

**FEDERAL PRISON CAMP
POLLOCK, LOUISIANA**



CAMP

A&O HANDBOOK

Revised October 2009

INTRODUCTION

The purpose of this handout is to provide you with general information regarding the Federal Prison Camp, Pollock, Louisiana. It is not a specific guide to the detailed policies of the Bureau of Prisons or all procedures in effect at each Bureau location.

The responsibility of staff at FPC Pollock, is to maintain security, provide a safe and humane environment, and afford opportunities for self-improvement.

You can make your time as meaningful as possible by showing responsible behavior, respect the rights of others, and be compliant with the rules and regulations of this institution.

INSTITUTION

FPC Pollock is located approximately 3 miles west of Pollock, Louisiana off Hwy 165 on Air Base Road. Construction of the first 128 bed dormitory was completed September 2000. The facility was dedicated on January 25, 2001. A second 128 bed dormitory was opened in March 2008. The FPC operates with a fully functional unit management system.

ADMINISTRATION/CAMP STAFF

Warden: The Warden, or his designee, is the final authority on all matters within the Camp. His decisions are based upon policies established by the Bureau of Prisons. While he/she is responsible for the total operation of the institution, he/she has delegated certain duties and responsibilities to other staff members.

Camp Administrator: The Camp Administrator is responsible for implementing all decisions made by the Warden which pertain to programs and the daily operation of this facility. If you have a problem you believe has not been resolved, and have exhausted all other avenues, you may submit an Inmate Request to Staff Member form to the Camp Administrator.

Case Manager: The Case Manager is responsible for all case work services and prepares classification material, progress reports, release plans, correspondence, and other materials related to your confinement. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager is a member of the Unit Disciplinary Committee.

Counselor: The Counselor provides counseling and guidance regarding areas pertaining to institutional adjustment and personal difficulties. The Counselor will visit inmate work areas regularly and participate in the development of meaningful programs. The Counselor should be consulted regarding problems you encounter during your incarceration and ordinarily performs functions concerning administrative complaints, visiting lists, mail, property, etc. The Counselor is a member of the Unit Disciplinary Committee.

Secretary: The Secretary is responsible for all clerical functions and a significant portion of the administrative duties necessary for Camp operations.

ADMISSION AND ORIENTATION

Orientation: When you arrive at FPC Pollock, either by direct Court commitment or transfer from another institution, you will be placed in an Admission and Orientation Program. The orientation period will consist of lectures by Department Heads and other staff members regarding various programs, services, policies, procedures, and regulations at this facility. You are required to attend the mandatory lectures and Call-outs which are a part of the Admission and Orientation Program.

Camp Boundaries: Authorized areas are your assigned dorm, the recreation yard, administrative building and the dining room. If you are in any other area without receiving permission, in advance, from the Camp Officer (or another Camp Staff member), you are considered out of bounds. The parking lot and wooded areas are also off limits. Inmates are only permitted outside the Camp boundaries if they are going to or returning from their work assignment. Inmates found to be out of bounds may receive an incident report for being in an unauthorized area. After dusk, all inmates are restricted to the lighted areas of the compound, and the administration and dormitory buildings.

CLASSIFICATION TEAM

The Classification Team (Unit Team) ordinarily includes the Camp Administrator, Case Manager, Counselor, and Education Advisor. The Camp Officer will provide the Unit Team with a summary of your adjustment within the housing unit including sanitation, interactions with staff and inmates, and any other information which may be relevant. Generally, the resolution of issues or matters of interest are appropriately initiated with the Unit Team. Matters such as custody, security level, furlough consideration, half way house, etc., are discussed during your regularly scheduled Team meetings which occur at 90 or 180-day intervals.

COUNT TIMES

The purpose of a count is to ensure all inmates are accounted for at the institution. Count times will be announced by the Camp Officer. Usually there are five official counts.

WEEKDAYS: 12:00 a.m., 3:00 a.m., 5:00 a.m., 4:10 p.m. (stand-up count), 10:00 p. m.

WEEKEND/FEDERAL HOLIDAYS: 12:00 a.m., 3:00 a.m., 5:00 a.m., 10:00 a.m.(stand-up count), 4:10 p.m. (stand-up count), 10:00 p.m.

When a count is announced, each inmate must return to his living area and remain there quietly until staff announce COUNT IS CLEAR. Inmates will remain in the housing area after 9:00 p.m. Staff will take disciplinary action if an inmate is not in his assigned area. Disciplinary action will also be taken for interfering with the count if the bunk area has items hanging that obstruct a clear view.

PERSONAL APPEARANCE

It is the responsibility of each inmate to keep himself clean and well groomed. The institution provides bathroom facilities for daily showering and grooming.

CLOTHING EXCHANGE / LAUNDRY

Inmates may launder institutional and personal clothing items in the unit. Laundry detergent will be provided for use, however; a brand name detergent will also be available for purchase through the Commissary. Clothing exchange will be on an as needed basis for items which are worn, torn, or a different size is required. You will be responsible for ironing your clothing.

COMMISSARY

Inmate funds are retained by the institution in a Trust Fund, from which you may withdraw money for personal spending in the institution Commissary, family support, or other approved purposes.

Depositing of money to your account: The Federal Bureau of Prisons operates a centralized collection and processing site for all inmate funds. All funds being sent to inmates at FPC Pollock must be sent to the National Lockbox location at the following address:

Federal Bureau of Prison
Insert Inmates Name
Insert Inmate Register Number
Post Office Box 47401
Des Moines, Iowa 50947-001

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

- Instruct them NOT to enclose personal checks, letters, pictures, or any other items in the envelope. Enclose only the allowable negotiable instruments. The national Lockbox can not forward any items enclosed with the negotiable instrument to the inmate. Items, personal in nature must be mailed directly to the Bureau of Prisons institution where the inmate is housed.
- Instruct them to have the inmates committed name and register number printed on the envelopes; all money orders; US Treasury, state and local government checks, and any foreign negotiable instruments payable in the US Currency.
- Instruct them to put their name and return address in the upper left hand corner of the envelope to ensure their funds can be returned to them in the event funds cannot be posted to the inmates account.

Funds may be deposited to your commissary account via a Western Union Quick Collect electronic funds transfer. Information is posted on the housing unit bulletin boards with directions for this process.

The Commissary shopping schedule and related information is posted on the inmate bulleting board. Inmates must use their inmate account card for all commissary transactions. Inmates will be charged a \$5.00 maintenance fee for replacing commissary cards. There is a maximum spending limit of \$72.50 per week, not to exceed \$290.00 per month.

HOUSING

Staffing/Unit Familiarization Program: Staff are composed of a Camp Administrator, Case Manager, Counselor, Secretary, Education Representative, and Correctional Officers. During your Admission and Orientation program, staff will discuss pertinent issues regarding your confinement and you will have the opportunity to ask pertinent questions. The Counselor will initiate a Unit A&O form on each inmate. Discussions will be documented on this form and be placed in your central file.

Bed Assignment: Upon your initial commitment to FPC Pollock, you will be given a dorm and bed assignment by a staff member. Inmates are only authorized to be in their assigned dorm. The Camp Administrator has delegated authority to the Counselor to make subsequent changes. Bottom bunk assignments will be based on seniority, medical needs, and additional factors such as clear conduct, FRP participation, etc. Inmates returning from Writ or “outside” medical treatment, and who previously had bottom bunk status, will be placed at the top of the seniority list.

Housekeeping Rules: The following rules and regulations have been established for safety, sanitation, and uniformity throughout the institution:

1. “Lights On” will be at 6:00 a.m. Monday through Friday and will remain on until 10:30 p.m. All beds will be made by 7:30 a.m. Monday through Friday.

“Lights On” Saturday, Sunday, and Federal Holidays will be at 8:00 a.m. and will remain on until 10:30 p.m. Beds will be made by 9:00 a.m. on weekends and Federal Holidays.

2. All clothing will be hung inside the locker. The inside of the locker must be kept clean and uniform with items neatly arranged. Trash will be deposited in the appropriate containers, and floors will be swept and mopped daily. You are responsible for contraband found in your area, and for the cleanliness of your area which includes the space under your bed and around your locker. All shoes must be placed neatly under the bunk. No items are to be placed on, or attached to the beds or outside or on the top of lockers (sheets, blankets, mirrors, photos, newspapers, radios, etc.) One hanger may be utilized for hanging one (1) set of greens and/or a winter coat on a hook outside of the locker. You are prohibited from altering your living area or locker. No cardboard and/or metal shelves will be added to the locker. Each unoccupied chair must be stacked next to the locker (with no other items stacked on the chairs - clothing, pillows, books, etc.). Nude or sexually suggestive personal photographs are prohibited.

3. Inmates will not deposit trash on the floors, will not leave refuse in the TV rooms, and will use the trash receptacles which are available. Failure to do so, will result in the TV room(s) being shut down. Only occupied chairs are authorized in the TV rooms. Keep noise down - be courteous of others. No inmate is permitted to possess any type of heating or electrical device in his living area. Sanitation inspections are conducted by the Camp Officer and the Camp Unit Team. The Safety Department will also conduct a monthly comprehensive safety, fire, and sanitation inspection. Any inmate whose living area appears negatively may receive disciplinary action. No food items are authorized in the dorm unless purchased from the Commissary. All food items must be stored in the original container or packaging.

4. Publications are identified as magazines and newspapers. Hard covered books and newspapers must be received from a publisher, book store, or book club only. Inmates may receive soft covered books and magazines from any source. Inmates may not receive more than five publications or soft covered books in any one package. Hard covered books are limited to a total of five. In addition to this, each inmate may have one dictionary, one religious book, and materials checked out from the Education Department.
5. All inmate property is to be stored inside the locker provided by the Unit Staff. It is the responsibility of the inmate to limit his property so it fits into the assigned locker. Excess property is a fire hazard and a sanitation concern. Excess property will be considered contraband and the responsible inmate will be subject to disciplinary action. Inmates will not create additional storage space, such as storing property under their bed or in boxes, unless written permission is granted by the Camp Administrator.
6. Inmates on furlough status are responsible for securing personal property in their respective locker. Personal property for inmates on Writ, receiving "outside" medical treatment, or Special Housing status will be stored in Receiving and Discharge. No property, personal or issued, will be temporarily transferred to other inmates for safe keeping.
7. Radios without headsets and musical instruments are prohibited in the dormitories.
8. Dress Code/Personal Appearance - Must be clean and well-groomed at all times. Green work shirt and pants are mandatory attire for visiting. Green work shirt & pants are mandatory for eating in Dining Hall, Monday - Friday, breakfast and lunch meals. Appropriate dress is required when exiting the dormitories or shower areas. Pants, shirts, and foot wear, at a minimum, will always be worn in the common areas of the unit. Inmate shall be in full uniform at all times upon entering the Camp Administration Building. Shirts must be tucked inside pants at all times in Food Service or the Admin Building (to include the library and education classrooms), and on work details. Casual attire is permitted on Saturdays, Sundays, and Federal holidays (except for Visiting Room). No doo-raps are allowed to be worn outside of the housing unit.
9. Sanitation supplies for the maintenance of the living areas will be issued by the Correctional Officer or Counselor. All spray bottles and containers must be properly labeled with the MSDS information. An inmate is only authorized one (1) properly labeled spray bottle in the locker or bunk area. Bulk containers of cleaning supplies will be maintained in the storage closets.
10. All new commitments, except for the times they attend A&O lectures, are responsible for assisting the Unit Orderlies.
11. One ice machine is provided in the unit for inmate use. No items are to be stored in the ice machine at any time.
12. Tobacco and tobacco related paraphernalia is prohibited. Possession of any such items will result in disciplinary action.

13. The unauthorized possession, manufacture, or introduction of electronic items, and components of electronic items, such as MP3 players, chargers, cell phones, and SIM cards, etc., constitutes a prohibited act under the inmate discipline system. Such unauthorized possession, manufacture, or introduction may be sanctioned as, among other things, a Code 108, Possession, Manufacture, or Introduction of a Hazardous Tool, or Conduct Which Disrupts and Interferes with the Security or Orderly Running of a BOP Facility.

14. On the day of your release, all clothing and bed linens must be taken to clothing issue. Clean your living area for the next person to use.

NOTE: Violation of any of the above rules could result in disciplinary action.

USE OF SHOWERS

The Unit Orderlies are responsible for cleaning the showers. This is a very difficult task and is made even more difficult when other inmates are using the showers during the cleaning process. No showers will be taken from 7:30 a.m. to 2:30 p.m. on weekdays or from 12:00 midnight to 5:00 a.m. daily. Exceptions may be granted by the Correctional Officer.

CORRESPONDENCE AND MAIL PROCEDURES

Due to the large volume of mail received, please notify correspondents to address your mail to include your full committed name, register number, Federal Prison Camp, Dorm #1 or Dorm #2, P. O. Box 2099, Pollock, Louisiana, 71467.

Outgoing Inmate Letter Mail: Outgoing mail should be placed in the mailbox located on the walk. The mail is picked up by the Correctional Officer Monday through Friday, with the exception of federal holidays. You may seal your mail prior to placing it in the depository and the Bureau of Prisons retains the right to open general outgoing correspondence. You are responsible for postage and stamps which may be purchased through the Commissary.

Outgoing Special Mail: Special mail must be hand delivered to ISM staff, Monday - Friday from 7:00 am - 7:30 am at the Camp Mail Room. Inmates must have their ID card for identification and verification as the sender of the special mail.

All outgoing mail must contain a complete return address including your name, register number, Federal Prison Camp, Dorm #1 or Dorm #2, P.O. Box 2099, Pollock, Louisiana 71467. Mail not having a complete return address will be returned to the sender, if the sender is identifiable.

Incoming Inmate Special Mail and General Correspondence: The Camp Officer will distribute mail (general correspondence) after the 4:00 p.m. count on weekdays. Mail is not distributed on Saturdays, Sundays, and federal holidays. All general correspondence will be opened and examined by the Mail Room Staff for contraband, unauthorized material, or negotiable instruments, money, etc. Items constituting contraband, unauthorized material or items which cannot be searched or examined without destruction or alteration will be returned to the sender. When incoming special mail is received by Camp

Staff, the inmate will be contacted and asked to report to one of the Unit Team Staff offices to sign for special mail. A list may be placed on the inmate bulletin board identifying those inmates who have special mail. It is necessary for you to read the bulletin boards on a daily basis. Correspondence between confined inmates must be approved by the Wardens of both institutions. Correspondence between confined inmates without approval will be returned to sender.

Money orders and checks received through the mail will be returned to sender.

The Program Statement on Correspondence identifies certain types of incoming correspondence as “Special Mail” to be opened only in the presence of the inmate. For this special handling to occur, Bureau policy requires the sender adequately be identified on the envelope and the envelope be marked “Special Mail - Open only in the Presence of the Inmate”, or similar language. Inmates should become familiar with the Program Statement on Correspondence regarding the requirements of special mail. Inmates are responsible for informing correspondents who are authorized to utilize the Special Mail privilege, of this requirement.

Authorization to Receive Package: All incoming inmate packages must be authorized in advance unless otherwise approved under another Bureau of Prisons’ policy. Form BP-331, Authorization to Receive Package or Property, is used for this purpose. This form may be obtained from the Correctional Counselor. A package received without a Form BP-331 is considered unauthorized and will be returned to sender.

TRULINCS

a. **Inmate to Persons in the Community Communication.** Inmates may only exchange electronic messages with persons in the community who have accepted the inmate’s request to communicate. The Warden may deny electronic messaging if it is determined that there is a threat to institution security or good order, or a threat to the public and staff. Inmates may not exchange electronic messages with unauthorized contacts including, but not limited to, victims, witnesses, other persons connected with the inmate’s criminal history, and law enforcement officers, contractors, or volunteers.

NOTE: Inmates may place attorneys, “special mail” recipients, or other legal representatives on their electronic message contact list, with the acknowledgment that electronic messages exchanged with such individuals will not be treated as privileged communications and will be subject to monitoring.

b. **Inmate to Inmate Communication.** An inmate may be permitted to correspond via electronic messaging with an inmate confined in any BOP facility if the other inmate is either a member of the immediate family, or is a party or witness in a legal action in which both inmates are involved. The following additional limitations apply:

- The appropriate Unit Manager at each institution must approve in writing the correspondence if both inmates are members of the same immediate family or are a party or witness in a legal action in which both inmates are involved.

- The Warden will be informed of any unusual circumstances pertaining to a request to correspond electronically for members of the same immediate family or for inmates who are a party or witness in the same legal action. When denying an inmate's request to correspond electronically, the Unit Manager documents the reason(s) for the denial. The approval of such electronic correspondence privileges for both inmates ordinarily remains in effect if either inmate is transferred.
- Such electronic correspondence may be approved in other exceptional circumstances, with particular regard to the security level of the institution, the nature of the relationship between the two inmates, and whether the inmate has other regular correspondence.

c. **Outgoing Mail Labels.** Ordinarily, inmates are required to place a TRULINCS-generated mailing label on all outgoing postal mail. The Warden may exempt inmates from this requirement if he/she determines that an inmate has a physical or mental incapacity, or other extraordinary circumstances that prevents him/her from using the TRULINCS terminal, or the inmate poses special security concerns prohibiting access to TRULINCS terminals.

The Warden may exempt inmates housed in SHU or other areas of the institution in which there are special security concerns that limit regular access to TRULINCS.

If an inmate fails to place the TRULINCS-generated label on outgoing postal mail, the mail is returned to the inmate for proper preparation, in the same way outgoing mail is returned for failure to follow other processing requirements, e.g. lack of return address, etc.

Mailing labels are only placed on outgoing postal mail. Inmates who use mailing labels for other than their intended purpose may be subject to disciplinary action for misuse of Government property.

Ordinarily, inmates are limited to printing no more than 10 labels per day. An inmate may be authorized to print labels in excess of these limits only upon approval of the Warden or designee.

Procedures for Exchanging Electronic Messages

Inmates and persons in the community may exchange electronic messages in the following manner.

- a. **Contact List.** It is an inmate's responsibility to maintain his/her own contact list. An inmate requests to exchange electronic messages with a person in the community by placing that person on the inmate's contact list.
- b. **Notice.** Upon receiving the system generated message, the person in the community is notified that:
 - The Federal inmate identified seeks to add the person in the community to his/her authorized electronic message contact list.
 - The person in the community may approve the inmate for electronic message exchanges, refuse the request for electronic message exchanges, or refuse the current and all future Federal inmates' requests for electronic message exchanges.
 - By approving, the person in the community consents to have Bureau staff monitor the content of all electronic messages and agrees to comply with program rules and procedures.

- If the person in the community sends an attachment with an electronic message to a Federal inmate, the attachment will be stripped from the message and will not be delivered to the inmate.
- c. **Consent.** If the person in the community consents to receive electronic messages, that person is added to the inmate's electronic message contact list.
- d. **Later Notices.** Every subsequent electronic message to a person in the community on the inmate's electronic message contact list will:
- (1) Allow the person in the community to take no action, in which case the person remains on the inmate's electronic message contact list, remove himself/herself from this inmate's electronic message contact list for all future exchanges, or remove himself/herself from all inmates' electronic message contact lists for all future exchanges.
 - (2) Notify the person that by taking no action, the person in the community consents to have Bureau staff monitor the content of all electronic messages and agrees to comply with program rules and procedures.
 - (3) Notify the person in the community that if he/she sends an attachment with an electronic message to a Federal inmate, the attachment will be stripped from the message and will not be delivered to the inmate.
- e. **Removal of TRULINCS Block.** When an email address is blocked by the contact via the system-generated message, the System Administrator removes the block by placing the contact's status to pending contact approval when a written request from the contact is received. Copies of all requests are scanned into TRUFACS using the document imaging process.

TELEVISION VIEWING

During weekdays, TV rooms will be open from approximately 6:00 a.m. to 11:30 p.m. On Fridays, Saturdays, and days preceding federal holidays, TV rooms will be open from 6:00 a.m. to 1:00 a.m. Excessive noise and voices will not be tolerated. Only occupied chairs are authorized in the television viewing areas. There are no saving of seats or reserved seats in the TV rooms. Inmates wishing to watch TV after 10:30 p.m. **MUST** go **INSIDE** one of the TV rooms and the door **MUST** remain shut. All TVs are to be turned off by 11:30 p.m. Sunday - Thursday, and 1:00 a.m. Friday and Saturday nights. Any violation of this policy will be cause for the Camp to lose its TV privileges as well as the violators to receive disciplinary action.

SUN BATHING

Sun Bathing is prohibited in all areas of the Camp.

TOWN HALL MEETINGS

Town Hall meetings are ordinarily held monthly, and are used to make announcements and to discuss changes in policy and procedures at the Camp. Inmates are encouraged to ask questions that pertain to the Camp as a whole, rather than personal questions or problems which can be resolved by the appropriate staff member.

CALL-OUTS

The Call-out schedule of appointments, which includes medical, dental, Unit Team meetings, and other activities, is posted on the bulletin board no later than 9:00 p.m. on the day preceding the appointment. It is your responsibility to check the Call-out for appointments daily and to attend all scheduled appointments. Failure to report for Call-outs will result in disciplinary action.

CONTRABAND

Contraband is defined as any item not issued to you by the institution, received through approved channels, or purchased through the Commissary. All items in your possession must be authorized and recorded on your Inmate Personal Property Record, Form BP-383. You are prohibited from purchasing, giving, or receiving radios, watches, or any other items from another inmate.

SEARCHES

Any staff member may search your living area to retrieve contraband. Your property and areas will be left in the same general condition as found. The searches will be unannounced and conducted in a random manner. You are subject to personal searches when staff determine it is appropriate.

UNIT DISCIPLINARY COMMITTEE

The rules and regulations of the Camp are enforced to provide an orderly and safe environment for all inmates. The Unit Disciplinary Committee is composed of Camp staff. All incident reports are processed through the Unit Disciplinary Committee ordinarily within three days of the alleged incident, excluding weekends, federal holidays, and the day of the incident.

EMERGENCY/FIRE EVACUATION PLANS

An evacuation plan (diagram) is posted in the building. Fire drills will be conducted without notice, at least quarterly. All inmates are required to evacuate the Camp buildings, and report to the recreation area, upon being notified of the fire drill.

LIGHTS OUT

The lights go out in the dormitory area at 10:30 p.m. You are required to go to bed by 11:30 p.m. Monday through Thursday and at 1:00 a.m. on Fridays, Saturdays, and days preceding federal holidays.

SAFETY

SAFETY AND HEALTH: Despite a well-managed and progressive safety and health program, it is not possible to prevent every accident and injury sustained by an inmate worker. In the event you should sustain a work related injury it is in your best interest to notify your immediate supervisor at that time. Failure to notify of that injury within a maximum of 48 hours may result in forfeiture of lost time and or inmate accident compensation. You will receive an Inmate Accident Compensation Procedures pamphlet which outlines procedures to follow if an accident occurs.

PERSONAL PROTECTION EQUIPMENT: To protect against physical injury and/or health hazards, you are required to use all safety equipment provided. Personal protective equipment such as hard hats, hearing protection, goggles, respirators, aprons, arm guards, wire mesh gloves, and safety shoes are to be used in designated areas and must be worn in the proper manner. This equipment is provided by your immediate detail supervisor. Safety goggles must be worn when performing any grinding, chiseling, filing, or sanding operations.

LOCK OUT/TAG OUT PROGRAM: Do not adjust, oil, clean, repair, or perform any other maintenance to any machinery while it is in motion or if the machine is not locked out. When major repairs are needed to a piece of machinery, staff will lock out and tag out the machine to ensure the equipment is not activated while it is being worked on. Only the staff member who locks out the machine is authorized to unlock the machine. Exceptions may be allowed to remove the lock out for repairs if the machine is down for a long period of time, and the staff member is not on duty.

VEHICLE OPERATION: If you are permitted to drive a vehicle, you must obey all driving rules. Do not ride on tractors, forklifts, or any tow vehicles. All inmates operating forklifts must be trained by a certified forklift instructor. No inmate is authorized to operate any vehicle without an inmate license and documented training.

HAZARDOUS COMMUNICATION: Your supervisor will instruct you on the chemicals you work with and the hazards associated with them. All chemicals must be properly labeled and must be in the original container. The contents of all chemicals you will use are listed on Material Safety Data Sheets (MSDS). The MSDS for your area are stored in a binder and are readily accessible. The MSDS provide the chemical names, the manufacturer information, any hazardous ingredients, health hazard data, physical data, fire and explosive data, reactivity data, spill or leak procedures, personal protection information, special precautions, and disposal procedures. You will be trained on the proper handling, use and storage of these chemicals.

RECYCLING : A effective recycling program at FCC Pollock is in place to meet the objective defined through Executive Orders. There are designated containers and locations for recycled materials throughout the institutions.

FIRE PROTECTION AND PREVENTION: Fire protection/prevention equipment is established throughout the facility. This includes but is not limited to fire extinguishers, sprinkler heads, smoke detectors, etc. These have been established and are maintained for the protection of the persons and the physical structure of these facilities. Tampering with this equipment is not permitted.

Fire drills are done on a quarterly basis during day watch, evening watch, and morning watch. Follow the direction of the staff member(s) conducting the drill until the area is back to normal operation.

SAFETY CONCERNS: If you have any safety related concerns, report them to your supervisor. If you feel the concerns have not been corrected, you have the responsibility to report your concerns to the Safety Department.

INSTITUTIONAL EMPLOYMENT

Work Assignment: Everyone will have a work assignment. Work assignments will be based on institution needs, available jobs, your past work experience, and evaluation of your skills. Any job preference should be indicated during your interview with Camp staff.

Work reassignment: When you have worked on a job for a period of 90 days and desire a job change, you should submit an Inmate Request to Staff Member (Cop-out) indicating what job you want and a detailed reason for the change. Your current work supervisor and the supervisor of the requested work assignment must both indicate, in writing, their agreement on the Inmate Request form. Your request will then be considered by your Unit Team. You will be notified if a work reassignment is warranted and your name will appear on the institution change sheet.

Work and Institutional Rules: You must stay on your work assignment at all times. If you have a valid reason for leaving your work site (Call-out), you must notify your work supervisor and obtain authorization. If you are injured while performing your assigned duty, you must immediately report this injury to your work supervisor. You must use proper and specified precautions such as safety-toed shoes, goggles, gloves, and devices which are supplied for your protection.

Working Hours: Ordinarily, working hours are from 7:30 a.m. until 3:30 p.m., Monday through Friday. Each work day provides for a one-hour lunch break, for a total of 7 hours worked each day.

MEDICAL CARE

Shortly after your arrival to the Camp, you will receive a preliminary medical examination. You will receive a physical examination within 14 days. A dental examination will also be performed. If you are taking any prescribed medication prior to your arrival, discuss this situation immediately with the medical staff.

General Information: The Health Services staff at FCC Pollock will provide necessary medical and dental services to the inmate population consistent with acceptable community standards. Most medical care is provided through appointments which will be placed in the institutional Call Out. **You must present your commissary ID card each time you report to Health Services.**

Sick Call Appointments: Sick Call is available for you to address any medical or dental problems that you have. You will be triaged by a medical provider and may be given an appointment to be further evaluated. If you become ill after Sick Call sign-up, then you should report to work or your assigned area and have your supervisor notify medical staff. You will be seen that day if it is determined that you may have an emergent injury or illness, or you may be advised to attend the next Sick Call. A \$2.00 co-pay is charged when you request medical services and are seen by a medical or dental provider.

Medical/Dental Sick Call Sign-Up Hours

7:30am to 8:00 am

Mon., Tues., Thurs., Fri.

Routine Medical/Dental Treatment: You may send an Inmate Request to Staff Member (cop-out) to request routine care from your assigned Primary Care Provider or Dentist. Examples include wellness concerns appropriate for age such as blood pressure checks, HIV tests, physicals, dental cleanings, and prostate examinations. You may also request a medical exam within one year of expected day of release.

Emergency Medical Treatment: Emergency medical services will be available and provided on a 24-hour, seven days a week basis. In the event of a medical emergency, you are to report directly to the nearest staff member for assistance. Telephone arrangement and/or notification must be made between the institution staff member and a member of the medical staff prior to the individual being seen. The staff member contacting the medical department will furnish information regarding the nature of the impending emergency and will receive instructions on how you should proceed in obtaining medical care. You should not report to Health Services without authorization by a medical staff member. Medical coverage on evenings, weekends, and holidays is for the treatment of emergency medical and dental problems only.

Infection Control: You will receive a PPD (TB) test yearly to determine if you have been exposed to tuberculosis. This is mandatory unless a healthcare provider has determined that you are exempt from testing. A Chest X-Ray is not a substitute for a PPD test. Refusal of PPD may result in an Incident Report. Other infectious diseases may be monitored in Chronic Care Clinics, such as HIV or Hepatitis. All inmates are cautioned to avoid activities which may result in exposure to blood-borne diseases, including tattooing. Good handwashing and hygiene practices will also limit the transmission of contagious skin infections.

Pharmacy Services and Pill Line: New prescriptions and re-fills are completed during normal business hours Monday-Friday and will be available for pick up at the 5:00pm Pill Line. Controlled or restricted medications will be given at Pill Line only and may be crushed according to BOP policy. **No medications of any type will be dispensed without the presentation of your ID card.** Pill Line staff do not provide Sick Call services. Evening Pill Line times may vary somewhat and will be announced over the speaker.

Pill Line Times

7:30 am 5:00pm

(Times may vary somewhat)

Advanced Directives: If you are unexpectedly ill or injured and become unconscious, you will have no control over the medical decisions that are made for you in your final days. You may choose to execute a Living Will, which states that you do not want your life to be prolonged by extraordinary means in the event of a terminal and incurable condition. You can only write and sign a Living Will when you are mentally alert and competent to make decisions. You are not required to have a Living Will. BOP pre-printed Living Will forms can be found in the inmate law library, along with more information on Advanced Directives. You may also have this document prepared by a private attorney at your own expense. Once completed, the original document will be placed in your Health Record..

Health Care Rights and Responsibilities: You are responsible for attending all medical appointments on the Call-Out. If you choose to refuse treatment or your appointment, then you will need report to Health

Services to sign a Refusal of Treatment form. Failure to report for an appointment is grounds for an incident report. If you are not satisfied with your treatment, and the issue cannot be resolved between you and your medical provider, then you may proceed with the Administrative Remedy Process outlined in this handbook.

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

1. **Right**--You have the right to access health care services based on the local procedures at your institution. Health services include medical, dental and all support services. Health Services cannot be denied due to lack (verified)of personal funds to pay for your care.
Responsibility--You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you by health care providers. *You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.*
2. **Right**-- You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.
Responsibility--You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
3. **Right**--You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden and the Warden.
Responsibility--You have the responsibility to address your concerns in the accepted format, such as the *Inmate Request to Staff Member* form, main line, or the accepted *Inmate Grievance Procedures*.
4. **Right**--You have the right to provide the Bureau of Prisons with *Advance Directives or a Living Will* that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.
Responsibility--You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. **Right**--You have the right to be provided with information regarding your diagnosis, treatment and prognosis. *This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.*
Responsibility--You have the responsibility to keep this information confidential.
6. **Right**--You have the right to obtain copies of certain releasable portions of your health record.
Responsibility--You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. **Right**--You have the right to be examined in privacy.
Responsibility--You have the responsibility to comply with security procedures should security be required during your examination.

8. **Right**--You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.
Responsibility--You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.
9. **Right**--You have the right to report complaints of pain to your health care provider, *have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.*
Responsibility--You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.
10. **Right**--You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
Responsibility--You have the responsibility to be honest with your health care provider(s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
11. **Right**--You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.
Responsibility--You have the responsibility to eat healthy and not abuse or waste food or drink.
12. **Right**--You have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).
Responsibility--You have the responsibility to notify medical staff that you wish to have an examination.
13. **Right**--You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative services, emergency care and routine care.
Responsibility--You have the responsibility to maintain your oral hygiene and health.
14. **Right**--You have the right to a safe, clean and healthy environment, including smoke-free living areas.
Responsibility--You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.
15. **Right**--You have the right to refuse medical treatment in accordance with Bureau of Prisons' policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.

Responsibility—You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

PSYCHOLOGY SERVICES

The Psychology Department provides individual therapy, group counseling, crisis intervention, short-term therapy, and a Drug Abuse Program. The Psychology Department is also involved with the Pre-release Program, Unit Team, and HIV/AIDS counseling.

FOOD SERVICE

All meals at the Pollock Camp are served cafeteria style. Normal serving times are:

Weekdays:

Breakfast: 6:00 a.m. to 7:00 a.m.
Lunch: 11:00 a.m. to 11:45 a.m.
Dinner: 4:30 p.m. to 5:30 p.m. OR from the time the 4:10 p.m. count clears

Weekends and Federal Holidays:

Coffee Hour: 7:00 a.m. to 8:00 a. m.
Brunch: 10:30 a.m. to 11:30 a.m.
Dinner: 4:30 p.m. to 5:30 p.m. OR from the time the 4:10 p.m. count clears

For breakfast and lunch, Monday through Friday, you must wear your issued work clothing. For dinner meals and all meals on Saturday, Sunday, and federal holidays, you may wear non-issued clothing. No hats are to be worn in the dining room and shirt tails must be tucked in. Flip flops/shower shoes are prohibited. Radios, newspapers, books, magazines, laundry, blankets, etc., are prohibited. No food of any kind is to be brought into or taken out of the Food Service Department for preparation or consumption.

RELIGIOUS SERVICES

CHAPLAINS: FCC Pollock has three full-time chaplains. They conduct worship services according to their faith and are available for counseling. They also coordinate weekly services for other faith groups which includes community contractors and volunteers. If you have any questions concerning your faith group please see one of the chaplains during open house hours which are posted on the Religious Services schedule.

EMERGENCIES: Should there be an outside emergency, your family must contact the institution at **(318) 561-5300**. The person calling should tell the officer that they have an emergency message for inmate (your name and registration number). It is important that the caller provide information to verify the emergency, for example, the name of a funeral home, hospital, or police agency and phone number(s). Information will be verified by Unit Team or appropriate staff member. Only upon verification of the information, the Chaplain, if present, will inform you of the nature of the emergency and assist you in making an emergency phone call. When there is a death in your family or a family member is in the hospital, your PSI will be used to define immediate family.

EMERGENCY TELEPHONE CALLS: The Chaplains are authorized to assist you with an emergency phone call during a verified personal emergency. This generally means a family member is in the hospital or there has been a death in the immediate family.

CHAPEL SCHEDULE: Chapel schedules are posted in each housing unit and the Chapel.

RELIGIOUS DIET PROGRAM: A religious diet program usually referred to as "Common Fare" is available at FCC Pollock. Inmates who wish to participate must submit a "Inmate Request to Staff Form" to Religious Services requesting the diet. Once the request is made an interview will be set up. After completion of the interview the inmate will be notified in writing which component of the Religious Diet program he has been approved for. If you are interested in this program, please see a Chaplain.

PERSONAL PROPERTY: The institution has policies that govern incoming publications and personal property, including religious property. There are catalogs in the Chapel from which you may purchase approved personal religious items from your commissary account through an SPO. SPO orders are done at 2:30 p.m. Saturday afternoons. You must bring your property form showing you do not already have the item you are ordering. The Bureau's policies do not allow anything to be sent in from friends or relatives.

RELIGIOUS HEADWEAR: Religious Headwear has been standardized across the BOP. If you have a question about appropriate headwear see one of the chaplains. Approved headwear is sold in the Commissary.

MARRIAGES: The marriage process begins by notifying your case manager in writing via a "Inmate Request to Marry" form available in the Chapel. Information about the process is included with the form. All marriages must be approved by the Warden. If approved, the wedding will take place in the visiting room on the first Thursday of each new quarter.

HOLY DAYS, WORK PROSCRIPTION, CEREMONIAL MEALS, FAST, AND SPECIAL OBSERVANCES: Many religions have days that are important and considered special or holy to its followers. The BOP recognizes certain holy days and days of "work proscription," i.e, days off from work. To participate in any recognized special religious observance, fast, ceremonial meal, holy day or religious day off (work proscription), you must submit a request in writing to a chaplain 30 days prior to the observance date. Jewish Passover request must be received 90 days in advance due to ordering Passover foods. If approved you will be placed on the call-out that day to observe the event and/or a religious day off.

CHAPEL LIBRARY: The Chapel has religious books, videos, and literature available for the different Religious Faith Groups. Most books are located in the Education Library area and can be checked out. See the Chapel schedule for video viewing times.

SPECIAL RELIGIOUS EVENTS: The Chaplains may reschedule or limit any activity that occurs to facilitate special religious events. The schedule is subject to change without prior notice.

EDUCATION

The Education Department is prepared to offer you the opportunity to attain your General Equivalency Diploma (GED), to become functionally literate, or receive college credits. Education staff are committed to practicing sound educational techniques. Additional information concerning educational programs is available during your orientation program and from Education Staff.

Law Library: The Law Library provides facilities for legal research and legal document preparation. The library is open during the day time and most evenings. Refer to schedule posted in the library. Legal materials may not be removed from the Law Library area. Table games, food, drinks, and loitering are prohibited in this area.

Leisure Library: The Leisure Library will provide newspapers, magazines, reference material, and paperback books for inmate use.

RECREATION

The Recreation Department is designed to give every inmate the opportunity to participate in either a physical or non-physical activity. These activities will assist you in reaping the benefits of relaxation, self-satisfaction, and elimination of idle time.

TELEPHONE PROCEDURES

Telephones are available for your use. You must enter your personal contacts telephone numbers in the TRULINCS system. The telephone system is set up for debit (direct dial calling) or collect calling. You will receive an Inmate Telephone System (ITS) Guide, which will explain in detail how to place a call. You will be allowed to purchase telephone credits from the Commissary or transfer funds from your inmate account. You must purchase enough credits to place a three minute call. All telephone calls, except those between an attorney and yourself, are subject to monitoring and tape recording. In order to make an unmonitored phone call between an attorney and yourself, you must make a request to your Unit Team. All incoming calls will be processed through the switchboard of the United States Penitentiary in Pollock, LA and collect calls will not be accepted. Non-emergency messages will not be forwarded. Personal calls are limited to 15 minutes.

VISITS

Visits at the Federal Prison Camp will take place in the visiting room. This room has been arranged to provide for comfortable and pleasant visits. Your visiting list should be turned in to your Counselor as soon as possible, and is limited to family, close friends, business associates, and attorney of record. Visits by retained and appointed attorneys in contemplation of prospective legal representation will be permitted. You are responsible for notifying your visitors that they have been approved for visitation. The number of friends may not exceed ten (10). You may have no more than a total of five (5) visitors at any one time. Visitors must present state or government issued photo identification (i.e., driver's license, etc.) in order to be allowed to visit. Visitors must be properly dressed. Short shorts, halter tops, and other clothing of suggestive or revealing nature will not be permitted in the visiting room.

Visiting Hours: Visiting hours at the Camp will be from 8:00 a.m. until 3:00 p.m. on Saturday, Sunday, and federal holidays. Inmates may select only one weekend day to visit, either Saturday or Sunday.

Special requests for a two-day visit must be pre-approved in writing by the Camp Unit Staff. Visitors arriving within 1 hour of visiting room closing times will not be permitted to visit. Once a visitor leaves the visiting room for any reason, the visit is terminated for that day. Contact with your visitor prior to, and once they leave, the visiting room area is prohibited. Should a family emergency arise necessitating a visit during non-visiting hours, the inmate is to submit a request for a special visit in writing to the Camp Administrator. Inmates shall be dressed in their green work shirt and pants for visitation. No inmates allowed to loiter in front of units during visiting.

In emergency situations, visiting may be canceled or curtailed, without advance notice, by the Warden or Camp Administrator.

REGULAR VISITORS: During an inmate's Admission and Orientation period, he will submit a list of persons with whom he wishes to visit to his Unit Team. If at any time an inmate wants to amend his visiting list, he must first submit an Inmate Request to Staff Member(Cop-Out) Form to his Unit Team requesting the change. The Unit Team will compile the inmate's visiting list after an appropriate investigation on potential visitors has been completed.

- A. **Immediate Family:** Immediate family includes mother, father, step-parents, foster parents, brother, sister, spouse, and children. Spouse also includes a common-law wife, this status has to have been previously established in a state which recognizes such a status. These individuals are ordinarily placed on the visiting list, absent strong circumstances which would preclude visiting.
- B. **Other Relatives:** These persons include grandparents, uncles, aunts, in-laws, and cousins. They may be placed on the approved visiting list if an inmate wants to have regular visits from these people and after the completion of a National Crime Information Center (NCIC) check and there exists no reason to exclude them.
- C. **Friends and Associates:** The visiting privilege will ordinarily be extended to friends and associates having an established relationship prior to confinement, unless such visits could reasonably create a threat to the security and good order of the institution. Exception to the prior relationship rule may be made, particularly for inmates without other visitors, unless such visits could reasonably create a threat to the security and good order of the institution. The Warden must approve all exceptions to the prior relationship rule. Approval for proposed visitors will be consistent with court imposed sentences which carry stipulations an inmate(s) may not communicate with specific persons. No more than ten (10) friends and associates will be placed on an inmate's visiting list and after the completion of a NCIC check.
- D. **Persons with Prior Criminal Convictions:** The existence of a criminal conviction does not automatically preclude a visitor from being placed on an inmate's visiting list. Staff will give consideration to the nature, extent, and recentness of the conviction(s), as weighed against the security considerations of the institution. However, specific approval from the Warden must be obtained before the person is placed on the inmate's visiting list. Prior to placing an individual who is on probation, parole, or supervised release status on an inmate's visiting list, staff shall obtain written approval from the appropriate Federal or State Probation/Parole Officials. A copy of this approval will be maintained in section 2 of the FOI-Exempt portion of the Inmate's Central File.

- E. **Children under Sixteen(16)**: Children under the age of sixteen may not visit unless accompanied by a responsible adult. Children will be kept under supervision of a responsible adult. All children under the age of eighteen(18) will have written consent of a parent or guardian to visit, when not accompanied by a parent or guardian. It will be documented on the Visitor Information Form.
9. **BUSINESS VISITORS**: Inmates are not allowed to actively engage in a business or profession. An inmate who has engaged in a business or profession prior to commitment is expected to assign authority for the operation to a person in the community. On the rare occasion when decisions must be made which will substantially affect the assets or prospects of the business, the Warden may permit a special visit. A member of the inmate's Unit Team will supervise the visit.
10. **CONSULAR VISITORS**: When it has been determined an inmate is a citizen of that foreign country, the Consular Representative of a country will be allowed to visit on matters of legitimate business. This visit may not be withheld even if the inmate is in disciplinary status. A member of the inmate's Unit Team will supervise the visit.
11. **VISITS FROM REPRESENTATIVES OF COMMUNITY GROUPS**: The Warden may approve as regular visitors, for one(1) or more inmates, representatives from community groups(i.e., civic or religious organizations) or persons whose interest and qualifications for this service are confirmed. The Warden may waive the requirement for pre-confinement established relationships for visitors approved under this category. This does not apply to past or present participants in volunteer and citizen involvement programs, who are typically not added to an inmate's visiting list. A member of the organizing department will supervise the visit. Visits of this nature should not interfere with normal visiting.
12. **SPECIAL VISITS**: During normal visiting hours the Visiting Room Officer will monitor the visit and during non-visiting hours these visits will be monitored by a member of the organizing department.
- A. **Minister of Record**: A inmate may only have one minister of record on his visiting list. Inmates wanting to receive visits from their minister of record must submit a cop-out to the Chaplain. After the Chaplain's approval, the request will be forwarded to the inmates Unit Team for normal processing. Inmates may only receive one visit from their minister of record a month; however, during times of personal or family emergencies, an inmate will be authorized a visit from his minister of record. A visit from a minister of record will not count against an inmates regular social visits for the month. Unlike other Special Visits, minister of record visits will normally be conducted during normal visiting hours and in an area which provides a degree of separation from other visitors. If a private area is not available, the visit may be rescheduled.
- B. **Counseling**: Clergy, former or prospective employers, sponsors, and parole advisors who are visiting in this category will require approval by the Warden.

- C. **Law Enforcement:** Law Enforcement agents, military personnel conducting investigations, U.S. Court Officials, and U.S. Probation Officers are permitted to visit provided they possess appropriate identification. Officials are required to sign in the appropriate log book. Questions regarding officials will be referred to the appropriate staff during regular duty hours and the Institution Duty Officer (IDO) or Operations Lieutenant during non-duty hours.
- D. **Attorneys:** The Unit Team will approve inmate legal visits, utilizing BP-S241, Visiting Attorney Statement. During normal visiting hours the Visiting Room Officer will monitor the visit and during non-visiting hours these visits will be monitored by the inmate's Unit Team. Visits between inmates and attorneys are not subject to auditory supervision. The exchange of legal documents shall be monitored by the supervising staff member. All legal materials will be searched before being allowed into the institution. If an attorney/client room is not available, the attorney will be afforded the opportunity to reschedule the appointment. At no time will a tape recorder, camera, or other type of electronic equipment be allowed into the Visiting Room without prior approval by the Warden.
13. **TRANSPORTATION ASSISTANCE/VISITOR INSTRUCTIONS:** Directions to and from the institution and visitor instructions will be provided to a proposed visitor with the visitor application. It is each inmate's responsibility to provide their visitor this information before the visit.

CASE MANAGEMENT ACTIVITIES

Team: You are assigned to a Unit Team which is composed of a Camp Administrator, Case Manager, Counselor, and Education Representative. Your Unit Team members are available to assist you in many areas, including personal and family problems, counseling, release issues and planning, and assistance in setting and attaining goals for yourself.

Program Reviews: Program Reviews will be held every 180 days if there are more than two years remaining to your release date and ninety days if less than one year is remaining. During your Program Review, the Unit Team will review your educational programming, work assignment, custody status, institutional adjustment, etc.

Financial Responsibility Program: All designated inmates are required to develop a financial plan to meet financial obligations. These include special assessments, court ordered restitutions, fine and court costs, court ordered obligations such as alimony, child support, etc. Your Unit Team will assist you in developing a plan, but you are responsible for making all payments either from your institution earnings or from outside sources. Ordinarily, the minimum payment for non-UNICOR inmates will be \$25.00 per quarter. If you REFUSE to fulfill the financial plan developed by your Unit Team, you cannot receive performance pay above the maintenance level. In addition, the status of your financial plan will be included in progress reports, job assignments, preferred housing, special purchase items, etc.

Administrative Remedy: If you cannot resolve a problem through informal contact with staff, you must first contact your Counselor for an informal resolution form (BP-8). If your problem cannot be resolved informally, you will be provided an Administrative Remedy form (BP-9). The Administrative Remedy process cannot be used for tort claims, parole appeals, inmate accident compensation, freedom of information or privacy act requests, or complaints on behalf of other inmates.

Custody and Levels of Supervision: Every inmate entering the institution is automatically placed on “Out Custody”, unless you are transferred from another federal institution and had “Community Custody” status at the time of transfer. Your custody will be reviewed at initial classification to ensure your classification is appropriate. Inmates with “Out” custody cannot leave the institution without supervision of a full time staff member. You must have “Community” custody status in order to participate in furloughs and other unescorted community activities.

Inmate Request to Staff Member: The Form BP-148(70), commonly called a Cop-out, is used to make a written request to a staff member. This form is used for any type of request. Cop-outs may be obtained from any staff member. Ordinarily, staff will provide a written response within five working days.

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

Good Conduct Time: Inmates sentenced under the Sentencing Reform Act are entitled to Good Conduct Time if the sentence is at least one year and one day. Good Conduct Time is based on the actual number of days served and not on the length of sentence. The only Good Conduct Time available will be fifty four days per year. If Good Conduct Time is disallowed, it cannot be restored. There is no supervision upon release unless your sentencing judge has imposed a term of supervised release in addition to your term of confinement.

Furloughs: A Furlough is an authorized absence from an institution by an inmate who is not under escort of a staff member or a U.S. Marshal. A Furlough is not a right, but a privilege granted an inmate who meets certain requirements. It is not a reward for good behavior. In addition, you must have community custody; maintain above average work evaluations, quarters, and sanitation reports; be medically cleared; and must not have used drugs or alcohol in an institution within the past two years. Also, you must have demonstrated significant responsibility regarding your financial obligations and a furlough must not depreciate the seriousness of your offense or create public concern.

Parole Application: If you are eligible for Parole, it is necessary that you file a written application using the approved parole application form. Your Case Manager will assist you in this regard and schedule your hearing.

Transfer to Another Institution: Transfer requests should be made by “Cop-out” to the Unit Team. Ordinarily, transfer requests are considered after you have been at this institution for a minimum of 18-months with clear conduct and during your regularly scheduled Program Review. If the Unit Team determines you have a valid reason for transfer, a recommendation will be made to the Regional Office for a final decision.

Residential Re-entry Centers: The purpose of a Residential Re-entry Center is to enable you to experience a transition period between incarceration and release. Every inmate does not qualify for release through a Residential Re-entry Center and eligibility will be determined on an individual basis by the Unit Team.

Detainers: Warrants based on pending charges, overlapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions will be accepted as detainers. You should make every effort to resolve any pending charges originating from the above sources. The Interstate Agreement on Detainers is a method used to resolve detainers. An actual detainer must be on file at this facility in order for you to file for resolution of the detainer under the Interstate Agreement on Detainers

Pre-Release Program: When you are within two years of release, you may become involved in a program in which members of the community (Community Correction Managers, U.S. Probation Officers, and staff members from Community Correction Centers) provide release information to you by visiting our institution.

AUTHORIZED PERSONAL ITEMS

For a list of authorized personal items permitted at the Pollock Camp, please refer to Complex Supplement 5580.06c. This policy can be viewed in the law library.

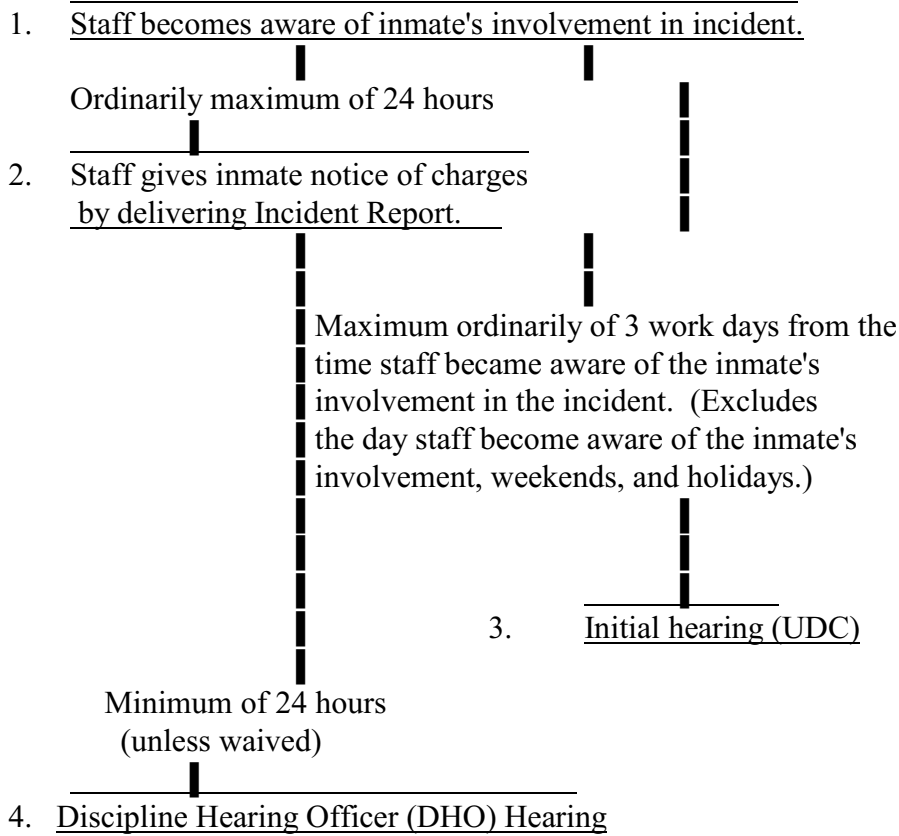
NOTICE TO INMATE OF BUREAU OF PRISONS RULES

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

- a. The types of disciplinary action which may be taken by institution staff;
- b. The disciplinary system within the institution and the time limits thereof;
- c. The inmate's rights and responsibilities;
- d. Prohibited acts and disciplinary severity scale; and
- e. Sanctions by severity of prohibited act, with eligibility for restoration of forfeited and withheld statutory good time.

2. INFORMATION - This information identified is to be provided to each inmate as part of the institution's admission and orientation program. A signed receipt is to be obtained from each inmate acknowledging that a copy of this information was received.

TIME LIMITS IN DISCIPLINARY PROCESS



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

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

INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS

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

RESPONSIBILITIES

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

7. 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 through a legal assistance program.
 9. You have the right to a wide range of reading materials for materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
 10. You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities.
 11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.
7. It is your responsibility to use the services of an attorney honestly and fairly.
 8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
 9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
 10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
 11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

PROHIBITED ACTS AND DISCIPLINARY SCALE

- a. There are four categories of prohibited acts - Greatest, High, Moderate, and Low Moderate. Specific sanctions are authorized for each category. Imposition of a sanction requires that the inmate first is found to have committed the prohibited act.
- (1) **Greatest Category Offenses:** The Discipline Hearing Officer (DHO) shall impose and execute one or more of sanctions A through E. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent (i.e., an inmate who, as specified in the Violent Crime Control and Law Enforcement Act of 1994, committed a crime of violence on or after September 13, 1994) and for a PLRA inmate (i.e., an inmate who has been sentenced for an offense committed on or after April 26, 1996.) The DHO may impose and execute sanction F and/or G only in addition to execution of one or more additional sanctions A through G.
 - (2) **High Category Offenses:** The DHO shall impose and execute one or more of sanctions A through M, except as noted in the sanction, may also suspend one or more additional sanctions A through M. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. The Unit Discipline Committee (UDC) shall impose and execute one or more of sanctions G through M, and may also suspend one or more additional sanctions G through M. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. The UDC shall impose and execute one or more of sanctions G through M, except for a VCCLEA inmate rated as violent. All high category offense charges for a VCCLEA inmate rated as violent and for a PLRA inmate must be referred to the DHO.
 - (3) **Moderate Category Offenses:** The DHO shall impose at least one sanction A through N, but, except as noted in the sanction, may suspend any sanction or sanctions imposed. Sanction B.1 ordinarily must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. Except for charges referred to the DHO, the UDC shall impose at least one sanction G through N, but may suspend any sanction or sanctions imposed. The UDC ordinarily shall refer to the DHO a moderate category charge for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate had been found to have committed a moderate category offense during the inmate's current anniversary year (i.e., the twelve month period of time for which an inmate may be eligible to earn good conduct time). The UDC must thoroughly document in writing the reasons why the charge for such an inmate was not referred to the DHO.
 - (4) **Low Moderate Category Offenses:** The DHO shall impose at least one sanction B.1 or E through P. The DHO may suspend any E through P sanction or sanctions imposed (a B.1 sanction may not be suspended). Except for charges referred to the DHO, the UDC shall impose at least one sanction G through P, but may suspend any sanction or sanctions imposed. The UDC ordinarily shall refer to the DHO a low moderate category charge for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate had been found to have committed two low moderate category offenses during the inmates current anniversary year (i.e., the twelve month period of time for which an inmate may be eligible to earn good conduct time). The UDC must thoroughly document in writing the reasons why the charge for such an inmate was not referred to the DHO.

- b. Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offense itself. In these cases, the letter “A” is combined with the offense code. For example, planning an escape would be considered as Escape and coded 102A. Likewise, attempting the adulteration of any food or drink would be considered 209A.
- c. Suspensions of any sanction cannot exceed six months. Revocation and execution of a suspended sanction require that the inmate first is found to have committed any subsequent prohibited act. Only the DHO may execute, suspend, or revoke and execute suspension of sanction A through F. The DHO or UDC may execute, suspend, or revoke and execute suspensions of sanctions G through P. Revocation and execution of suspensions may be made only at the level (DHO or UDC) which originally imposed the sanction. The DHO now has the authority for suspensions which were earlier imposed by the Inmate Disciplinary Committee (IDC).
- d. If the UDC has previously imposed a suspended sanction and subsequently refers a case to the DHO, the referral shall include an advisement to the DHO of any intent to revoke that suspension if the DHO finds that the prohibited act was committed. If the DHO then finds that the prohibited act was committed, the DHO shall so advise the UDC who may then revoke the previous suspension.
- e. The UDC or DHO may impose increased sanctions for repeated, frequent offenses.
- f. Sanctions by severity of prohibited act, with eligibility for restoration of forfeited and withheld statutory good time are presented in Table 6.

[TABLE 3 - PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE
GREATEST CATEGORY

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

| CODE | PROHIBITED ACTS | SANCTIONS |
|------|---|---|
| 100 | Killing | A. Recommend parole date rescission or retardation. |
| 101 | Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate) | B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended). |
| 102 | Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution <u>with</u> violence | 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). |
| 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) | C. Disciplinary Transfer (recommend). D. Disciplinary segregation (up to 60 days). E. Make monetary restitution. F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed). G. Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed).] |

[TABLE 3 (Cont'd)
GREATEST CATEGORY (Cont'd)

| CODE | PROHIBITED ACTS | SANCTIONS |
|------|---|----------------|
| 104 | Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition | Sanctions A-G] |
| 105 | Rioting | |
| 106 | Encouraging others to riot | |
| 107 | Taking hostage(s) | |
| 108 | Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade) | |
| 109 | (Not to be used) | |
| 110 | Refusing to provide a urine sample or to take part in other drug-abuse testing | |
| 111 | Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff | |
| 112 | Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff | |
| 113 | Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff | |
| 197 | Use of the telephone to further criminal activity. | |

[TABLE 3 (Cont'd)]
GREATEST CATEGORY (Cont'd)

| CODE | PROHIBITED ACTS | SANCTIONS |
|------|---|-----------|
| 198 | Interfering with a staff member in the performance of duties. (<u>Conduct must be of the Greatest Severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable. | |
| 199 | Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the Greatest Severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable. | |

[TABLE 3 (Cont'd)]
HIGH CATEGORY

| CODE | PROHIBITED ACTS | SANCTIONS |
|------|---|---|
| 200 | Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions-- <u>without</u> violence. | A. Recommend parole date rescission or retardation. |
| 201 | Fighting with another person | B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended) |
| 202 | (Not to be used) | |
| 203 | Threatening another with bodily harm or any other offense | 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). |
| 204 | Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing | |
| 205 | Engaging in sexual acts | |
| 206 | Making sexual proposals or threats to another | |
| 207 | Wearing a disguise or a mask | C. Disciplinary Transfer (recommend). |
| 208 | Destroying or 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 | D. Disciplinary segregation (up to 30 days). E. Make monetary restitution. F. Withhold statutory good time] |

[TABLE 3 (Cont'd)
HIGH CATEGORY (Cont'd)

| CODE | PROHIBITED ACTS | SANCTIONS |
|------|--|---|
| 209 | Adulteration of any food or drink | G. Loss of privileges: commissary, movies, recreation, etc. |
| 211 | Possessing any officer's or staff clothing | H. Change housing (quarters) |
| 212 | Engaging in, or encouraging a group demonstration | I. Remove from program and/or group activity |
| 213 | Encouraging others to refuse to work, or to participate in a work stoppage | J. Loss of job |
| 214 | (Not to be used) | K. Impound inmate's personal property |
| 215 | Introduction of alcohol into BOP facility | L. Confiscate contraband |
| 216 | Giving or offering an official or staff member a bribe, or anything of value | M. Restrict to quarters] |
| 217 | Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes | |
| 218 | Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value | |
| 219 | Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.) | |

[TABLE 3 (Cont'd)
HIGH CATEGORY (Cont'd)]

| CODE | PROHIBITED ACTS | SANCTIONS |
|------|--|----------------|
| 220 | Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff) | Sanctions A-M] |
| 221 | Being in an unauthorized area with a person of the opposite sex without staff permission | |
| 222 | Making, possessing, or using intoxicants | |
| 223 | Refusing to breathe into a breathalyser or take part in other testing for use of alcohol | |
| 224 | Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate) | |
| 297 | Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code). | |
| 298 | Interfering with a staff member in the performance of duties. (<u>Conduct must be of the High Severity nature.</u>) This charge is to be used only when another charge of the high severity is not applicable. | |
| 299 | Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the High Severity nature.</u>) This charge is to be used only when another charge of high severity is not applicable. | |

[TABLE 3 (Cont'd)
MODERATE CATEGORY

| <u>CODE</u> | <u>PROHIBITED ACTS</u> | <u>SANCTIONS</u> |
|-------------|--|--|
| 300 | Indecent Exposure | A. Recommend parole date rescission or retardation. |
| 301 | (Not to be used) | |
| 302 | Misuse of authorized medication | B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended). |
| 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 | 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). |
| 306 | Refusing to work, or to accept a program assignment | |
| 307 | Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110) | C. Disciplinary Transfer (recommend). D. Disciplinary segregation (up to 15 days). E. Make monetary restitution. F. Withhold statutory good time.] |
| 308 | Violating a condition of a furlough | |
| 309 | Violating a condition of a community program | |
| 310 | Unexcused absence from work or any assignment | |
| 311 | Failing to perform work as instructed by the supervisor | |
| 312 | Insolence towards a staff member | |

[TABLE 3 (Cont'd)
MODERATE CATEGORY (Cont'd)

| CODE | PROHIBITED ACTS | SANCTIONS |
|------|---|--|
| 313 | Lying or providing a false statement to a staff member. | G. Loss of privileges: commissary, movies, recreation, etc. |
| 314 | Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200) | H. Change housing (quarters). I. Remove from program and/or group activity. |
| 315 | Participating in an unauthorized meeting or gathering | J. Loss of job. |
| 316 | Being in an unauthorized area | K. Impound inmate's personal property. |
| 317 | Failure to follow safety or sanitation regulations | L. Confiscate contraband. |
| 318 | Using any equipment or machinery which is not specifically authorized | M. Restrict to quarters. |
| 319 | Using any equipment or machinery contrary to instructions or posted safety standards | N. Extra duty.] |
| 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 contact 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 | |

[TABLE 3 (Cont'd)]
MODERATE CATEGORY (Cont'd)

| CODE | PROHIBITED ACTS | SANCTIONS |
|------|--|----------------|
| 329 | Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less | Sanctions A-N] |
| 330 | Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards | |
| 331 | Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape 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 or cosmetics) | |
| 332 | Smoking where prohibited | |
| 397 | Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list). | |
| 398 | Interfering with a staff member in the performance of duties. (<u>Conduct must be of the Moderate Severity nature.</u>) This charge is to be used only when another charge of moderate severity is not applicable. | |
| 399 | Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the Moderate Severity nature.</u>) This charge is to be used only when another charge of moderate severity is not applicable. | |

[TABLE 3 (Cont'd)]
LOW MODERATE CATEGORY

| CODE | PROHIBITED ACTS | SANCTIONS |
|--------|--|--|
| 400 | Possession of property belonging to another person | B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).] (See Chapter 4 Page 16 for VCCLEA violent and PLRA inmates.) |
| 401 | Possessing unauthorized amount of otherwise authorized clothing | |
| 402 | Malingering, feigning illness | |
| 403 | Not to be used | |
| 404 | Using abusive or obscene language | |
| 405 | Tattooing or self-mutilation | |
| ** 406 | Not to be Used | |
| ** | | [E. Make monetary restitution. |
| 407 | Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G) | F. Withhold statutory good time. G. Loss of privileges: commissary, movies, recreation, etc. H. Change housing (quarters). I. Remove from program and/or group activity.] |

[TABLE 3 (Cont'd)
LOW MODERATE CATEGORY (Cont'd)

| CODE | PROHIBITED ACTS | SANCTIONS |
|------|---|--|
| 408 | Conducting a business | J. Loss of job. |
| 409 | Unauthorized physical contact (e.g., kissing, embracing) | K. Impound inmate's personal property. |
| 410 | Unauthorized use of the mail | L. Confiscate contraband. |
| 497 | Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list). | M. Restrict to quarters. N. Extra duty. |
| 498 | Interfering with a staff member in the performance of duties. <u>Conduct must be of the Low Mode-rate Severity nature.</u>) This charge is to be used only when another charge of low moderate severity if not applicable. | O. Reprimand. P. Warning. |
| 499 | Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Low Moderate severity nature.)</u> This charge is to be used only when another charge of low moderate severity is not applicable. | |

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

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

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

B. **Forfeit Earned Statutory Good Time, Non-vested Good Conduct Time, and/or Terminate or Disallow Extra Good Time**. The statutory good time available for forfeiture is limited to an amount computed by multiplying the number of months served at the time of the offense for which forfeiture action is taken, by the applicable monthly rate specified in 18 U.S.C. ' 4161 (less any previous forfeiture or withholding outstanding). The amount of good conduct time (GCT) available for forfeiture is limited to the total number of days in the "non-vested" status at the time of the misconduct (less any previous forfeiture). A forfeiture of good conduct time sanction may not be suspended. Disallowance of extra good time is limited to the extra good time for the calendar month in which the violation occurs. It may not be withheld or restored. The sanction of termination or disallowance of extra good time may not be suspended. Forfeited good conduct time will not be restored. Authority to restore forfeited statutory good time is delegated to the Warden. This decision may not be delegated lower than the Associate Warden level. Limitations on this sanction and eligibility for restoration are based on the severity scale.

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

VCCLEA inmates rated as violent and PLRA inmates will ordinarily be disallowed good conduct time for each prohibited act they are found to have committed at a DHO hearing, consistent with the following;

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

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

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

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

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

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

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

C. **Recommend Disciplinary Transfer** . The DHO may recommend that an inmate be transferred to another institution for disciplinary reasons.

Where a present or impending emergency requires immediate action, the Warden may recommend for approval of the Regional Director the transfer of an inmate prior to either a UDC OR DHO hearing. Transfers for disciplinary reasons prior to a hearing before the UDC or DHO may be used in emergency situations and only with approval of the Regional Director. When an inmate is transferred under these circumstances, the sending institution shall forward copies of incident reports and other relevant materials with completed investigation to the receiving institution's Discipline Hearing Officer. The inmate shall receive a hearing at the receiving institution as soon as practicable under the circumstances to consider the factual basis of the charge of misconduct and the reasons for the emergency transfer. All procedural requirements applicable to UDC or DHO hearings contained in this rule are appropriate, except that written statements of unavailable witnesses are liberally accepted instead of live testimony.

D. **Disciplinary Segregation** . The DHO may direct that an inmate be placed or retained in disciplinary segregation pursuant to guidelines contained in this rule. Consecutive disciplinary segregation sanctions can be imposed and executed for inmates charged with and found to have committed offenses that are part of different acts only. Specific limits on time in disciplinary segregation are based on the severity scale.

E. **Make Monetary Restitution** . The DHO may direct that an inmate reimburse the U.S. Treasury for any damages to U.S. Government property that the individual is determined to have caused or contributed to.

F. **Withholding Statutory Good Time** . The DHO may direct that an inmate's good time be withheld. Withholding of good time should not be applied as a universal punishment to all persons in disciplinary segregation status. Withholding is limited to the total amount of good time creditable for the single month during which the violation occurs. Some offenses, such as refusal to work at an assignment, may be recurring, thereby permitting, when ordered by the DHO, consecutive withholding actions. When this is the intent, the DHO shall specify at the time of the initial DHO hearing that good time may be withheld until the inmate elects to return to work. During the running of such a withholding order, the DHO shall review the offense with the inmate on a monthly basis. For an on-going offense, staff need not prepare a new Incident Report or conduct an investigation or initial hearing (UDC). The DHO shall provide the inmate an opportunity to appear in person and to present a statement orally or in writing. The DHO shall document its action on, or by an attachment to, the initial Institution Discipline report. If further withholding is ordered, the DHO shall advise the inmate of the inmate's right to appeal through the Administrative Remedy procedures (Part 542).

Only the Warden may restore withheld statutory good time. This decision may not be delegated lower than the Associate Warden level. Restoration eligibility is based on the severity scale.

2. **Sanctions of the Discipline Hearing Officer/Unit Discipline Committee** : (upon finding the inmate committed the prohibited act)

A. **Loss of Privileges: Commissary, Movies, Recreation, etc** . The DHO or UDC may direct that an inmate forego specific privileges for a specified period of time. Ordinarily, loss of privileges is used as a sanction in response to an abuse of that privilege. However, the DHO or UDC may impose a loss of privilege sanction not directly related to the offense when there is a lack of other appropriate sanctions or when imposition of an appropriate sanction previously has been ineffective.

B. **Change Housing (Quarters)** . The DHO or UDC may direct that an inmate be removed from current housing and placed in other housing.

C. **Remove from Program and/or Group Activity** . The DHO or UDC may direct that an inmate forego participating in any program or group activity for a specified period of time.

D. **Loss of Job** . The DHO or UDC may direct that an inmate be removed from present job and/or be assigned to another job.

E. **Impound Inmate's Personal Property** . The DHO or UDC may direct that an inmate's personal property be stored in the institution (when relevant to offense) for a specified period of time.

F. **Confiscate Contraband** . The DHO or UDC may direct that any contraband in the possession of an inmate be confiscated and disposed of appropriately.

G. **Restrict Quarters** . The DHO or UDC may direct that an inmate be confined to quarters or in its immediate area for a specified period of time.

H. **Extra Duty** . The DHO or UDC may direct that an inmate perform tasks other than those performed during regularly assigned institutional job.

I. **Reprimand** . The DHO or UDC may reprimand an inmate either verbally or in writing.

J. **Warning** . The DHO or UDC may verbally warn an inmate regarding committing prohibited act(s).]

SANCTIONS FOR REPETITION OF PROHIBITED ACTS WITHIN SAME CATEGORY

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

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

less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).

3d offense

Any sanction available in High or more (200) and Greatest (100) series.]

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

| <u>Severity of Act</u> | <u>Sanctions</u> | <u>Max.Amt. Forf. GT 1</u> | <u>Max.Amt. W/hd SGT</u> | <u>Elig. Restora tion Forf.SGT</u> | <u>Elig. Restora tion W/hd/SGT</u> | <u>Max. Dis Seg 1</u> |
|------------------------|------------------|---|---|------------------------------------|------------------------------------|---|
| Greatest | A-F | 100% creditable for single month | Good time | 24 mos | 18 mos | 60 days |
| High | A-M | 50% or 60 days, during which whichever violation is less occurs. Applies to all categories. | | 18 mos | 12 mos | 30 days |
| Moderate | A-N | 25% or 30 days, whichever is less | | 12 mos | 6 mos | 15 days |
| Low/Moderate | E-P | N/A | N/A(1st offense) 6 mos.(2nd or 3rd offense in same category within six months) | 3 mos | | N/A (1st offense) 7 days (2 nd offense) 15 days (3rd offense)] * |

NOTE : "GT" represents both good conduct and statutory good time and "SGT" represents statutory good time. Forfeited good conduct time is not eligible for restoration. Restoration of statutory good time will be approved at the time of initial eligibility only when the inmate has shown a period of time with improved good behavior. When the Warden or his delegated representative denies restoration of forfeited or withheld statutory good time, the unit team shall notify the inmate of the reasons for denial. The unit team shall establish a new eligibility date, not to exceed six months from the date of denial.

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