMPUTATION
- 7.2 DETAINERS
- 7.3 GOOD CONDUCT TIME
- 7.4 PAROLE
- 7.5 LITERACY PROGRAMS AND VCCLEA AND PLRA 3621E
- 7.6 RELEASE PLANNING
- 7.7 RESIDENTIAL RE-ENTRY CENTER TRANSFER
- 7.8 COMMUNITY-BASED RESIDENTIAL PROGRAMS

Part 8.0 DISCIPLINARY PROCEDURES

- 8.1 DISCIPLINE
- 8.2 INMATE DISCIPLINE INFORMATION
- 8.3 UNIT DISCIPLINARY COMMITTEE
- 8.4 DISCIPLINARY HEARING OFFICER (DHO)
- 8.5 APPEALS OF DISCIPLINARY ACTIONS
- 8.6 SPECIAL HOUSING UNIT (SHU)
- 8.7 INMATE RIGHTS AND RESPONSIBILITIES

INMATE DISCIPLINE PROGRAM

- 541.3 PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE
- 541.4 LOSS OF GOOD CONDUCT SENTENCE CREDIT AS A MANDATORY SANCTION
- 541.5 DISCIPLINARY PROCESS
- SUMARY OF DISCIPLINARY SYSTEM PROCEDURES
- TIME LIMITS IN DISCIPLINARY PROCESS

TABLE 1

GREATEST SEVERITY LEVEL PROHIBITED ACTS
HIGH SEVERITY LEVEL PROHIBITED ACTS
MODERATE SEVERITY LEVEL PROHIBITED ACTS
LOW SEVERITY LEVEL PROHIBITED ACTS

APPENDIX B

SUMMARY OF INMATE DISCIPLINE SYSTEM

SPECIAL MAIL NOTICE

This booklet has been prepared for new commitments to this institution. We encourage all inmates to review it completely and let staff know if there are any questions or need any further information.

We want all the inmate's time spent here at Dublin to be productive. This is a unique facility due to the design, mission and programs. All inmates have the opportunity to serve their sentence in a correctional facility with numerous programs and services available to all inmates.

We stress open communications and cooperation between staff and inmates. Inmates will find staff willing to assist them throughout their stay here. In return, we expect all inmates to take responsibility for themselves and their actions and to fulfill their obligations. Particularly, we expect them to conduct themselves appropriately and refrain from any misconduct.

Our goal is to help all inmates plan for release at the opportune time, ready to accept their place back in the community.

Randy L. Tews
Warden

Part 1.0

INTRODUCTION

The primary mission of the Federal Detention Center is to provide a safe secure environment for Federal pre-trial and hold over prisoners for the Northern District of California. The purpose of this handbook is to provide incoming inmates with general information about FDC Dublin, its programs, and the rules and regulations they will encounter during confinement. It is not a specific guide to the detailed policies of the Bureau or all procedures in effect at each Bureau location. Rather, the material in this handbook will help new inmates understand what they will be encountering at FDC Dublin, and hopefully assist them in their initial adjustment to the institutional environment.

1.1 ADMINISTRATIVE STAFF MEMBERS

The FDC Unit Manager maintains an office on-site, and has overall responsibility for the FDC and its operation. As a satellite facility of the (Main) Federal Correctional Institution, the Federal Detention Center operates with support from various departments whose management staff includes:

- Warden
- Associate Warden (Program)
- Associate Warden (Operations)
- Superintendent of Industries & Education
- Captain
- Case Management Coordinator
- Chaplain
- Controller
- Education Supervisor
- Facilities Manager
- Food Service Administrator
- Health Systems Administrator
- Psychology Services Chief
- Trust Fund Manager
- Safety Manager

These individuals serve not only in their full-time positions, but also as Duty Officers (working evenings and weekends), and on numerous advisory committees. All staff maintain a responsive attitude and are willing to assist inmates with questions.

Note: Inmates are encouraged to exhaust all other possibilities in problem-solving prior to involving the Warden, Associate Wardens, or SOI&E. However, should an inmate need to discuss problem areas with these particular staff members, he or she should submit an Inmate Request to Staff (Cop-Out) to the appropriate individual.

Part 2.0

CLASSIFICATION TEAMS (UNIT TEAMS)

FDC Dublin is organized into a Unit Management System. A Unit is a self-contained inmate living area which includes both housing sections and office space for Unit Staff. Each Unit is staffed by a Unit Team directly responsible for those inmates living in the Unit. The Unit Staff offices are located in the Units, so staff and inmates can be accessible to each other. The Unit Staff includes a Unit Manager, Case Manager, and Correctional Counselor.

Generally, the resolution of issues or matters of interest while at the institution are most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including, personal and family problems and counseling.

Ordinarily, at least one member of the Unit Staff will be in the FDC from 6:00 AM to 4:00 PM, and in the evening on Tuesday and Wednesday.

FDC UNIT MANAGER: The Unit Manager is the administrative head of the general Unit and oversees all Unit programs and activities. She is a Department Head and has a close working relationship with other departments and personnel. The Unit Manager is the “Chairperson” of the Unit Team.

CASE MANAGER: The Case Manager is responsible for all casework services relating to the inmates’ commitment. The Case Manager serves as a liaison between the inmate, the administration and the community.

CORRECTIONAL COUNSELOR: The Correctional Counselor provides counseling and guidance for the inmates of the Unit in areas of institutional adjustment, personal difficulties and plans for the future. She plays a leading role in all segments of Unit programming. The Correctional Counselor will visit inmate work assignments regularly and is the individual to approach for daily problems. Additionally, she holds major responsibilities for the security, safety and sanitation of the Unit.

UNIT OFFICER: The Unit Officers have direct responsibility for the day to day supervision of inmates and the enforcement of rules and regulations. They have safety, security and sanitation responsibilities in the Unit. Unit Officers are in regular contact with inmates in units and are encouraged to establish professional relationships with them, as long as such interaction does not interfere with their primary duties. Unit Officers are jointly supervised by the Unit Team and the Captain.

Part 3.0

DAILY INMATE LIFE

3.1 INMATE PERSONAL APPEARANCE: The institution will issue clothing for each individual. Jumpsuits will be worn daily from 6:00 AM to 2:00 PM. All uniforms should fit comfortably but neatly. Incident reports will be written for non-compliance.

Inmates must adhere to institutional policy statements regarding the number of items in their possession at any given time. Clothing should be worn in a tasteful manner in accordance with policy. Inmates in possession of damaged and/or altered institution clothing are subject to disciplinary action and will be required to pay for damages.

Toiletry items may be purchased through the commissary; however, the basic necessities will be issued by the institution. Towels, and sheets are furnished by the institution and an accurate record of these issued items is maintained. Inmates are charged for any lost or destroyed items at the time of release.

3.2 RULES GOVERNING PHYSICAL CONTACT: Social interaction between inmates must be non-sexual. All conduct and appearance should be appropriate and in good taste at all times. The following basic guidelines apply:

1. Sexual relationships between inmates are prohibited.
2. Inmates should dress in an unprovocative fashion and in compliance with the inmate dress code
3. Hand holding or other physical contact between inmates is **not allowed**.

3.3 SANITATION: It is the inmate's responsibility to check his living area immediately after being assigned there, and to report all damage to the Correctional Officer, Case Manager or Counselor. An inmate may be held financially liable for any damage to their personal living area. A weekly sanitation inspection will be conducted by the Administration. All inmates assigned to a room found in noncompliance during the inspection will be subject to disciplinary action.

Each inmate is responsible for making his bed in accordance with regulations before work call, including weekends and holidays when he leaves the area. Each inmate is also responsible for sweeping and mopping his personal living area to ensure it is clean and sanitary.

3.4 LAUNDRY OPERATIONS: Each inmate is responsible for the clothing and safety shoes issued by the institution and will be required to return them to the R&D Department prior to release or transfer. Destruction of institutional clothing or linens is grounds for a disciplinary action. Unauthorized amounts of clothing or linens will be confiscated.

3.5 PERSONAL PROPERTY LIMITS: Items which may be retained by an inmate are limited for sanitation and security reasons. This will ensure that excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the living area. A list of allowable items and quantities may be found in the Institution Supplement DUB 5580.06, Inmate Personal Property. Inmates are issued two mesh bags and a grey storage bin for their clothing and personal items. The amount of personal property allowed to each inmate is limited to those items which can be neatly and

safely placed in these containers. Under no circumstance will any materials be accumulated to the point where they become a fire, sanitation, security or housekeeping hazard.

3.6 GROOMING: Personal appearance and grooming is considered essential for all inmates. Facilities and services are provided to ensure personal hygiene/grooming meet the acceptable standards. Hair clippers are available at the officer's station.

Showers will be allowed from:

6:30 a.m. - 8:30 a.m.
2:30 p.m. - 3:30 p.m.
5:30 p.m. - 8:30 p.m.

3.7 LEGAL MATERIALS: Inmates are allowed to request a gray storage bin for their legal materials and supplies. This bin must be approved through the Counselor.

3.8 MONEY AT FDC DUBLIN: Inmates are not permitted to have either cash or coins in their possession. Funds may be mailed to the National Lockbox at:

Federal Bureau of Prisons
<< *Inmate Name* >>
<< *Inmate Register Number* >>
Post Office Box 474701
Des Moines, Iowa 50947-0001

In order to ensure inmate funds are processed without delay to this account, the sender must make sure of the following:

The inmate's name and register number must be printed on all money orders; U.S. Treasury, state and local government checks; and any foreign negotiable instruments payable in U.S. currency.

If any person desires to send money to be placed on an inmate's account, they should send it in the form of a U.S. Postal Money Order. This form of money will be credited to the inmate's account within 24 hours after receipt. Personal checks and cash are not accepted. All other forms, such as bank drawn money orders, store money orders, etc., may have a fifteen (15) day hold placed on them before the inmate may use the funds in the commissary. Non domestic or foreign negotiable instruments will be held for 30 to 60 days before being released.

SENDERS CAN NOT enclose cash, personal checks, letters, pictures or any other items in the envelope, only allowable negotiable instruments. The National Lockbox cannot forward any items enclosed with the negotiable instrument to the inmate. Items, personal in nature, must be mailed directly to the Federal Bureau of Prisons institution where the inmate is housed only allowable negotiable instruments. The National Lockbox cannot forward any items enclosed with the negotiable instrument to the inmate. Items, personal in nature, must be mailed directly to the Federal Bureau of Prisons institution where the inmate is housed.

The return address must appear on the upper left hand corner of the envelope to ensure the funds can be returned to the sender in the event they cannot be posted to the inmates account.

To send money through Western Union:

Pay to:	Federal Bureau of Prisons
Recipients Acct:.....	<< <i>Inmate's Name and Register Number</i> >>
City Code:	FBOP
State Code:	DC

Funds may not be received through the Visiting Room.

3.9 COMMISSARY OPERATIONS: The Commissary offers a variety of edible and non-edible products. The purpose is to provide inmates with merchandise not provided by the Bureau of Prisons and food items to complement the Institution Food Service menu. Commissary use is a privilege, not a right.

Shopping is permitted once per week. There will be no additions. Commissary lists must be placed in the commissary box by 6:00 a.m. on Wednesday. Commissary staff will collect your orders on Wednesday and commissary will be delivered by Thursday; all sales are final. Commissary lists are available in the units and must be completed in a legible and complete manner, or the list will be returned to you.

Your available balance and spending limit are indicated on the bottom of the sales receipt. Your order will be filled up to the point of available funds. You can check your account balance through the inmate phone system.

If you are scheduled to go out to court on the Commissary delivery day, you will not be allowed to shop until the following week. Inmates in transit less than one week will not make commissary purchases.

You must remain seated until your name is called to receive your items. Orders will be distributed in an orderly manner. After all orders have been distributed, Commissary staff will be available to answer questions. The spending limit of \$320.00 per month will be posted once per month: Postage and telephone are the only exceptions. The validation date is determined by the 5th digit xxxxx-xxx of your register number, times three, plus one. Example: 97523-121 - the fifth number is 3 times 3 = 9, plus one = 10. The 10th of each month your spending limit and phone minutes will start over.

All radios will be etched with your number at the end of the distribution period. NOTE: The Commissary staff will require you to sign the Inmate personal property request, BP 383 when you receive the item. You may only purchase and have in your possession one radio and watch.

Questions or concerns may be addressed to the Trust Fund Supervisor at mainline or a request to staff may be forwarded to the Trust Fund Supervisor.

3.10 UNIT RULES AND REGULATIONS:

1. It is the inmate's responsibility to check his living area immediately after being assigned to that living area/quarters and to report all damages to the Unit Officer, Case Manager or Counselor. An inmate may be held financially liable for any damages to his personal living area and held responsible for any contraband in his area.

2. All inmates are to be in full uniform, beds will be made prior to 6:30 AM and inspection ready each workday. All beds will be made with a blanket as the top layer, a sheet underneath and both tightly

drawn and tucked under the mattress. An extra blanket will be folded at the foot of the bed. Photographs, which show how the beds should be made, are displayed on the Units bulletin boards. On Saturdays, Sundays and Holidays, the beds will be made prior to the 10:00 AM count. Inmates are allowed to sleep on top of a made bed and be covered with a second blanket or sheet. Inmates are not permitted to hang anything on electrical conduit, water pipes or fire sprinklers, nor are inmates allowed to cover any lights with any materials. Inmates are subject to an Incident Report and for noncompliance.

3. Removal of food from the dining area is not permitted other than one (1) piece of fresh fruit if the piece of fruit was served during the meal. Fruit taken from the dining area must be consumed before it spoils. Inmates are to consume cooked meals immediately and not store perishable or cooked food.

4. Safety shoes must be worn to all work assignments, to include Unit Orderly positions.

5. Inmates are not allowed to enter any inmate rooms they are not assigned to without prior Staff permission.

6. Lobby televisions may be viewed daily after the 5:00 AM count clears until 8:45 PM with the exception of posted cleaning hours.

7. In the event of a special program(s) (e.g., sports playoffs, news and/or movies) lobby hours/televisions will be designated and approved by the Captain..

8. Card games and board games are permitted only in the Unit Lobby. Noise level will be maintained to a minimum. Gambling is prohibited. Group games in individual living areas are also prohibited.

9. Quiet hours are from 9:00 PM to 6:00 AM . Loud talking or noise is prohibited during quiet hours.

10. Lights Out in Unit:

	<u>Weekdays</u>	<u>Weekends/Holidays</u>
Living Quarters (may use personal reading light)	10:00 PM	11:45 PM
Common Areas	After the 9:00 PM Count	

11. During normal work hours 6:00 AM to 2:00 PM , Monday thru Friday, inmates will be in uniform, unless preparing to exit the unit for recreation programs. **At all times, a jumpsuit or shorts will be worn while moving to and from showers.**

12. One wet or towel may be hung on the bed frame.

13. Inmates are not allowed to feed the wild life animals nor birds on the Recreation Yard.

14. Sitting is not allowed under stairways nor on stair steps due to safety concerns.

15. Appropriate Religious head gear may be worn with approval from Religious Services Staff. The authorized du-rag may be worn only in an inmate's room and when moving to and from the shower or laundry rooms during non-business hours. Altered head bands using institution issued material will be confiscated. All other head wear is not authorized.

16. Chairs are authorized in the TV rooms and phone room. When not in use, chairs are to be neatly stacked. Chairs are not authorized to be in inmate rooms.

17. The mail will be distributed by the Unit Officer Monday thru Friday, following the 4:00 PM count. Legal mail will be distributed by Unit Staff Monday thru Friday.

18. Unit-based program groups are conducted on an ongoing basis. The Correctional Counselors can give additional information on group activities.

19. Inmates are reminded the provision of hot water dispenser, television, exercise equipment, etc., are privileges and not mandated by any policy. Furthermore, these privileges are dependent upon inmate compliance and cooperation with institution rules governing their use. Although the washers and dryers located in the units have been deemed essential to afford inmates suitable clean clothing, their allowed hours of use and maintenance are likewise contingent on their being used in an appropriate and respectful manner.

Any unauthorized or unintended use, tampering with, or vandalism involving the aforementioned items will result in progressive restriction to the use of the items and/or permanent removal of the items from the units.

Part 4.0

SECURITY PROCEDURES

4.1 COUNTS: This institution and the Bureau of Prisons are responsible for the accountability of all inmates. Official Counts are timed to avoid interference with the inmate's activities. We ask that everyone adhere to the regulations listed below so count may be completed quickly, thus permitting inmates to resume their activities.

Counts are held at 12:00 AM (Midnight), 2:00 AM , 4:30 AM , 4:00 PM , and 9:00 PM There is an additional count on weekends and holidays at 10:00 AM These counts are labeled Official Counts. From time to time, Unofficial Counts are taken, and inmates are to follow the same regulations as with Official Counts. When counts are called, inmates will be in their own rooms (unless they are on an out count). Daily, during the 4:00 PM and 9:00 P.M. Official Counts and during the 10:00 AM Official Count on weekends and holidays, inmates **must be standing** in their room. There are no exceptions. Incident Reports will be written for noncompliance. Inmates will not move around or talk and will turn off all radios, TVs, etc., as the noise is distracting to staff counting.

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

4.2 SEARCHES AND CONTRABAND: Contraband is defined within the institution as anything that is **NOT:** (1) Purchased by the inmate in the commissary, (2) issued to the inmate by staff, (3) accepted for the inmate through Receiving and Discharge. Inmates may not have items which were issued or purchased by another inmate in their possession. It is the policy of the institution and the Bureau of Prisons that inmates and their property may be searched at any time by a staff member. These procedures are not intended as undue harassment, but are necessary for the maintenance of a safe institutional

environment.

A receipt will be given to an inmate for inmate personal property confiscated during a search. From that point, an inmate has seven (7) days to prove ownership. Inmates may not receive radios or personal property from another inmate for any reason, including release or transfer of that inmate. Inmates will receive an Incident Report if they fail to comply.

4.3 DRUG SURVEILLANCE: FDC Dublin 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 will be subject to disciplinary action.

4.4 ALCOHOL DETECTION: A program for alcohol surveillance is in effect at FDC Dublin. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test or refusal to submit to a test will result in disciplinary action.

4.5 FIRE/EMERGENCY PROCEDURES: Inmates must familiarize themselves with the fire evacuation diagrams posted in each area of their units. Regularly scheduled and unscheduled fire drills are held at the FDC. You must respond quickly and calmly whenever a fire alarm is activated.

4.6 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 trash 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 by qualified professionals.

Part 5.0

PROGRAMS AND SERVICES

5.1 WORK ASSIGNMENTS: At any time, the Officer may assign you various duties for housekeeping tasks in common areas, and your assigned cell.

J-2 inmates are eligible for various (Performance Pay) work assignments. J-1 orderly positions are also eligible for performance pay. Inmates assigned to a detail exceeding the designated quota will be limited to maintenance pay (\$5.25 per month). Sentenced and holdover inmates must accept work assignments.

Inmates performing satisfactorily on an institution work assignment are eligible for Performance Pay hourly compensation. Compensation is made at the rates noted below.

Grade 4....\$.12 per hr.
Grade 3....\$.17 per hr.
Grade 2....\$.29 per hr.
Grade 1....\$.40 per hr.

Performance pay is normally deposited to commissary accounts no later than the 10th day of each month for work performed the previous month. Work assignment grades are assigned and based upon the skill required, quantity and quality of work; and positions funded.

5.2 FOOD SERVICE: The Food Service Department consists of an Administrator, Assistant Administrator and Cook Supervisors. They are responsible for the entire Food Service Program, which includes menu planning, budgeting, procurement, preparation, serving and sanitation. Inmate work assignments are available in the areas of clerical work, cooking, baking, meat cutting, salad preparation, dish washing and general cleaning under the supervision of the Supervisors. On the job training is conducted in all areas that could lead to employment in the food service industry upon release.

Serving Schedule:

Weekdays

Breakfast: 6:00 AM (all other inmates)
Lunch: 10:30 AM
Dinner: 4:30 PM

Weekend/Holidays

Brunch: 11:00 AM
Dinner: 4:30 PM

All meals must be eaten in the unit dining area. You may take one piece of fruit to the cell, the only items allowed to be taken to your cells are items prescribed on a medical diet to be consumed after meal hours.

A common fare diet is offered to meet various religious and dietary needs and must be requested through the Religious Services Department. A “No Flesh” diet may be requested through the Food Service Department.

5.3 EDUCATION PROGRAM: The General Education Development (GED) classes offer those inmates who have not completed high school, the opportunity to enroll and complete a GED in either the English or Spanish language.

The Education Department makes every effort to provide you with reasonable access to legal materials. The Law Library is maintained and coordinated by the Education Department. It is accessible through Trulincs.

Books for leisure reading are provided on book carts located in the Unit. A local newspaper is provided to each unit daily.

5.4 RECREATION, LEISURE AND RECREATION PROGRAMS: Staff will ordinarily facilitate outdoor recreation for general population inmates 3 times per week, between the hours of 11:00 a.m. and 1:00 p.m. Indoor recreational items are available at each unit for use by the general population.

Group sports: Volleyball and Basketball

Special Activities: Bingo and Holiday Tournaments

Photo Taking: Photos are made available at different times throughout the year with the approval of the FDC Unit Manager. Tickets for photo taking must be purchased through the commissary prior to the approved dates.

Movies: Movies are shown on Saturday and Sunday in the units (J1 & J2) on a specific channel.

Upcoming Events Calendars are posted monthly and reference monthly scheduled events.

5.5 COUNSELING ACTIVITIES: There are many alternatives for inmates who have personal problems and desires to correct them. These options include Alcohol Anonymous, self-image groups and other voluntary groups. In addition, Dublin has professional staff as resources who are trained in the various social science fields. Inmate participation in these activities will be encouraged upon the staff's assessment of inmate needs, but participation is voluntary. Unit staff is available for informal counseling sessions and they conduct formal group counseling activities.

5.6 PSYCHOLOGY PROGRAMS: A Psychologist is available for short-term, crisis intervention counseling. Submit an Inmate Request to Staff Member for an appointment.

5.7 PASTORAL CARE SERVICES: From the very beginning, the Department of Pastoral Care has been an integral part of this organization. Religious Freedom is a cherished right of every citizen embodied in the First Amendment of the Constitution: "Congress will make no law respecting the establishment of religion or prohibiting the free exercise thereof."

Clergy provide pastoral services and are available for counseling and religious consultation. Weekly religious services are conducted as posted on Unit bulletin boards. Chaplains can also provide a limited amount of religious material such as Bibles, Qurans, Rosaries, etc.

Community clergy volunteers will visit periodically. If you have any pastoral concerns that you wish to communicate to any of the staff chaplains, you can see the chaplain personally when (s)he comes to the unit or you can send your request using a "cop-out". If you wish a pastoral visit from your clergy, you can make your request for approval to the staff chaplain.

5.8 CENTRAL INMATE MONITORING: Central Inmate Monitoring (CIM) is a Bureau of Prisons program designed to monitor the transfer, temporary release and participation in community activities of inmates who pose special management considerations.

5.10 HEALTH SERVICES: The health care mission of the Federal Bureau of Prisons is to provide essential medical, dental and mental health services to inmates by professional staff consistent with acceptable community standards. The principles of "medically necessary/emergent" and "medically necessary/non emergent" are used to determine essential health care. Medically necessary/emergent care refers to emergency care and cases where immediate medical intervention is required. Medically necessary/non emergent care, is care with which inmates can be maintained without the risk of serious deterioration or significant reduction in the possibility of repair later without present treatment or significant pain or discomfort.

For routine illnesses, the most common way to access healthcare is through sick call. Sick call is for medical problems of a non-emergency nature. Inmates must report to medical staff during the morning **Pill Line**. Depending on the severity, Health Care Staff will see inmates the same day to review inmates' request and will give inmates an appointment for a full evaluation of an inmate's concern, either the same day or within two weeks, depending upon the nature of the problem. Of course, emergencies are addressed any time, day or night.

Dublin Health Services Unit is staffed seven (7) days a week. Our staff includes the Health Services Administrator, and Assistant HSA or Supervisory Physician Assistant, Clinical Director, Medical Officer, Medical Secretary, Dentist, Registered Nurses, Mid-level health care practitioners, Pharmacist and Health

Information Technicians, all of whom are full-time employees.

Individuals wishing to see their unit Physician may send a cop-out. Inmates requiring chronic care are routinely seen every 3 to 6 months. Urgent problems are to be addressed through sick call. Inmates have the right to be assessed for pain during each medical visit.

Ordinarily within fourteen (14) days of arrival, all newly committed inmates will receive a complete physical examination. This examination includes a chest x-ray (when clinically indicated), dental examination and tests for communicable diseases. Tests for communicable disease are mandatory and cannot be refused.

Any questions or problems can be handled by the Health Services Administrator or Clinical Director who stand Mainline weekly at the FDC. You can also write a cop-out to them with your concerns.

5.11 PHARMACY SERVICES: Controlled medications are dispensed at the “pill line.” Pill line hours are as follow:

8:00 AM	Morning (pill line) and Sick Call
5:30 PM	Evening (pill line)

Prescriptions with refills indicated on the prescription label may be refilled until the prescription expiration date. Prescriptions are refilled by filling out the correct form with prescription number(s) listed and turning in to medical staff during pill line.

Medication counseling is available from the Pharmacist. Requests for counseling must be made in writing to the Pharmacist.

The following non-prescription medications may be obtained from the Commissary and will not be routinely provided to inmates by the Health Services Unit.

Ibuprofen	Multi-Vitamins	Claritin (generic)
Aspirin	Pepto-Bismol	Allergy Relief
Ben-Gay	Calcium	Milk of Magnesia
Chap Stick	Tylenol	Ranitidine (Zantac)
Hydrocortisone Cream	Vitamin E	Naproxen
Hemorrhoid Ointment	Vitamin C	Metamucil
Maalox	Midol	

5.12 INMATE MEDICAL CO-PAYMENT PROGRAM: Pursuant to the Federal Prisoner Health Care Co-payment Act (FHCCA) of 2000 (P.L. 106-294, 18 USC § 4048), the Federal Bureau of Prisons and FDC Dublin provide notice of the Inmate Co-payment Program for health care.

A. **Application:** The Inmate Co-Payment Program applies to anyone in an institution under the Bureau’s jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center (MRC).

B. **Health Care Visits With a Fee:**

1. Inmates must pay a fee of \$2.00 for health care services, charged to the Inmates

Commissary Account, per health care visit, if an inmate receives health care services in connection with a health care visit that the inmate 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 an inmate asked a non medical staff member to contact medical Staff to request a medical evaluation on the behalf of inmate for a health service not listed in section C., below, the inmate will be charged a \$2.00 co-pay fee for that visit.

2. An inmate must pay a fee of \$2.00 for health care services, charged to Inmates Commissary Account, per health care visit, if an inmate is 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 chronic conditions
3. Preventive Health Care Services
4. Emergency Services
5. Prenatal Care
6. Diagnosis or treatment of chronic infectious disease
7. Mental Health Care
8. Substance Abuse Treatment

If a Health Care Provider orders or approves any of the following treatments, inmates will not be charged the \$2.00 fee:

- Blood Pressure Monitoring
- Glucose Monitoring
- Insulin Injection
- Chronic Care Clinics
- TB Testing
- Vaccinations
- Wound Care
- Patient Education

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

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

If an inmate is considered indigent, the inmate will not be responsible for the co-pay fee.

If an inmate is **NOT** indigent, but does not have sufficient funds to make the co-pay fee on the date of the appointment, a debt will be established by **TRUFACS**

and the amount will be deducted as funds are deposited into the Inmate's Commissary Account.

E. Complaints: Inmates may seek review of issues related to Health Service fees through the Bureau's Administrative Remedy Program (see 28 CFR part 542).

F. Living Will/Advance Directive Procedures for Inmates:

a. The Bureau of Prisons and the *State of California* recognize the right of an inmate to refuse life-sustaining medical treatment in instances of a terminal condition or a permanent unconscious condition. The *Advance Health Care Directive* form can be requested by Cop-Out to HSA and will refer to the patient's wishes concerning the withholding or withdrawal of resuscitative, life-sustaining, or other types of medical care.

b. Any inmate may complete the *State of California Living Will Declaration*. The declaration will be signed in the presence of two witnesses. The witnesses will not be related to the inmate, cannot be a beneficiary of the inmates will or codicil, or a Bureau of Prisons employee. Upon completion of the form, the inmate will present the original declaration to the HSA for placement in the *Advanced Directives* divider (Section 5) of the inmate medical file.

c. An inmate may elect to have a private attorney prepare the living will documents. All costs and expenses associated with the private attorney are the responsibility of the respective inmate.

d. An inmate is authorized to appoint another person ("a proxy decision maker") to make life-sustaining decisions in instances of a terminal illness or a permanent unconscious state. The authority, parameters, and procedures for creating proxy are governed by California State Law. An inmate will not be appointed as a proxy decision maker.

(1.) It is recommended the named proxy is an individual on the inmate's approved visiting list. A proxy designation will be accepted in writing by the individual being appointed. The written acceptance must be attached to the *Advanced Directive*.

DO NOT RESUSCITATE (DNR) ORDERS: DNR Orders will never be invoked while an inmate is housed in general population. Emergency resuscitation measures must always be performed. See California Probate Code §4740 - Immunities and Liabilities, Attachment 2.

a. An inmate who arrives at FDC Dublin with a DNR Order in their health record is subject to regular review by the physician and entitled to maximal therapeutic efforts short of resuscitation.

5.13 DENTAL DEPARTMENT: All inmates requesting dental treatment for non-emergency dental care must submit a cop-out to the dentist. Depending on severity and probable time in FDC, an appointment will be given to the inmate at the earliest available time possible. If emergency/urgent

dental care is required, please report to medical staff during AM Pill Line/Sick Call. The Triage Officer will give the list of the inmates to the Dental Officer who will then give an appointment on the first available day.

5.14 ON THE JOB INJURIES: If an inmate is injured while performing an assigned duty, he must immediately report this injury to his work supervisor. The work supervisor will complete an inmate injury report and report the injury to the institution Safety Manager. The inmate may be disqualified from eligibility for lost time wages or compensation if he fails to report a work injury to the supervisor. If injured while performing an assigned duty and the inmate expects to be impaired to some degree, he may submit a claim for compensation. A medical evaluation must be included with the claim before any compensation can be considered.

5.15 MAIL REGULATIONS: Staff members at FDC Dublin encourage inmates to maintain a healthy relationship with people in the community through unrestricted correspondence. Correspondence lists are not necessary and inmates may write an unlimited, but reasonable, amount of letters. You must place your name, register number and “Federal Detention Center” on the return address. Postage stamps are required, which may be purchased through the Commissary only. Stamps may not be received through the mail from home. **Letters may NOT be sealed by the inmate.** A mail box pick-up is made at approximately 11:30 PM Sunday through Thursday, for delivery on the following day to the U.S. Postal Service.

Mail Room Open House is conducted every Thursday during Mainline. A staff member will collect mail that needs to be weighed, assist with certified and return receipt mail, and answer questions pertaining to inmate mail. Weighed mail will be returned on to the inmate for postage after being weighed.

All inmates are held exclusively responsible for the contents of their letters and are, therefore, subject to prosecution for any violations of Federal Postal Laws. Inmates are also subject to institutional discipline for a violation of mail regulations involving contraband. Inmates who are unable to accept the responsibility of unrestricted correspondence will be placed on restricted correspondence status. Inmates may be placed on restricted correspondence status based on misconduct or as a matter of classification. The inmate is notified of this placement and has the opportunity to respond. Special permission is not required to correspond in languages other than English.

Inmates who wish to write inmates at any other institutions (federal, state, a local facility or any RRCs) must have the approval of both; Wardens (or CEO). Inmates should furnish their counselor with a Request to Staff Member (Cop-Out), listing names and addresses of the inmates with whom they wish to correspond. However, formal, written approval must be obtained prior to sending or receiving such correspondence.

Inmates' outgoing mail must have as a return address the following:

Federal Detention Center
<< *Inmate Name* >>
<< *Inmate Register Number* >>
<< *Housing Unit* >>
5675 8th Street Camp Parks
Dublin, CA 94568

Using the abbreviation of (FDC) as the return address will result in mail being returned to inmates.

5.16 INCOMING CORRESPONDENCE: First class mail is distributed Monday thru Friday (except federal holidays) by the evening watch officer in each Housing Unit. Newspapers and magazines will also be delivered at this time. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution.

Inmates are asked to advise those writing to them to put the inmate’s register number and Unit in the envelope to aid the prompt delivery of mail. Inmates’ incoming mail must reflect the inmate’s committed name. Senders should address the envelopes as described above.

Inmates may not receive packages in the mail. A package includes any box or envelope more than sixteen (16) ounces, been padded, reinforced or contains any material other than paper. Unauthorized packages are rejected at the local Post Office and returned to the sender marked “Unauthorized Package.” The inmate will not receive a notice that the item was refused.

All incoming inmate mail, except “legal mail,” is opened by the Mail Room Officer to inspect for unauthorized items and contraband.

“ Special Mail” procedures provide inmates with an opportunity to correspond with certain officials whereby the mail is not subject to routine mail room inspection. “Special Mail” means correspondence sent to the following: President and Vice President of the United States, the U.S. Department of Justice (including the Bureau of Prisons), U.S. Attorney’s Office, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy or Air Force, U.S. Courts (including U.S. Probation Officers), Members of the U.S. Congress, Embassies and Consulates, Governors, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State law enforcement officers, attorneys and representatives or the news media.

Unit Staff will deliver legal or special mail daily. The inmate is required to sign for the mail. It will be opened by the staff member in front of the inmate. In the absence of adequate identification and the “legal mail” marking (Legal Mail - Open only in the presence of the inmate) appearing on the envelope, staff may treat the mail as general correspondence and may open, inspect and read as general mail. **NOTE:** Clearly marked “special mail” from the Chambers of the Judge or a member of the U.S. Congress, will automatically be handled as “special mail” even without the special marking.
(see section 6.1)

5.17 INCOMING PUBLICATIONS: Inmates are permitted to subscribe to and receive publications without prior approval. The term “publication” refers to a book or journal that is published, singles issue magazine or newspaper, materials addressed to a specific inmate, such as advertising brochures, flyers and catalogs. An inmate may receive soft cover publications (paperback books, etc.) from any source. An inmate may receive hardcover publications only from the publisher or book club.

Due to storage availability, fire, safety and sanitation concerns, the following limitations will apply to the receipt and retention of publications:

Magazines	Total of 4
Books:	Total of 3 (Including FDC library books, paperbacks, and hardcover books). Only three books may be received through the mail at any given time.
Newspapers:	Total of 1 (Current issue only)

The Warden will reject a publication if it is determined to be detrimental to the security, good order or discipline of the institution, or if it might facilitate criminal activity. Publications which may be rejected by the Warden include, but are not limited to, publications which meet one of the following criteria:

- It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices, depicts encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of Bureau of Prisons' institutions
- It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs
- It is written in code
- It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption
- It encourages or instructs in the commission of criminal activity
- It is sexually explicit material
- It features nudity

5.18 SPECIAL MAIL NOTICE:

To the Inmate: It is suggested that at the earliest opportunity, when an inmate writes or visits with their attorney(s), they provide these instructions for special mail privileges to the attorney(s) who is representing them.

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

5.19 INMATE CORRESPONDENCE WITH REPRESENTATIVES OF THE NEWS MEDIA: An inmate may write through "Special Mail" procedures to representatives of the news media if specified by name or title.

The inmate may not receive compensation or anything of value for correspondence with the news media.

The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in Bureau custody.

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

5.20 NOTIFICATION OF REJECTION: The Warden will give written notice to the sender concerning the rejection of mail and the reasons for rejection. The sender of the rejected correspondence may appeal the rejection. The inmate will also be notified of the rejection of correspondence and the reason for the rejection. The inmate also has the right to appeal the rejection. The Warden will refer the appeal to a designated officer, other than the one who originally disapproved the correspondence. Rejected correspondence ordinarily will be returned to the sender.

5.21 CHANGE OF ADDRESS/FORWARDING OF MAIL: Releasing inmates are to provide Unit Staff with a forwarding address prior to release. Inmate mail will be forwarded to the address provided for thirty (30) days after released. Inmates who are transferred to another facility will have their mail forwarded for thirty (30) days. General mail received for released or transferred inmates will be returned after the thirty (30) day period.

5.22 CERTIFIED/REGISTERED MAIL: Inmates desiring to use certified, registered or insured mail may do so, subject to handling methods established at each institution. An inmate may not be provided services such as express mail, private carrier services, COD or stamp collecting, while confined.

5.23 TELEPHONES: Telephones are available for inmate use from 6:00 AM to 8:45 PM , excluding count times. The use of the telephone is a privilege meant to supplement, not replace, regular mail correspondence and visiting. The INMATES TELEPHONE SYSTEM II (ITS II) was established by the Department of Justice to relieve the burden of collect calls on the families. The ITS II gives the inmate the ability to make 300 total minutes of direct and collect calls for the month. If an inmate exhausts his 300 minute limitation and needs to make an emergency call, he must submit an Inmate Request to Staff Member (Cop-Out) to the Unit Manager, identifying the basis for the need. The Warden is the ultimate approving authority.

INMATE TELEPHONE SYSTEM

1. ITS Credits: ITS credits can only be purchased on the telephone twice a day. Inmates can purchase ITS credits and check commissary balance between 6:00 AM and 8:45 PM seven (7) days a week.
2. Access: Upon commitment, a Phone Access Code (PAC) will be issued and sent to Unit Staff for distribution to the inmate. If a PAC is compromised, the inmate is to notify Unit Staff immediately and a new PAC will be issued. The inmate will pay \$5.00 to defray the cost of issuing the new PAC.
3. ITS Restriction: It is a specific sanction taken by the Unit Discipline Committee (UDC) or Discipline Hearing Officer (DHO).
4. Releases: Any funds not used will be transferred to the inmates Trust Fund account the

morning of the last business day prior to release.

5. Rates: All rates are established at the National level and rate charts are available in the Units.
6. Rules and Regulations: Phone privileges may be restricted for violations of any telephone regulation. Only one inmate is permitted on the telephone at a time. The inmate who initiated the call is the only one who can use the phone during the duration of the call. There is a fifteen (15) minute waiting period between completed telephone calls. The use of another inmate PAC is prohibited. 1-800, 888, 900, 976, 877 credit card calls or third party calls are prohibited. The use of the telephone will not interfere with the institution's schedule, programs, work assignments or counts. When a count or census is conducted, all inmates using the phone will terminate their calls immediately. The use of the inmate telephones will be suspended during any institution emergency.
7. Legal Telephone Calls: All telephone calls made through the Inmates Telephone System are subject to monitoring. An appointment must be made through a Correctional Counselor for any unmonitored legal telephone calls. It is the inmate's responsibility to substantiate the imminent need for a legal call.
8. Blocked Calls: When the party you call blocks their telephone number, they will have to write to:

FDC Dublin, ITS Office
5701 8th Street, Camp Parks
Dublin, California 94568

To request reinstatement, if desired, the request must include the inmate's name, register number, telephone number blocked and a copy of the phone bill with the telephone number indicated.
9. Office of Inspector General: The following telephone number is automatically put on all inmates approved telephone number lists. This number is a hotline to report sexual abuse or sexual contact by another inmate or staff member.

5.24 TRULINCS/TRUFONE Accounts: You are provided with an individual TRULINCS account, similar to the TRUFONE accounts. Each housing unit has dedicated TRULINCS workstations to perform the following functions:

- Contact list management (set-up phone, mail, and e-mail lists)
- Messaging (send e-mails)
- Account Transaction Viewing

ELECTRONIC LAW LIBRARY (not accessible in the unit)

In order to use TRULINCS (e-mail), an Inmate Consent Form to participate in the TRULINCS Programs must be signed and returned to your Counselor.

You are allowed a maximum TRULINCS session length of 30 minutes before being automatically logged out for 30 minutes to allow other inmates access to the system. There is not a monthly time limit for public messaging (e-mailing). Once you have access to your account, you may purchase TRULINCS session time at the rate of 5 cents per unit (TRU-UNIT). Electronic messaging is billed as one Tru-Unit

per minute of session time, printing is billed as three (.45) Tru-Units per page. You may purchase from 40 to 600 Tru-Units at one time and your Commissary account is immediately deducted.

CONTACT LIST

You must have a pre-approved e-mail address in order to perform electronic messaging and you must use your contact list. The contact list will also be used to manage your approved telephone numbers within TRUFONE, sending funds out from your Commissary account (BP-199) and printing postal mailing labels. You are allowed up to 30 contacts for the TRULINCS and TRUFONE system, plus up to 100 contacts to print postal mailing labels. The telephone number and e-mail addresses are counted based on the first 30 entered, if you are adding a contact only to communicate via postal mail, then you should not enter a telephone number or e-mail address on the contact. You must use the printed TRULINCS labels for your outgoing mail. In addition, you must place your full committed name, register number, and the Institution's return address on all outgoing mail or it will be returned.

ELECTRONIC MESSAGING

If an e-mail address is entered for a contact, TRULINCS sends a system generated message to the contact giving them the opportunity to accept or reject the e-mail prior to receiving any messages from you. If a positive response is received, then you may begin exchanging electronic messages with this contact. If a contact rejects TRULINCS participation then you are blocked from sending any messages to that e-mail address. Messages are limited to 13,000 characters. You will not have access to the Internet nor are you able to receive pictures or other attachments. The delivery of all incoming and outgoing messages is delayed by a minimum of one hour to prevent the engagement of chat sessions. All messages are stored for monitoring at the Institution's convenience.

ACCOUNT TRANSACTION VIEWER

You are provided the opportunity to view your last 45 days of commissary transactions, telephone account statement, and Tru-Unit transactions via TRULINCS.

TRUFONE (PAC & VPIN)

There are three telephones for inmate use, located in each housing unit. Calls are limited to 15 minutes. When an inmate enters the facility, a phone access code must be used in accessing both direct charge and collect call features. In addition, each inmate wanting to use the phone will be required to activate her/his Voice PINS (VPIN). This entails recording your voice to access the phone system. Inmates are limited to 300 minutes per calendar month for TRUFONE monitored telephone calls. This limitation applies to all inmates with a TRUFONE account, and may be used for any combination of collect or direct dial calls at the inmates' discretion.

Inmates who exhaust their 300 minutes limitation may, at the Warden's discretion, be provided a telephone call for good cause shown. Inmates should request calls through the Unit Team. This exception is intended only for bonafide emergencies. The inmate is responsible for the cost of such calls.

5.25 VISITING: Visiting hours are as follows:

Saturday, Sunday and Legal Federal Holidays 8:00 AM to 2:00 PM.
Social visits are limited to one hour and are for immediate family only.

Directions to the Federal Correctional Institution, Dublin, California:

From Interstate 580
Exit Hacienda Road. Go North on Hacienda.
Left on Gleason Road
Right on Arnold Road
Left on 8th Street through fence. (Note: street opposite 8th is Broder)
Park in the main parking lot on the right in the designated Visitor Parking.

Transportation to the institution is available via local taxi service. Additional public transportation is available via BART and bus services originating from the San Francisco Bay Area and surrounding East Bay cities.

Visitors will need to give the officer at the front desk a picture ID and provide their license plate number. They will NOT be able to bring cell phones or pagers into the institution and should leave these items in their car.

Visitors will not be permitted into the institution wearing clothing which resembles issued uniforms (e.g., jumpsuits, khaki colored clothing), hats other than religious headgear, sweat suits/jogging suits, shorts, see through blouses, halter tops, spandex or any other type of provocative clothing. Covered footwear must be worn by all visitors. Open-toed shoes are not permitted. Tobacco products are not permitted.

All adult visitors (16 years and older) are required to present acceptable means of picture identification, with a signature, prior to being admitted into the institution for a visit. Acceptable forms of identification include, but are not limited to, a valid driver license, valid state identification card, passport or other official government issued picture identification. Visitors without proper identification (photo identification) will not be permitted to visit.

The inmate cannot receive any items from a visitor. Visitors may bring a maximum of \$35.00 per adult. Money can only be used for the vending machines in the Visiting room and may not be given to the inmate. Visitors may not leave money with the Visiting Room Officer for deposit to an inmate account. Inmates are prohibited from possessing any form of currency. Tobacco products are not permitted. Visitors with babies may bring three (3) empty baby bottles per child, and sealed baby formula in a self-open can, four (4) unopened jars of baby food, one (1) change of clothing and ten (10) diapers. All items must be carried in a clear plastic bag. No car seats or strollers are permitted in the visiting rooms.

Visitors are permitted to bring money into the Visiting Room to purchase items from the vending machines. A reasonable amount of infant care items and sanitary napkins may also be brought into the visiting room. All items must be carried in a clear plastic bag. No food may be brought into the Visiting room. Vending machines are located in the visiting room.

Visitors are encouraged to leave personal belongings in their vehicles. Lockers are available at the FDC for visitors to store limited items. All items are subject to search before entering the visiting room. Visitors are not allowed to bring in any type of weapon, ammunition, drugs or narcotic. Cameras and tape recorders are prohibited. Medication of an emergency nature, such as asthma inhalants or nitroglycerine are allowed; however, all medications must be declared to the Front Entrance Officer and the Visiting Room Officer will maintain medication in their possession at all times and be returned to a visitor upon departure.

Inmates may have a maximum of (3) three visitors. A child that cannot walk will not count towards the three (3) allowed. If the mother and/or father bring four children, they are allowed to switch-off during visitation.

Visitors have the responsibility of providing proper supervision and control of children. Inappropriate behavior of children may result in the termination of the visit.

Everyone age 16 years and older will submit a Visiting Information form. A background check will be conducted. Once approved, the inmate is responsible for notifying their family they are approved.

All visits will begin and end in the Visiting Room. Kissing, embracing and hand holding is allowed on arrival and departure ONLY.

Inmates are not allowed to receive either coins or money while in the Visiting Room. No items may be exchanged in the Visiting Room.

5.26 INMATE CLOTHING FOR VISITING: All clothing must be neat, clean and appropriately worn. Shorts, shower shoes and recreation or leisure clothing (except tennis shoes) is not permitted. Proper attire while in the Visiting Room will include jumpsuits that are properly closed, shoes that cover the entire foot, sock and under garments. Undershirts or T-shirts may not be worn as an outer shirt in the Visiting Room.

When clothing is deemed unsuitable by the Visiting Room Officer, the inmate will need to change clothing before the visit will be allowed. Inmates will present an acceptable appearance while in the Visiting Room. This will include shirts that are appropriately buttoned, use of belts and appropriate socks and shoes. Inmates may not wear dirty, un-kept clothing in the Visiting Room.

Articles which inmates are authorized to maintain in their possession during visits are: one religious medallion and one wedding band.

Except as noted above, inmates will not be allowed to remove any item from the Visiting Room. The exchange of packages, letters or any article is prohibited. The visitors are responsible for the conduct of the children who accompany them.

The inmate is responsible for their visitor's behavior. If, at any stage of the visit, the Visiting Room Officer determines the inmate's visitors' conduct is inappropriate or not in good taste, the visit may be terminated. Visiting Room regulations will be sent to approve visitors. All visitors and inmates are advised that the introduction of contraband or providing assistance in an escape attempt carries a penalty of up to ten (10) year's imprisonment under Section 1791, Title 18 United States Code.

5.27 IDENTIFICATION OF VISITORS: Identification is required for visitors. This may include a state driver's license, state ID card, or passport with full names and signatures affixed. When high school students visit, they may present a student identification picture card. Birth Certificates are not considered proper identification. Persons without proper identification will not be permitted to visit.

Visitors may be asked to submit to a search and will be checked with a metal detector. Attorney's' briefcases, etc. may also be searched. Other personal articles belonging to visitors must be placed in lockers (if available) or may be left in their cars.

Part 6.0

ACCESS TO LEGAL SERVICES

6.1 LEGAL CORRESPONDENCE: Legal Correspondence from attorneys will be treated as Legal mail if it is properly marked. The envelope must be marked with the attorney's name, a return address and an indication that they are an attorney and the front of the envelope must be marked "Legal Mail -Open only in the presence of the inmate." It is the responsibility of the inmate to advise their attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence.

6.2 ATTORNEYS VISITS: Attorneys may visit without appointments between 8:00 a.m. and 8:00 p.m. excluding count times attorneys are required to present a current state bar card and photo identification.

6.3 LEGAL MATERIAL: Legal materials may not be exchanged during legal visits. A legal drop box is available at the front entrance for delivery of legal material to an inmate after a legal visit.

6.4 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 through the regular inmate phones are subject to monitoring.

6.5 LAW LIBRARY: The Education Department makes every effort to provide you with reasonable access to legal materials. The Law Library is maintained on the TRULINCS Computer Systems.

6.6 COPIES OF LEGAL MATERIAL: In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. A debit card copy machine is available in the Education Department Law Library for inmate use. Individuals who have no funds and who can demonstrate a clear need for particular copies may submit a written request for a reasonable amount of free duplication to their Unit Team.

6.7 FEDERAL TORT CLAIMS: If the negligence of institution staff results in personal injury or property loss, it can be the basis of a claim under 31 U.S.C. § 3723. To file such a claim, inmates must complete BP-A09 4 3 Small Claims for Property Damage or Loss (31 U.S.C. § 3723). They can obtain this form from the Unit Team.

6.8 INMATE ACCESS TO CENTRAL FILES, MEDICAL FILES, OR OTHER DOCUMENTS: An inmate may request access to the "Non-Disc losable Documents" in their Central File and Medical File, or other documents not in said files, by submitting a "Freedom of Information Act Request" to the Director of the Bureau of Prisons. Attention: FOIA Request. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. The inmate must also provide his register number and date of birth for identification purposes. The address is available on the bulletin board.

A request on behalf of an inmate by an attorney, for records concerning that inmate, will be treated as a "Privacy Act Request" if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

6.9 NOTARY PUBLIC: Inmates requesting notary services should submit a cop-out to Unit Team member, who will notify the institution notary of the request.

PROBLEM RESOLUTION

6.10 INMATE REQUEST TO STAFF MEMBER: The Bureau Form BP-A148.055, commonly called a “cop-out,” is used to make a written request to a staff member. Any type of request can be made with this form. A cop-out may be obtained in the Housing Units from the Correctional Officer on duty. Staff members who receive a cop-out will answer the request in a reasonable period of time.

6.11 ADMINISTRATIVE REMEDY PROCESS: FDC Dublin emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by contact with staff members or a cop-out. When informal resolution is not successful, however, a formal complaint can be filed as an Administrative Remedy. Complaints regarding Small Claims, Inmate Accident Compensation, Freedom of Information or Privacy Act Request and complaints on behalf of other inmates are not accepted under the Administrative Remedy Procedure.

The first step of the Administrative Remedy Procedure is the documentation of the informal resolution attempts written on an Attempt for Information Resolution Form (commonly known as an 8½). Inmates may obtain this form from their Correctional Counselor or other designated Unit Staff member. The Unit Staff ordinarily has three (3) days to resolve the complaint.

After the informal process is completed and if the issue cannot be informally resolved, the Counselor will issue a BP-229 (BP-9) form. The inmate will return the completed BP-9 to the Correctional Counselor. The Correctional Counselor will forward the BP-9, along with the informal resolution form to the Unit Manager, who will review the material to ensure an attempt at informal resolution was made. The BP-9 complaint must be filed within twenty (20) calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time. The form must be hand delivered to the warden’s office by unit staff. A BP-9 that is sent by the inmate through institutional mail will be rejected.

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

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

If the inmate is not satisfied with the response by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons. The National Appeal must be made on a BP-232 (BP-11) form and must have copies of the BP-9 and BP-10 forms with responses. The BP-11 form may be obtained from the Correctional Counselor. The National Appeal must be answered within forty (40) calendar days, but the time may be extended an additional forty (40) days. The inmate must be notified of the extension.

PART 7.0

RELEASE

7.1 SENTENCE COMPUTATION: The Designation Sentence Computation Center (DSCC) in Grand Prairie, Texas, is responsible for the computation of inmate sentences. An inmate will be given a copy of his sentence computation once it has been certified by the DSCC from the Unit Team. Upon arrival at your designated institution. Any questions about good time, jail time credit, and parole eligibility, full term dates, release dates or periods of supervision are resolved by staff upon inmate request to staff members in Correctional Systems Department.

7.2 DETAINERS: Warrants (or certified copies of warrants), based on pending charges, overlapping, consecutive or unsatisfied sentences in federal, state or military jurisdictions will be accepted as DETAINERS. DETAINERS and untried charges can have an effect on institutional programs. Therefore, it is very important that inmates initiate efforts to clear up these cases as soon as possible.

Case Management staff at your designated institution may give assistance to offenders in their efforts to have DETAINERS against them disposed of, either by having the charges dropped, by restoration to probation or parole status or by arrangement for concurrent service of the state sentence. The degree to which the staff can assist in such matters as these will depend on individual circumstances.

State DETAINERS may be processed under the procedures of the "Interstate Agreement on DETAINERS (IAD). This agreement applies to all DETAINERS based on untried charges which have been lodged against an inmate by a state member. For an inmate to use this procedure, the detainer must be lodged with the institution. The inmate may initiate IAD action through a cop-out to the Correctional Inmate Systems Department.

7.3 GOOD CONDUCT TIME: This applies to inmates sentenced under Violent Crime Control & Law Enforcement Act (VCCLEA) of 1994 and Prison Litigation Reform Act (PLRA) of 1995. The two most significant changes in the sentencing statutes deal with good time and parole issues. There are no provisions under the new law for parole. The only good time available is fifty-four (54) days per year for good conduct time. This may not be awarded until the end of the year and may be awarded in part or in whole, contingent upon behavior during the year. Once awarded, it is vested and may not be forfeited. There is no statutory good time or extra good time for people being sentenced for crimes committed after November 1, 1987.

7.4 PAROLE: Those sentenced prior to November 1, 1987, might be eligible for Parole. Please contact your Case Manager for more information.

7.5 LITERACY PROGRAMS AND VCCLEA AND PLRA: Federal inmates who are sentenced under the Violent Crime Control Law Enforcement Act (VCCLEA) or the Prison Litigation Reform Act (PLRA) must attend the Literacy Program (GED Class) and demonstrate satisfactory progress toward earning a GED diploma. An inmate who is subject to VCCLEA must participate in the Literacy Program to vest earned Good Conduct Time. The Prison Litigation Reform Act provides that in making satisfactory progress toward attainment of a GED credential, an inmate will be deemed to be making satisfactory progress after the completion of 240 hours unless the inmate, 1.) Refuses to enroll in the Literacy Program, 2.) Has been found to have committed a prohibited act that occurred in the Literacy Program, 3.) The inmate has withdrawn from the Literacy Program, the inmate will receive a progress

code of GED UNSAT, at which time correctional systems will be notified and a recalculation of the inmate's sentence will occur.

3621E: Following completions of Transitional Drug Abuse Treatment (TDAT), inmates found to be eligible for an early release 18 U.S.C. § 3621(e) may receive that early release *based upon the length of their sentence*, as detailed in the table below.

SENTENCE LENGTH	Early Release Time-Frame
30 MONTHS or LESS	No more than 6 months
31-36 MONTHS	No more than 9 months
37 MONTHS OR MORE	No more than 12 months

7.6 RELEASE PLANNING: If granted Parole by the U.S. Parole Commission, the Commission will require an approved parole plan prior to release. An approved parole plan consists of an offer of employment and a place to reside.

The job must pay at least minimum wages and normally may not require extensive travel. The place to reside must be a reputable establishment, but can be almost anywhere (parents, husbands, friends, YMCA, etc.). The proposed plan is thoroughly investigated by the U.S. Probation Officer and must be approved.

The parole plan is part of the material which is submitted in connection with the parole hearing. The Unit Team submits the inmate's release plans to the U.S. Probation Officer approximately three (3) to six (6) months before the scheduled parole date.

7.7 RESIDENTIAL RE-ENTRY CENTER TRANSFER: Inmates who are nearing release and who need assistance in obtaining a job, residence or other community resources, may be transferred to an RRC. This is determined once an inmate reaches his designated institution.

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

7.8 COMMUNITY BASED RESIDENTIAL PROGRAMS: The community based residential programs available include both typical RRC and local detention facilities. Each provides a suitable residence, structured programs, job placement and counseling while monitoring the offender's activities. They also provide drug testing, counseling and alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement. The inmate's payment rate during RRC residence is 25 percent of the inmate's gross income.

Most Bureau of Prisons community based residential programs are provided in RRC. These facilities contract with the Bureau of Prisons to provide residential correctional programs near the offender's home

community. They house offenders who are nearing release from a BOP institution, as a transitional service while the offender is finding a job, locating a place to live and re-establishing family ties.

Under community supervision, inmates are provided guidance and supportive services beyond what can be provided through regular supervision.

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

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

PART 8.0

DISCIPLINARY PROCEDURES

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

8.2 INMATE DISCIPLINE INFORMATION: If a staff member observes or believes he or she has evidence that an inmate has committed a prohibited act; the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against the inmate. The incident report will ordinarily be delivered to the inmate within twenty-four (24) hours of the time staff becomes aware of the inmate's involvement in the incident. An informal resolution of the incident may be attempted by the Correctional Supervisor.

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

8.3 UNIT DISCIPLINARY COMMITTEE: Inmates must ordinarily be given a UDC hearing within five (5) working days of the time staff becomes aware of the inmate's involvement in the incident (excluding the day staff became aware of the incident, weekends and holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence on

his behalf. The UDC must give its decision in writing to the inmate by the close of business the next work day. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension more than five days. The inmate must be provided with written reasons for any extension. The UDC will either make final disposition of the incident, or refer it to the Disciplinary Hearing Officer (DHO) for final disposition.

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

An inmate will be provided with advance written notice of the charges not less than twenty-four (24) hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of their choice to represent them, if requested. An inmate may make statements in his own defense and may produce documentary evidence. The inmate may present a list of witnesses and request they testify at the hearing. Inmates may not question a witness at the hearing; the staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

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

Please see the Appendix on Page 46 for further details on the disciplinary process.

8.5 APPEALS OF DISCIPLINARY ACTIONS: Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. UDC appeals are filed with the warden (BP-9) and DHO appeals are filed with the Regional Director (BP-10).

- In all cases the UDC or DHO followed the regulations of inmate discipline.
- In all cases the UDC or DHO has based the decision on the greater weight of the evidence.
- In all cases the appropriate sanction was imposed, based on the level of the severity of the prohibited act.

8.6 SPECIAL HOUSING UNIT (SHU): There are two (2) components of the SHU. These are Administrative Detention and Disciplinary Segregation.

Administrative Detention separates an inmate from the general population. To the extent practicable, inmates in Administrative Detention will be provided with the same general privileges as inmates in general population. An inmate may be placed in Administrative Detention when the inmate is in holdover status during a transfer, is a new commitment pending classification, is pending investigation or a hearing for a violation of Bureau regulations, is pending investigation or trial for a criminal act, is pending transfer, for protection, or is finishing confinement in Disciplinary Segregation.

Disciplinary Segregation is used as a sanction for violations of Bureau rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges such as, personal property will be impounded, communications restricted. Inmates placed in Disciplinary Segregation are provided with blankets, mattress, hygiene and toilet tissue.

Inmates may possess legal and religious materials while in Disciplinary Segregation. Also, staff will provide a reasonable amount of non-legal reading material. Inmates in Disciplinary Segregation will be seen by a member of the medical staff daily, including weekends and holidays. A Unit Staff Member will visit the Segregation Unit daily. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular reviews of their housing status.

8.7 RIGHTS AND RESPONSIBILITIES:

RIGHTS

1. You have the right to expect that you will be treated in a respectful, impartial, and fair manner by all staff.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation and voluntary worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.
5. You have the opportunity to visit and correspond with family members and friends, and correspond with members of the news media, in accordance with Bureau rules and institution guidelines.
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.)

RESPONSIBILITIES

1. You are responsible for treating inmates and staff in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband, and not to violate the law or Bureau guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.

7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
 8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
 9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
 10. You have the right to participate in educational, vocational training, counseling, and employment programs as resources permit, and in keeping with your interests, needs, and abilities.
 11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family, in accordance with Bureau rules.
7. It is your responsibility to use the services of an attorney honestly and fairly.
 8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
 9. It is your responsibility to seek and use 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 will aid you to live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the participation in such activities.
 11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

§ 541.3 Prohibited acts and available sanctions.

(a) **Prohibited acts.** The list of prohibited acts are divided into four separate categories based on severity: Greatest; High; Moderate; and Low. We describe the prohibited acts in Table 1 - Prohibited Acts and Available Sanctions. Aiding, attempting, abetting, or making plans to commit any of the prohibited acts is treated the same as committing the act itself.

(b) **Available sanctions.** The list of available sanctions for committing prohibited acts is listed in Table 1 - Prohibited Acts and Available Sanctions. If you commit repetitive prohibited acts, we can impose increased sanctions, as listed in Table 2 - Additional Available Sanctions for Repeated Prohibited Acts Within the Same Severity Level.

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

(2) **High Severity Level Offenses.** The DHO imposes one or more of sanctions A through M, and, except as noted in the sanction, may also suspend one or more sanctions A through M. Sanction B.1 must be imposed for a VCCLEA inmate rated “violent” and for a PLRA inmate. All High severity level charges must be referred to the DHO.

Prohibited Act Code 225, Stalking, is for the purpose of punishing repetitive inmate behavior, e.g., loitering, staring, leering, inappropriate remarks (short of insolence, profanity, or sexual proposals), that are not clearly covered by another prohibited act code. When staff encounter such behavior, the inmate should be specifically warned that it is inappropriate and must cease. If the behavior fits another prohibited act code provision, the inmate should be charged with violating that specific provision instead of stalking. Examples of other prohibited act code behavior that may be used instead of Code 225, Stalking, include, but are not limited to Insolence (Code 312), Being in an Unauthorized Area (Code 316), Threatening (Code 203), and Making a Sexual Proposal or Threat (Code 206).

(3) **Moderate Severity Level Offenses.** The DHO imposes at least one sanction A through M, but, except as noted in the sanction, may suspend any sanction(s) imposed. Sanction B.1 ordinarily must be imposed for a VCCLEA inmate rated “violent” and for a PLRA inmate.

Except for charges referred to the DHO, the Unit Discipline Committee (UDC) shall impose at least one sanction F through M, but may suspend any sanctions imposed.

The UDC ordinarily refers to the DHO a moderate severity level charge for a VCCLEA inmate rated “violent” or for a PLRA inmate if the inmate was found to have committed two moderate offenses during his/her current anniversary year (the 12-month period for which an inmate may be eligible to earn good conduct time [GCT]). The UDC must document the reasons why a third charge for such an inmate was not referred to the DHO.

A prohibited act charge for 331 involving tobacco or nutritional supplements must be referred to the DHO for final disposition.

(4) **Low Severity Level Offenses.** The DHO imposes at least one sanction B.1, or D through M. The DHO may suspend any sanction(s) imposed; however, a B.1 sanction may not be suspended. Except for charges referred to the DHO, the UDC imposes at least one sanction F through M, but may suspend any sanction(s) imposed.

The UDC ordinarily refers to the DHO a low severity level charge for a VCCLEA inmate rated “violent” or for a PLRA inmate if the inmate had been found to have committed three low offenses during his/her current anniversary year. The UDC must document the reasons why a charge for such an inmate was not referred to the DHO.

Sanction B.1 may be imposed on the Low severity level **only** if the inmate has committed a Low severity level prohibited act more than once within a six-month period (except for a VCCLEA inmate rated “violent” or a PLRA inmate).

(5) **All Severity Level Offenses.** In all categories of severity, **aiding** another person to commit any of these offenses, **attempting** to commit them, or **making plans** to commit them, **is considered equivalent to committing the offense itself.** In these cases, the letter “A” is combined with the offense code. For example, planning an escape is Escape, Code 102A. Attempting to adulterate food or drink is Code 209A.

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 must specify the severity level of the conduct that is most comparable to an offense(s) at that severity level. **Example:** “I find the act of Conduct Which Disrupts (Code 299) to be of High severity level, most comparable to the prohibited act of Engaging in a Group Demonstration (Code 212).”

Suspensions of any sanction cannot exceed six months. Suspended sanctions may only be revoked and executed if the inmate is found to have committed a subsequent prohibited act. Only the DHO may execute, suspend, or revoke and execute suspension of sanctions A through E (B and B.1. may never be suspended). The DHO or UDC may execute, suspend, or revoke and

execute suspensions of sanctions F through M. The DHO may execute UDC-suspended sanctions. However, the UDC may **not** execute DHO-suspended sanctions A through E.

When an inmate receives an incident report while on a DHO-imposed, but suspended sanction, the new incident report is 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. The DHO may return an incident report to the UDC if a decision not to execute the suspended sanction is made.

The UDC or DHO may impose increased sanctions for repeated, frequent offenses per the guidelines in Table 2.

Noting that not all UDC or DHO decisions finding an inmate committed a prohibited act will result in a change to the inmate's security designation score, the Unit Team may recommend a greater security transfer, using their professional judgment, and in accordance with the policy on Inmate Security Designation and Custody Classification.

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

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

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

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

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

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

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

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

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

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

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

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

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

An application for restoration of statutory good time is forwarded from the inmate's unit team, through the DHO and Captain for comments, to the Warden for final decision.

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

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

Forfeiture of GCT may not be suspended.

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

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

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

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

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

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

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

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

For crimes committed on or after April 26, 1996, (PLRA and SRAA) GCT credit toward an inmate's service of sentence vests on the date the inmate is released. Once disallowed, the credit may not be restored, except by immediate review or appeal as indicated below. Prior to this award being made, the credit may be disallowed for an inmate found to have committed a prohibited act.

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

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

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

- **Greatest Severity Level Offenses.** A minimum of 41 days (or, if less than 54 days are available for the prorated period, a minimum of 75% of available GCT) for each act committed.
- **High Severity Level Offenses.** A minimum of 27 days (or, if less than 54 days are available for the prorated period, a minimum of 50% of available GCT) for each act committed.
- **Moderate Severity Level Offenses.** A minimum of 14 days (or, if less than 54 days are available for the prorated period, a minimum of 25% of available GCT) for each act committed if the inmate has committed two or more moderate severity level offenses during the current anniversary period.
- **Low Severity Level Offenses.** A minimum of 7 days (or, if less than 54 days are available for the prorated period, a minimum of 12.5% of available GCT) for each act committed if the inmate has committed three or more low moderate offenses during the current anniversary period.

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

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

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

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

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

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

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

- Greatest severity level offense – Up to \$500, or 75% of the inmate's trust fund balance.
- High severity level offense – Up to \$300, or 50% of the inmate's trust fund balance.
- Moderate severity level offense – Up to \$100, or 25% of the inmate's trust fund balance.
- Low severity level offense – Up to \$50, or 12.5% of the inmate's trust fund balance.

Commissary privileges should be suspended until the fine is paid. See the Accounting Management Manual for instructions regarding impoundment of inmate funds.

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

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

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

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

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

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

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

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

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

(K) Confiscate Contraband.

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

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

Appendix B SUMMARY OF INMATE DISCIPLINE SYSTEM

1. Staff becomes aware of inmate's involvement in incident or once the report is released for administrative processing following a referral for criminal prosecution.

ordinarily maximum of 24 hours

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

maximum ordinarily of 5 work days from the time staff became aware of the inmate's involvement in the incident. (Excludes the day staff become aware of the inmate's involvement, weekends, and holidays.)

3. Initial review (UDC)

minimum of 24 hours
(unless waived)

4. Discipline Hearing Officer (DHO) Hearing

NOTE: Time limits are subject to exceptions as provided in the rules.

Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while undertaking informal resolution. If informal resolution is unsuccessful, staff may reinitiate disciplinary proceedings. The requirements then being running at the same point at which they were suspended.

Table 1. PROHIBITED ACTS AND AVAILABLE SANCTIONS

GREATEST SEVERITY LEVEL PROHIBITED ACTS

- 100 Killing.**
- 101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).**
- 102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.**
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).**
- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.**
- 105 Rioting.**
- 106 Encouraging others to riot.**
- 107 Taking hostage(s).**
- 108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).**
- 109 (Not to be used).**
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.**
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.**

- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
 - B.1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 12 months).

- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.**
- 209 Adulteration of any food or drink.**
- 210 (Not to be used).**
- 211 Possessing any officer's or staff clothing.**
- 212 Engaging in or encouraging a group demonstration.**
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.**
- 214 (Not to be used).**
- 215 (Not to be used).**
- 216 Giving or offering an official or staff member a bribe, or anything of value.**
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.**
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.**
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).**
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).**
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.**
- 222 (Not to be used).**
- 223 (Not to be used).**

- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).**
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.**
- 226 Possession of stolen property.**
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).**
- 228 Tattooing or self-mutilation.**
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.**

- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).**
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.**
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.**
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.**

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.**
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).**
 - B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).**
- C. Disciplinary segregation (up to 6 months).**
- D. Make monetary restitution.**
- E. Monetary fine.**
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).**
- G. Change housing (quarters).**
- H. Remove from program and/or group activity.**
- I. Loss of job.**
- J. Impound inmate's personal property.**
- K. Confiscate contraband.**
- L. Restrict to quarters.**
- M. Extra duty.**

MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.**
- 301 (Not to be used).**
- 302 Misuse of authorized medication.**

- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.**
- 304 Loaning of property or anything of value for profit or increased return.**
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.**
- 306 Refusing to work or to accept a program assignment.**
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).**
- 308 Violating a condition of a furlough.**
- 309 Violating a condition of a community program.**
- 310 Unexcused absence from work or any program assignment.**
- 311 Failing to perform work as instructed by the supervisor.**
- 312 Insolence towards a staff member.**
- 313 Lying or providing a false statement to a staff member.**
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).**
- 315 Participating in an unauthorized meeting or gathering.**
- 316 Being in an unauthorized area without staff authorization.**
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).**
- 318 Using any equipment or machinery without staff authorization.**

- 319 Using any equipment or machinery contrary to instructions or posted safety standards.**
- 320 Failing to stand count.**
- 321 Interfering with the taking of count.**
- 322 (Not to be used).**
- 323 (Not to be used).**
- 324 Gambling.**
- 325 Preparing or conducting a gambling pool.**
- 326 Possession of gambling paraphernalia.**
- 327 Unauthorized contacts with the public.**
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.**
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.**
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.**
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).**
- 332 Smoking where prohibited.**
- 333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).**
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.**

- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.**
- 336 Circulating a petition.**
- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.**
- 397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.**
- 398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.**
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.**

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.**
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).**
 - B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).**
- C. Disciplinary segregation (up to 3 months).**
- D. Make monetary restitution.**
- E. Monetary fine.**

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

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmate's personal property.

K. Confiscate contraband.

L. Restrict to quarters.

M. Extra duty.

LOW SEVERITY LEVEL PROHIBITED ACTS

400 (Not to be used).

401 (Not to be used).

402 Malingering, feigning illness.

403 (Not to be used).

404 Using abusive or obscene language.

405 (Not to be used).

406 (Not to be used).

407 Conduct with a visitor in violation of Bureau regulations.

408 (Not to be used).

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

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

Table 2. ADDITIONAL AVAILABLE SANCTIONS FOR REPEATED PROHIBITED ACTS WITHIN THE SAME SEVERITY LEVEL

Prohibited Act Severity Level	Time Period for Prior Offense (same code)	Frequency of Repeated Offense	Additional Available Sanctions
Low Severity (400 level)	6 months	2nd offense	1. Disciplinary segregation (up to 1 month). 2. Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended).
		3rd or more offense	Any available Moderate severity level sanction (300 series).
Moderate Severity (300 level)	12 months	2nd offense	1. Disciplinary segregation (up to 6 months). 2. Forfeit earned SGT or non-vested GCT up to 37 1/2% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3rd or more offense	Any available High severity level sanction (200 series).
High Severity (200 level)	18 months	2nd offense	1. Disciplinary segregation (up to 12 months). 2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3rd or more offense	Any available Greatest severity level sanction (100 series).
Greatest Severity (100 level)	24 months	2nd or more offense	Disciplinary Segregation (up to 18 months).

SPECIAL MAIL NOTICE

To the Inmate: It is suggested that at the earliest opportunity, when an inmate writes or visits with their attorney(s), they provide these instructions for special mail privileges to the attorney(s) who is representing them.

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