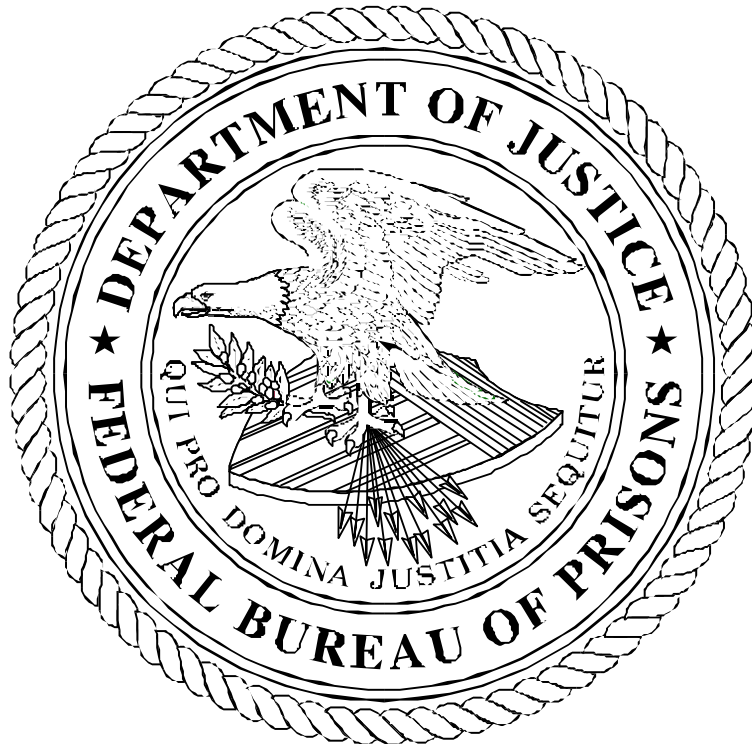


# INMATE ADMISSION & ORIENTATION HANDBOOK



**Federal Correctional Complex  
FCI/ USP/ SPC  
8901/9300 S. Wilmot Road  
Tucson, Arizona 85756**

**2012**

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## **INTRODUCTION**

The purpose of this handbook is to provide inmates and others interested in the Federal Bureau of Prisons with general information regarding the Bureau, its programs, institutions, and the rules and regulations inmates encounter during confinement. It is not a specific guide to the detailed policies of the Bureau and FCC Tucson. That information will be made available during the institution's Admission and Orientation Program. Rather, the material in this handbook will help each inmate more quickly understand what he or she will be encountering when entering prison, and hopefully assist in initial adjustment to institution life.

The U.S. Bureau of Prisons is committed to the development of a realistic approach to corrections. The goals of the Bureau of Prisons include not only maintaining a safe and humane environment for both staff and inmates, but also increasing the number of inmates achieving a successful community adjustment by offering more alternatives to the offender in his or her effort to reenter society.

## **EXECUTIVE STAFF**

**COMPLEX WARDEN:** The Complex Warden is responsible for the total operation of FCC Tucson. The Complex Warden evaluates the input of various committees and has primary authority over the USP and SPC component of the complex

**WARDEN:** The Warden is primarily responsible for the operation of the FCI component of the complex.

**ASSOCIATE WARDENS:** There are four Associate Wardens assigned to the Complex. Each of these Associate Wardens is responsible for certain departments.

**CAMP ADMINISTRATOR:** The Camp (SPC) Administrator is responsible for the daily operations of the Satellite Camp, as well as, the overall safety, sanitation and security of the Satellite Camp.

**DUTY OFFICER:** The Institution Duty Officer is a department-head level employee who works Tuesday through Friday during the evening hours and regular day shifts the remainder of his or her duty of time as Duty Officer. The function of the Duty Officer is to act as the Warden's representative during non-business hours (i.e., after 4:00 p.m. Monday through Friday, weekends and holidays).

**CAPTAIN/DEPUTY CAPTAIN:** The Captain and Deputy Captain are responsible for the security and custody within the institutions and for all correctional personnel. Any questions concerning security should be addressed to the Captain or Deputy Captain.

## **INTAKE, CLASSIFICATION, AND THE UNIT TEAM**

**INTAKE:** Immediately upon an inmate's arrival at the FCC, he will be interviewed by staff to assess any security concerns and assessed by medical staff. Psychology Services will also conduct an interview. Each inmate will be provided with a copy of the institution's rules and regulations, which includes information on inmate rights and responsibilities.

**ORIENTATION:** Within 30 days of arrival at FCC Tucson, each inmate will attend the Admission and Orientation Program (A&O). While in A&O, inmates will learn about the programs, services, policies, and procedures regarding FCC Tucson. Inmates will also hear lectures from staff regarding the various programs and departments. At the end of the A&O Program, inmates will be given a full-time work assignment, which is determined by their Correctional Counselor.

**CLASSIFICATION TEAMS (HOUSING UNIT TEAMS):** FCC Tucson has an organized unit management system. The units are self-contained inmate living areas that include both housing sections and office space for unit staff. Each unit is staffed by a unit team directly responsible for those inmates living in that unit. The unit staff offices are located in the units so staff can be accessible to inmates. The unit staff typically includes the Unit Manager, Case Managers, Correctional Counselors, and a Unit Secretary. When available, the Staff Psychologist, Education Advisor, and the Unit Officer will attend inmate program reviews (team) meetings.

Each inmate will be assigned to a specific Unit Team. Generally, the resolution of issues or matters of interest while at the institution are most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including parole matter, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while in prison. The Unit Team members usually schedule their working hours in such a manner that one of them will be available at times when inmates are not working.

#### **GENERAL FUNCTIONS OF UNIT STAFF**

**UNIT MANAGER:** The Unit Manager is responsible for the total supervision of the unit program as well as planning, development, and implementation of individual programs designed to meet the particular needs of each inmate in the unit. The Unit Manager supervises all staff in the unit and is available to both staff and inmates for consultation concerning any problem.

**CASE MANAGER:** The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence, and other materials relating to the inmate's commitment. He/she is supervised by the Unit Manager. The Case Manager serves as a liaison between the inmate, the administration, and the community.

**CORRECTIONAL COUNSELOR:** The Correctional Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties, plans for the future, and assistance with day-to-day issues. The Correctional Counselor is the individual to approach for daily problems. They hold major responsibilities for the security, safety, and sanitation of the unit.

**UNIT SECRETARY:** The Unit Secretary performs receptionist, clerical, and administrative duties for unit staff.

**UNIT OFFICER:** The Unit Officer has direct responsibility for the day-to-day supervision of inmates and enforcement of rules and regulations. He or she has safety, security, and sanitation responsibilities in the unit. Unit Officers are in regular contact with inmates in units and are encouraged to establish professional relationships with them, as long as such interaction does not interfere with their primary duties.

**COMMUNICATIONS:** The unit bulletin boards contain written communication of interest to inmates. Additionally, all unit staff hold "open house" hours or have "open-door" policies in their offices. Inmates should check bulletin boards for specific schedules.

**PROGRAM REVIEWS (TEAM):** Program reviews will be held every 180 days, except during an inmate's last year on his sentence. During that time, program reviews will be held every 90 days. These are held by the Unit Teams to review program accomplishments, work assignments, transfers, custody, institutional adjustment, release planning, etc.

**ACCESSIBILITY TO STAFF AT MAINLINE:** To resolve issues that an inmate may not have been able to solve with their Unit Team, all institution executive staff and department heads attend the noon meal on a rotating basis.

**TEAM PARTICIPATION IN PAROLE HEARINGS:** The Case Manager prepares progress reports and compiles other information in the inmate's central file for presentation to the United States Parole Commission. The Case Manager will ordinarily be present at the inmate's parole hearings to assist the parole examiners.

#### **DAILY INMATE LIFE**

**IDENTIFICATION:** Inmates will be required to carry their inmate identification card on their person at all times. The loss or theft of an identification card must be reported to staff, who will instruct the inmate on procedures to replace the identification card.

**METAL DETECTORS:** Security devices such as metal detectors are located in various places around the institutions. Inmates must pass through the metal detectors. Any inmates with medical issues inhibiting his ability to clear security devices, will need to maintain proper documentation, and will notify the staff member assigned to the area.

**SANITATION:** It is each inmate's responsibility to check his/her living area immediately after being assigned and to report all damage to the Unit Officer. An inmate may be held financially liable for any damage to his/her personal living area and subject to disciplinary procedures for contraband.

Each inmate is responsible for making his/her bed by work call each day, even though it may be their day off from work. Inmates may lie back down on the made bed and be covered with the second blanket. Inmates are also responsible for sweeping and mopping their personal living area to ensure it is clean and sanitary. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean.

Toothpaste, toothbrushes, combs, razors, and soap are issued at the FCC laundries or by the SPC Officer. Inmates may purchase name brand items through the commissary.

**SMOKING AREAS:** No smoking is permitted at FCC Tucson.

**PERSONAL PROPERTY LIMITS:** Items which may be retained by an inmate are limited for sanitation and security reasons, and to ensure that excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the living area. The following list is not all-inclusive, but it is a guide to the items authorized at FCC Tucson.

|                     |                           |
|---------------------|---------------------------|
| 2 Towels            | 2 Washclothes             |
| 4 Shirts, Khaki     | 3 Pants, Khaki            |
| 4 Underwear         | 4 Undershirts             |
| 4 Pair Socks        | 2 Blankets                |
| 1 Pair Safety Shoes | 2 Set Sheets              |
| 2 Laundry Bags      | 1 Field Jacket (Seasonal) |

**STORAGE SPACE:** Storage space in most units consists of an individual locker. Locks may be purchased in the institution commissary. Limited space may also be available under the bed for approved items, such as shoes. The amount of personal property allowed for each inmate is limited to those items which can be neatly and safely placed in the space designated. Under no circumstances will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

**CLOTHING:** Civilian clothing of any type (except athletic apparel) is not authorized at FCC Tucson. Footwear is to be stored neatly under the bed. Appropriate attire with shirts tucked into pants is required during business hours, Monday through Friday, 7:30 a.m. - 4:00 p.m. Shirts must also be tucked in during all meals in the dining facility.

**SPECIAL PURCHASE ITEMS:** Special purchase items are authorized as outlined in the institution supplement on Inmate Personal Property. These items must be neatly and safely stored in the inmate's locker.

**LEGAL MATERIAL:** Inmates are allowed to maintain legal materials necessary for any current, ongoing litigation in which the inmate is the defendant or plaintiff. Legal materials should be neatly stored in the inmate's locker. Accommodations can be made by the Unit Manager for large amounts of legal material. Inmates are not allowed to possess copies of their Pre-Sentence Reports or Judgment and Commitment paperwork.

**HOBBY CRAFTS MATERIALS (FCI & USP):** All hobby craft raw materials and projects will be stored in a hobby shop locker. All projects kept in the hobby shop locker may be removed if they pose a safety, sanitation, or security hazard. Disposal of completed hobby craft work must be arranged immediately after completion. Disposal will be by mailing the project(s) to any individual approved to visit the inmate. The hobby shop recreation supervisor must approve all such mailings.

When a waiting list exists for inmates wanting to participate in hobby crafts, inmates presently in hobby crafts will be limited to 90 days participation. After 90 days, each inmate will be rotated out of hobby craft and placed on the bottom of the waiting list. During such waiting periods, the hobby shop will provide secure storage space for inmate hobby craft materials. Hobby crafts may not be sold to another inmate, staff, or the general public at this institution or by mail. To do so is a violation of Prohibited Act 408, Conducting a Business, and appropriate disciplinary action will be taken.

**COMMISSARY ITEMS:** The total value of an inmate's accumulated commissary items (excluding special purchases) will be limited to the monthly spending limitation. See commissary bulletin boards for more information.

**FOOD STORAGE:** Food items that are left open create a health hazard. These items must be properly sealed at all times. Empty containers may not be used as drinking containers and are to be thrown away.

**LETTERS, BOOKS, PHOTOGRAPHS, NEWSPAPERS AND MAGAZINES:** Nothing is to be tacked, stapled, or taped to any surface. There are limitations on the amount of pictures, books, magazines, letters, and newspapers that an inmate can possess. Refer to the institution supplement on Inmate Personal Property and the unit rules located on bulletin boards.

**RADIOS AND WATCHES:** Inmates may not own or possess more than one approved radio and/or watch at any one time. Proof of ownership, through appropriate property receipts, will be required. Radios and watches may not have value exceeding locally established limits. Radios with a tape recorder and/or tape player are not authorized. Only Walkman-type radios are permitted. Inmates may not give any items of value to another inmate, i.e., radio, watch, sneakers, and commissary items.

**JEWELRY:** Inmates may have a plain wedding band (without stones) and, with prior approval, a religious medallion without stones.

#### **QUARTERS (UNIT) RULES**

In order to minimize maintenance costs, permit uniform inspections, search procedures, and maintain orderly congregate living, FCC Tucson imposes reasonable regulations on an inmate's conduct and furnishings in housing units. Unit Officers and/or unit staff members inspect cells daily. The following is a partial list of inmate rules and regulations. A complete list is located on bulletin boards in each housing unit.

##### **TYPICAL RULES:**

Pictures cannot be posted on walls. Sexually suggestive pictures are not authorized.

Cell doors are closed during the daytime (Monday through Friday) when inmates are not in them (FCI and USP).

Each inmate is responsible for the cleaning and sanitation of his cell/cubicle.

Unit orderlies are responsible for the unit sanitation. However, everyone is responsible for cleaning up after themselves. Trash is to be emptied prior to work call each day, normally at 7:30 a.m.

Beds will be made each weekday by an established time. On weekends beds will be made whenever inmates are awake or gone from the cubicle or cell. At no time will a mattress be removed from a bunk and placed on the floor. No blankets/sheets or any other article may be hung over the entrance door or windows. Staff must be able to visibly inspect each individual's cell from the outside at all times.

Showers are available each day, but inmates may not be in the shower during an official count. Food Service workers and others with irregular work shifts may shower during the day as long as showering does not interfere with the cleaning of the unit.

Inter-room-cell visitation is not allowed in the units. Non-cell occupants are not allowed, social inter-action with other inmates may be conducted in common areas of the unit.

Removal of food from the dining room is not permitted, except for snacks for approved diabetics. In the units, perishable foods must be consumed before it spoils. Occasionally, Food Service may provide items for consumption in the unit (i.e., Christmas packages, etc.).

Safety shoes must be worn on the job, including orderly positions in the unit. Tennis shoes and loafers are not authorized in work areas. Shoes or sneakers may be worn in the dining room area.

Unit televisions may be viewed at the discretion of the Unit Officer. Individual chairs may not be left unattended in the common areas and at the T.V. Room in the Camp Dormitory, nor may chairs be placed to save seating for other individuals. No chairs are allowed on the tiers.

Inmates may play cards and approved games during established hours, providing appropriate noise levels are maintained.

**WAKE-UP:** General wake-up for all inmates is 6:00 a.m. The unit is called to breakfast by correctional services on a rotating schedule. The Unit Officer will announce breakfast when notified. Inmates are given a reasonable amount of time to leave the unit if they desire breakfast. It is the inmate's responsibility to leave the unit for work. Late sleepers who are unable to maintain adequate sanitation or arrive at work on time are subject to disciplinary actions. On weekends and holidays, wake-up and breakfast will begin at 7:00 a.m.

**CLOTHING EXCHANGE & LAUNDRY**

Issued clothing, linen, towels, etc., are exchanged on a one-for-one basis at the Laundry Room. The schedules for exchange are posted on unit bulletin boards and laundry. FCC Tucson allows inmates to retain additional items of personal clothing, i.e., recreation T-shirts, shorts, and socks. In those cases, the inmate(s) may wash their personal items in laundry equipment located in the housing unit. The SPC laundry building shall be off-limits (except for inmates assigned to work there) at all times except for posted laundry exchange times or for those inmates required to deal with laundry services for their detail supervisor.)

**COMMISSARY**

Inmate funds are retained by the institution in a trust fund, from which the inmate may withdraw money for personal spending in the institution commissary, family support, or other approved purposes. Accumulated institutional earnings and monies sent from outside are given to the inmate upon release or may be mailed home. The FCC does use point-of-sale computerized commissary withdrawal system that simplifies purchasing and gives the inmate an improved, up-to-date record of all account activity. The shopping schedule is posted in the units and is rotated quarterly. It is the inmate's responsibility to know the amount of money available in his commissary account.

An inmate may check on the balance of his account by accessing TRULINCS. Borrowing commissary items from other inmates is not allowed.

**SPENDING LIMITATIONS:** An inmate is permitted to spend up to a specific dollar amount, (\$290.00), each month for regular purchases to include any amount for special purpose items. Once a month, each inmate's account is "validated." That is, the spending period begins with validation. Validation dates are spaced out using a system linked to inmate registration numbers; this distributes spending activity evenly throughout each month.

**DEPOSITS TO ACCOUNTS:** Deposits to commissary accounts from outside sources must be made through the national Lock Box at the following address:

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

Any funds received at the FCC will be returned to sender with directions on how to send the funds to the Lock Box. Inmates should notify all persons who send funds that they must send all funds to the Lock Box and adhere to the following instructions:

1) Do not enclose personal checks, letters, photos, or any other items in the envelope. Enclose only the allowable negotiable instrument. The Lock Box cannot forward any items enclosed with the negotiable instrument to the inmate. Items, personal in nature, must be mailed directly to the institution.

2) All money orders, U.S. Treasury, state and local government checks; any foreign negotiable instruments payable in U.S. currency and the envelope they

are mailed in must have the inmate's committed name (no nicknames) and register number printed on them.

3) The sender's name and return address must appear in the upper left hand corner of the envelope to ensure that their funds can be returned to them in the event they cannot be posted to the account.

4) If funds have not been received in an inmate's account, but have been sent to the Lock Box, the sender must provide an approximate date the funds were sent, the sender's name, type of negotiable instrument, and amount in order for a search to be conducted.

**Western Union - Quick Collect**

Funds may now be received through Western Union's Quick Collect Program. All funds sent via Western Union's Quick Collect will be posted to your account within 2 to 4 hours, when those funds are sent between 7:00 am and 9:00 pm EST(7 days per week, including holidays). Funds received after 9:00 pm EST will be posted by 9:00 am EST the following day. Funds sent through Western Union's Quick Collect may be sent via one of the following ways:

1) At an agent location with cash: The inmate's family or friends must complete a Blue Quick Collect Send Form. To find the nearest agent they may call (800) 325-6000 or go to [www.westernunion.com](http://www.westernunion.com).

2) By phone using a credit/debit card: The inmate's family or friends may simply call (800) 634-3422 and press option 2.

3) Online using a credit/debit card: The inmate's family may go to [www.westernunion.com](http://www.westernunion.com), select Bill Payment, then select Quick Collect.

For each Western Union Quick Collect transaction, the following information must be provided:

- 1) Inmate Register Number
- 2) Inmate Name
- 3) City Code: FBOP
- 4) State Code: DC

Please note that the inmate name and register number must be entered correctly. If the sender does not provide the correct information, the transaction cannot be completed. The City Code will always be FBOP and the State Code will always be DC. Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned.

Western Union will charge the public a fee for U.S. cash transfers up to \$5,000 processed at Western Union locations. Transfers via internet or telephone have higher fees. Non-U.S. money transfers also have higher fees.

Any questions or concerns regarding Western Union transfers should be directed to Western Union by the sender. Customer Service can be reached at (800) 238-5772, press 1, then 0.

**COMMISSARY FUND WITHDRAWALS:** Commissary fund withdrawal requests can be made via the TRULINCS Computer System. Unit Managers approve withdrawals from the trust fund account to send funds to dependents and other family members. There is a dollar limit on special purchases. The Unit Manager can also approve withdrawals for the payment of fines, restitution for losses, legitimate debts, and other obligations such as court fees, attorney fees, and birth certificates. Only the Associate Warden can approve inmate contributions to recognized charities and withdrawals exceeding \$500.00.

**SECURITY PROCEDURES**

**COUNTS:** It is necessary for the staff to count inmates on a regular basis. During a count, inmates are expected to stay quiet in their cells/cubicle or assigned out count areas until the count is announced as clear.

Official counts will ordinarily be taken at 12:00 midnight, 3:00 a.m., 5:00 a.m., 4:00 p.m., and 10:00 p.m. Other counts occur when deemed necessary. The evening 4:00 p.m. and 10:00 p.m. and weekend 10:00 a.m. counts are always



STAND-UP counts. At FCC Tucson, inmates are expected to be standing at their bedside during these counts.

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

**LOCKDOWN:** Nightly lockdown (locking of all cell doors) in housing units with cells is normally at the 10:00 p.m. count, although this time could occasionally vary.

**CALL-OUTS:** Call-outs are a scheduling system for all appointments (including hospital, dental, education, team meetings, and other activities) which are posted each day on the unit bulletin boards after 4:00 p.m. It is the inmate's responsibility to check for appointments on a daily basis; ALL SCHEDULED APPOINTMENTS ARE TO BE KEPT.

**PASS SYSTEM (FCI/USP):** Work supervisors issue passes whenever it is necessary to leave a work area. The pass will show name, registration number, destination, and the time that he left. Upon arrival at the destination, the inmate must have a staff member write on the pass the time of arrival. When the inmate departs the area, the staff member must write the time on the pass. An inmate is permitted a limited amount of time to travel to and from each area. It is the inmate's responsibility to make sure that the staff member notes the correct time on the pass. If more than ten minutes are used to travel from one area to another, the inmate is subject to disciplinary action. When returning to the area from which the pass was originally issued, the staff member who issued the pass will write on the pass the time of return.

**CONTROLLED MOVEMENT (FCI/USP):** During non-working hours, movement throughout the institution will be regulated by a procedure called controlled movement.

Controlled movement will begin generally every hour on the half-hour during business hours and every hour on the hour in the evenings. The beginning and end of each move will be announced over the loudspeaker. During the ten minute period of controlled movement, inmates may move from one area of the institution to another without a pass or staff escort.

During workday evening hours, the first controlled movement usually will begin at the end of the evening meal. Inmates may travel to any unrestricted area of the institution during these hourly moves. On Saturdays, Sundays, and holidays, the first controlled movement will begin at the end of the morning meal.

**CONTRABAND:** Contraband is defined as any item not authorized or issued by the institution, received through approved channels, or purchased through the commissary. All staff members are alert to the subject of contraband and make an effort to locate, confiscate, and report contraband in the institution. Any item in an inmate's personal possession must be authorized, and a record of the receipt of the item should be kept in the inmate's possession.

Inmates may not purchase any item from another inmate. Items purchased in this manner are considered contraband and will be confiscated. An altered item, even if approved or issued, is considered contraband. Altering or damaging government property is a violation of institutional rules, and the cost of the damage will be levied against the violator.

**SHAKEDOWNS (SEARCHES):** Any staff member may search an inmate's cell or person to inspect for or retrieve contraband or stolen property. It is not necessary for the inmate to be present when his cell is inspected. The property and living area will be left in the same general condition as found, as these inspections are unannounced and at random.

**DRUG/ALCOHOL SURVEILLANCE:** The Bureau operates a drug and alcohol surveillance program that includes mandatory random testing, as well as testing of certain other categories of inmates to include those suspected of drug or alcohol use. If a staff member orders an inmate to provide a drug or alcohol test for this program and the inmate does not do so, that inmate will be subject to an incident report. A positive test will result in an incident report as well as a refusal to submit to provide sample or test. Specially trained dogs are also used for periodic inspections.

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

#### PROGRAMS AND SERVICES

**JOB ASSIGNMENTS:** All inmates are expected to maintain a regular job assignment. Many job assignments are controlled through a Performance Pay System, which provides monetary payment for work. Federal Prison Industries (FPI) has a separate pay scale. The Correctional Counselor assigns and approves job changes and ensures that the changes are posted on the daily change sheet. Due to need, Food Service is usually the first assignment an inmate receives.

FCC Tucson also has jobs in the factory operated by UNICOR. Refer to the UNICOR section of this handbook.

#### FOOD SERVICE

| <u>MONDAY THROUGH FRIDAY MEAL SCHEDULE</u> |       |      |   |            |
|--|-------|------|---|------------|
| Breakfast                                  | 6:00  | a.m. | - | 7:00 a.m.  |
| Lunch                                      | 11:00 | a.m. | - | 12:00 p.m. |
| Dinner                                     | 5:00  | p.m. | - | 6:00 p.m.  |
| <u>WEEKENDS</u>                            |       |      |   |            |
| Coffee<br>Hour                             | 7:00  | a.m. | - | 8:00 a.m.  |
| Brunch                                     | 11:00 | a.m. | - | 12:00 p.m. |
| Dinner                                     | 4:30  | p.m. | - | 6:00 p.m.  |

**MEAL TIME PROCEDURES:** During the normal work week, as well as weekends and holidays, the noon meal is served in order of work assignments and then the units are released to dine. The order of service is determined based on a unit rotation.

Last call is given at the completion of each meal. Upon "last call," the dining facility will end serving of the meal and close in ten minutes.

Upon entry into the dining hall, the inmate is required to go to the end of the line. This is required at all times, even if the inmate is authorized a special diet meal.

During meal service in the line, he may opt not to have an item served to him. This does not allow him to exchange it with or give it to another person in the line, or receive double of another item. If an inmate wants to exchange items with another individual, he must do so at his table, not in the line.

**Removal of food from the dining room is not permitted,** except for snacks for approved diabetics.

#### **MAINLINE DRESS CODE:**

Monday through Friday Lunch meals:

- Institution issued uniform
- No headwear
- Shirts/t-shirts tucked-in

Morning and Evening Meals and Weekends:

- Leisure clothing may be worn
- No sandals, shower shoes or slippers
- No headwear
- Shirts/t-shirts tucked-in

**RELIGIOUS DIETS:** If an inmate is of a religion that requires a special diet, such as kosher food, this complex offers a "common fare" diet which has been determined to meet the needs of all faiths requiring special diets. If an inmate desires to be placed on this program, he may apply through the Religious Services Department. It should be noted that if an inmate selects this diet, he is restricted from mainline participation. He will be required to present his card each time he receives his meal without exception. This menu is a two-week repeating cycle unlike the five-week repeating cycle of

mainline. It should be noted this is not a weight reduction diet, it is high-calorie. If an inmate is found to be violating the restrictions of this program, actions will be initiated to restrict him from future participation.

**MEDICAL DIETS:** The Bureau of Prisons bases medical diets upon the Mayo Clinic Program which is recognized as the leader in the field. Diets are generally offered to meet the need of the majority of the population.

#### **UNICOR**

UNICOR is a self-sufficient corporation and an effective correctional program. Its main purpose is to provide employment and training to inmates in Federal penal and correctional institutions. It assists in relieving idleness and offers inmates the opportunity to develop a work ethic and job skills which may be used after release. UNICOR also assists inmates with the payment of their financial obligations.

**UNICOR - FCI TUCSON:** UNICOR, FCI Tucson is a recycling factory. Currently, UNICOR operates under a group pay system. The factory sustains an inmate employment of approximately 100 inmates. Hours of operation are 7:30 a.m. - 3:30 p.m., Monday - Friday. Each work day provides a 45 minute lunch break, for a total of 7.25 hours worked each day. Currently, UNICOR inmates' pay rates begin at \$.23 per hour for an entry level grade five position and graduate upward to \$1.15 per hour for a grade one position. UNICOR offers such incentives as longevity pay, vacation credit, monthly incentive awards, and scholarship programs. Further information regarding pay and benefits can be obtained from UNICOR staff.

Inmates seeking employment with UNICOR must submit a completed application to their assigned Correctional Counselor for placement on the waiting list. Applications will be made available through unit staff. Assignments to UNICOR will be done on a first-come-first-serve basis; however, those inmates having previous UNICOR employment will be placed in the top 10% of the waiting list. Inmates who have a Stipulated Deportation Order and have been ordered deported will not be allowed employment in UNICOR.

#### **EDUCATION DEPARTMENT**

##### **I. EDUCATIONAL PROGRAM DESCRIPTION**

It is to be noted, that some of the educational programs (including education services) described in this section are offered either at the FCI, USP or the SPC at FCC Tucson.

Class sessions are conducted by education staff members with the assistance of contract teachers and inmate tutors in mornings, afternoons and nights. An education representative/counselor can advise prospective students of various programs and courses available. The following academic programs are offered.

**ENGLISH-AS-A-SECOND LANGUAGE PROGRAM (ESL):** The **ESL** course is offered at FCC Tucson to all non-English speaking inmates. The program is designed to teach **ESL** on two different levels and to accommodate basic, intermediate, and advanced students. The focus of this program is to teach students basic English, oral and listening skills that help communications with prison personnel and an understanding of others in the prison setting.

Completion of the **ESL** program is mandatory for all non-English speaking U.S. citizens and may be waived only at the discretion of the Warden.

**GENERAL EDUCATION DEVELOPMENT PROGRAM:** The **GED** Program seeks to help students at all academic levels. The **GED** program is offered in 3-tiers: Special Learning Needs, Pre-**GED**, and **GED** to meet the needs of inmates. Students who achieve less than a 5.0 grade equivalent score on the **TABE** test will be placed in the **SLN** class. Students who score between 5.0 - 8.0 will be placed in the Pre-**GED** class. Students who score between 8.0 - 13.0 will be placed in the **GED** class. The **GED** preparatory program is designed to meet the academic needs of inmates who have not completed high school or do not have a **GED**.

**GED** is a mandatory program for U.S. citizens who do not have a verified **GED** or high school diploma.

**LITERACY REQUIREMENTS FOR VCCLEA/PLRA:** Congress has mandated the Bureau of Prisons to implement the provisions of both VCCLEA (Violent Crime Control and Law Enforcement Act) and PLRA (Prison Litigation Reform Act) effective November 3, 1997.

The VCCLEA mandates that an inmate whose offense was on or after September 13, 1994, but before April 26, 1996, and who lacks a high school diploma, MUST participate in, and make satisfactory progress towards attaining a GED to vest earned Good Conduct Time (GCT).

The PLRA provides that in determining GCT awards, the Bureau shall consider whether an inmate, with a date of offense on or after April 26, 1996, who lacks a high school diploma, participates and makes satisfactory progress towards attaining a GED, in order to be eligible to earn the maximum amount of GCT.

Inmates not having a verified GED or High School diploma, who are VCCLEA or PLRA must enroll in class for 240 instructional hours. An inmate shall NOT receive approval to voluntarily withdraw from the Literacy Program until he/she completes at least 240 instructional hours in that program.

All VCCLEA or PLRA inmates are required to participate in, and make satisfactory progress towards completing the Literacy (GED Standard) Program. Pretrial inmates in holdover status, inmates committed for the purpose of a court ordered study and observation, or sentenced aliens with a deportation detainer are exempt from attending the Literacy Program. However, a sentenced VCCLEA alien and a sentenced PLRA alien with a deportation detainer must participate and make satisfactory progress in the Literacy program to earn the maximum amount of GCT. A sentenced deportable alien does not need to participate in the literacy program, if he/she is: assigned a Public Safety Factor 'H' status of "Alien" (see the Security Designation and Custody Classification Manual). Criminal aliens who are subject to a confirmed final order of deportation exclusion, or removal will be exempted from the Good Conduct Time Provision of VCCLEA/PLRA. It must be confirmed that the inmate is assigned with a Case Management Activity (CMA) assignment of "IHP CMP WD," "IHP CMPWDE," or "IHP CMPWDI."

**MEXICAN CURRICULUM:** Students can have concurrent enrollment in GED literacy and in the Mexican Curriculum Program. The Mexican Consulate offers certificates in primary and secondary education through our education department. The Mexican Curriculum is a voluntary program open to any student wishing to receive accreditation from the Mexican Government in either program.

**RE-ENTRY PROGRAMS:** There are a variety of re-entry classes offered to assist offenders in making a productive reintegration into society. Please check the release preparation calendar for the current list of classes.

**ADULT CONTINUING EDUCATION PROGRAM (ACE):** FCC Tucson offers a variety of Adult Continuing Education classes. Please check the current activity calendar for the list of ACE classes.

**POST SECONDARY EDUCATION PROGRAM (PSE):** UNICOR will award post-secondary school scholarships to selected, qualified inmate workers. These scholarships provide an inmate with the opportunity to begin or continue courses as approved and deemed appropriate by the Supervisor of Education.

**PARENTING PROGRAM:** The Education Department is committed in making its educational programs valuable to all inmates and will continue with innovation that increases the quality, efficiency and effectiveness of its programs. The department is helping inmates to better cope with being incarcerated and raising a family simultaneously. Each inmate will have the opportunity to learn how to counteract the negative family consequences resulting from his incarceration. Social Services and community-based organization will be included in the Parenting Program.

**INCENTIVE AWARD PROGRAM:** Students passing the GED test will be awarded \$25.00. This will be credited to the inmates account. Students enrolled in the ESL program who pass the CASAS Level C Reading Certification test with a 225 (equivalent to an 8<sup>th</sup> grade ESL level) and achieve a score of 215 in Form B or C of the Listening Comprehension Survey Achievement test will be awarded \$15.00. Students completing the GOALS program will receive an average of all scores, which will be used to determine the grade equivalency increase.

Inmate Performance Pay is regulated by the inmates' level of education. Those not having a verified FED/High School Diploma will be restricted to Grade 4 compensation.

A graduation ceremony will be held annually for all GED, ESL, Vocational Training, and Apprenticeship graduates. Every month, the Education Department recognizes a "Student of the Month." Individuals will be nominated from the Literacy Program by all teachers. The individual selected will receive a consumable award.

## **II. OCCUPATIONAL PROGRAM DESCRIPTION**

Vocational training is an integral part of the educational program and is recognized as the basic study of a trade or occupation emphasizing training and live work. At the Tucson facilities, the emphasis is on the attainment of skill development. This skill training is provided in the following vocational programs:

**Electrical Apprenticeship Program (FCI, USP):** This is a full-time job assignment in the Electric shop. The 8000 hour Apprenticeship Program is limited to a maximum of 10 Apprentices who are trained by the Electricians. The following entrance requirements have been established: 1) Must have a GED or high school diploma; 2) Must have a minimum of 5 years remaining to be served at FCC Tucson; 3) Must have medical clearance.

**HVAC Apprenticeship Program (FCI, USP):** This is a full-time job assignment in the Heating and Air Conditioning shop. The 8000 hour Apprenticeship Program is limited to a maximum of 5 Apprentices who are trained by the HVAC Foreman. The following entrance requirements have been established: 1) Must have a GED or high school diploma; 2) Must have a minimum of 4 years remaining to be served at FCC Tucson; 3) Must have medical clearance.

**Plumbing Apprenticeship Program (FCI, USP):** This is a full-time job assignment in the Plumbing shop. The 8000 hour Apprenticeship Program is limited to a maximum of 10 Apprentices who are trained by the Plumbing Foreman. The following entrance requirements have been established: 1) Must have a GED or high school diploma; 2) Must have a minimum of 5 years remaining to be served at FCC Tucson; 3) Must have medical clearance.

**The Custodial Maintenance Course (USP):** The Custodial Maintenance Course prepares students to clean public and private buildings in a clean and orderly fashion. This class will be 100 hours of classroom instruction and a minimum of 20 hours hands on experience.

**Cook Apprenticeship Program (CAMP, FCI, USP):** This is a full-time job assignment in Food Service or the Food Service Bakery. The following entrance requirements have been established: 1) Must have a GED or high school diploma; 2) Must have worked in trade a minimum of 6 months; 3) Inmates wishing to enroll will submit a cop-out to Food Service first for initial approval. All approved cop-outs will be forwarded to the Vocational Training Instructor for final approval.

**Environmental Technology (FCI):** This is a one year program. You must have a GED or high school diploma and designated at the FCI for at least 18 months. Upon completion, you will be awarded a Certificate of Direct Employment Water/Wastewater systems Technology.

**Basic Baking Fundamentals (FCI and Camp):** This is an exploratory six month program available to inmates. You do not have to have your GED to enroll in this exploratory program; however, must have at least 6 months remaining to be served at FCC Tucson.

**Culinary Arts (FCI, USP):** This four year program includes the following components: Exploratory, NOCTI, ServeSafe, and Apprenticeship. Must have at least 2 years remaining to be served at FCC Tucson.

### **General Library/Legal Resources Center (LRC) :**

The Federal Bureau of Prison recognizes the rights of inmates to have access to the courts. The LRC provides the population with an opportunity to use available legal research and reference materials while preparing legal documents. Electric typewriters are provided for use by inmates in the Main Library at the FCI, USP and Camp. The NEO word processor system is available

at the USP for inmates with an imminent court deadline. You must purchase paper from the Commissary to print your legal document.

A copy machine is also available at the inmate's expense.

The USP and FCI SHU both have an electronic law library. Inmates in Administrative Detention and Disciplinary Segregation shall submit a request to the Officer-in-Charge to use the electronic law library at the FCI and USP. Inmates will use their phone access code number (PAC); Commissary Personal Identification Number (PIN); Registration Number; to utilize the electronic law library. PIN AND PAC numbers are available from Trust Fund Staff. Inmates who do not have access to a TRULINCS printer will complete both an "Inmate Request for TRULINCS Print Form and a paper BP-199." USP inmates will forward a completed BP-199 and this form to their SHU Counselor for copies. FCI SHU, Cholla, or Yucca Unit inmates will submit an Inmate Request for TRULINCS Print Form and a paper BP-199 to his/her Unit Manager for processing. Inmates housed in a Special Housing Unit (SHU) may request legal materials not available, in the SHU library, by submitting an Inmate Request to Staff Member (BP-E148.070) to the Education Department. Inmate housed in the FCI SHU may receive from the main law library: legal manilla envelopes, certified mail receipts, and return receipts. Inmates housed in the USP SHU will use the electronic law library to conduct legal research and may request legal envelopes, certified mail receipts, and return receipts.

The Leisure Library book collection consists of a large collection of paperback books and a broad range of Spanish books. Also available in the book collection are hardcover reference books.

The Leisure Library's inter-library loan program is available through Pima Community College.

**The Leisure Library and the Legal Resource Center Hours Are as Follows:**

USP: Monday-Friday: 12:30pm-3:30pm and Monday-Thursday 5:00pm-8:30pm.  
Saturdays and Sundays: 8:00am-9:30pm and 12:00pm-3:30pm  
FCI: Monday-Friday: 1:30pm-3:30pm and 5:00pm-8:30pm. Saturday and Sunday: 7:30-9:30am; 11:30am-3:30pm; 5:00pm-8:00pm.  
FCI LAW Library: Monday-Friday: 1:30pm-3:30pm and Monday-Thursday 6:00pm-8:30pm. Saturday: 7:30-9:30am; 11:30am-3:30pm; Closed on Sunday.  
SPC: Monday-Friday: 1:30pm-3:30pm and 5:00pm-8:30pm. Saturday - Sunday: 7:30-9:30am; 11:00am-3:30pm; 5:00pm-9:00pm.

**III. RECREATION, LEISURE, AND SOCIAL PROGRAMS**

Leisure activities and recreation programs are also supervised by the Education Department. These programs help inmates develop an individual wellness concept. The Federal Correctional Complex in Tucson is equipped with a full range of facilities to suit the recreational needs of every inmate. Amenities include a band room, basketball court, bocce ball court, handball/racquetball courts, hobby shop, horseshoe pits, soccer field, softball field, track, and volleyball court. The U.S.P. boasts a gymnasium and an indoor recreation center. The complex offers a plethora of athletic, fitness, and hobby crafting programs. Inmates can enroll in the Wellness course which provides classroom instruction in Anatomy, Diabetes, Disease Prevention, Nutrition, Smoking Cessation, Sports Injury, Weight Management, and other health related subjects. Falling under the wellness umbrella are structured programs in Aerobics/Calisthenics, Healthy Lifestyle, Cardio-Cycling, NFPT, and Yoga.

**MUSICAL INSTRUMENTS:** Musical instruments are available in the recreation area for inmates. Authorization of musical instruments is required through recreation staff.

**HOBBY CRAFT:** Hobby craft programs available to the inmate population include activities such as: Art, Beading, Card Making (SPC), Crocheting, Guitar, Leather Crafting (FCI), Origami, Mini-Wood Sculpturing, and Plastic Toy Sculpturing (USP). Completed projects that are authorized by the Recreation Supervisor must be mailed home. Inmates are not allowed to have completed projects in their cells.

**Incentive Program:** Students participating in Leisure and Wellness programs are awarded a certificate and a variety of authorized consumable goods.

Inmates who become commissioners, referees and umpires are paid for organizing sports activities.

\*\*Violation of any established procedures may result in disciplinary action, confiscation of unauthorized projects, fines (destruction or theft of department property), suspension of recreation privileges, and/or expulsion from structured programs.

### **PSYCHOLOGY SERVICES**

Introduction: Psychology Services departments in all Bureau of Prisons institutions offer basic mental health care to inmates. This care may include screening, assessment and treatment of mental health or drug abuse problems, individual and/or group counseling, psycho-educational classes, self-help and supportive services, or referral to Health Services for medical treatment of a mental illness.

In addition, Psychology Services staff, along with other programming staff in the institution, collaborate with your Unit Team to develop a comprehensive assessment of your strengths and weaknesses. Based on this assessment, Psychology Services will offer programming recommendations specific to your psychological needs. These recommendations are designed to ensure your successful adjustment to incarceration and prepare you for your eventual release. We encourage you to participate actively in the assessment process.

If mental health or drug abuse programming is recommended for you, Psychology Services staff will provide ongoing feedback to you and your unit team regarding your progress toward these programming goals.

If you are new to the Bureau, or if you have previously identified mental health or drug abuse programming needs, you will be scheduled for an interview with Psychology Services staff. The purpose of this interview is to review your history and identify your programming needs. This interview is an ideal time for you to share your interest in specific services, such as drug abuse treatment or mental health counseling.

There are a number of ways to contact Psychology Services at this institution.

You may:

Submit an Inmate Request to a Staff Member to Psychology Services.

Speak with a Psychology Services staff member during mainline or as they make rounds in your unit.

Or in the case of a crisis situation, notify your Unit Officer, Unit Team, or any other Bureau staff member of your urgent need to speak with Psychology Services.

II. Suicide Prevention: Incarceration can be a difficult experience. At times you may feel discouraged, frustrated and helpless. It is not uncommon for people to experience depression while in jail or prison, especially if they are newly incarcerated, serving a long sentence, experiencing family problems, struggling to get along with other inmates, or receiving bad news. Over time, most inmates successfully adapt to incarceration and find ways to use their time productively and meaningfully. However, some inmates continue to struggle with the pressures of incarceration and become overwhelmed by a sense of hopelessness. If you feel a sense of hopelessness or begin thinking about suicide, talk to a staff member. Help is available and actively seeking help is a sign of your strength and determination to prevail. If you feel you are in imminent danger of harming yourself or someone else, you should contact a staff member immediately.

In addition, if you suspect another inmate is contemplating suicide, please notify a staff member. Staff do not always see everything inmates see. And, most suicidal individuals display some warning signs of their intentions. PLEASE alert a staff member right away if you suspect a fellow inmate is considering suicide. The most effective way to prevent another person from taking his or her life is to recognize the factors that put people at risk for suicide, take warning signs seriously and know how to respond. The warning signs of suicide may include:

threatening to hurt or kill oneself or talking about wanting to hurt or kill oneself  
feeling hopeless  
feeling rage or uncontrolled anger or seeking revenge  
increased alcohol or drug use  
withdrawing from friends, family, associates  
experiencing dramatic mood changes  
feeling anxious or agitated, being unable to sleep, or sleeping all the time  
seeing no reason for living or having no sense of purpose

If your friend, cellmate, coworker, or associate is exhibiting these signs, start by telling the person you are concerned and give him/her examples of what you see that worries you. Listen and encourage the person to seek help. If they are hesitant, offer to go with them to speak to a staff member. If you are not confident they will seek help, notify a staff member yourself. Seeking help for a person in distress isn't snitching, it is showing concern for the welfare of a fellow human being. If you report your concerns to staff, you can rest easy knowing you did everything within your power to assist the individual.

III. Drug Abuse Programs: Drug abuse programming is available in all Bureau institutions. The Bureau of Prisons offers a drug education course as well as treatment options for inmates who have abused alcohol and/or drugs.

A. Drug Abuse Education Course: The Drug Abuse Education Course is not drug treatment. The purpose of the course is to encourage you to review the consequences of your choice to have drugs in your life, to look at the relationship between drug use and crime, and to begin to think about how different your life could be without drugs. Looking at your drug involvement in this way may motivate you to ask for drug abuse treatment.

If your pre-sentence report documents a prolonged history of drug use, evidence that alcohol or drug use contributed to the commission of your offense, a judicial recommendation for treatment, or a violation of community supervision as a result of alcohol or drug use, you are required to take the Drug Abuse Education Course. Failing to take this required course results in your ineligibility for performance pay above maintenance pay level, as well as ineligibility for bonus or vacation pay. You will also not be eligible for a Federal Prison Industries work program assignment. If you are not sure what this means, you may want to ask your counselor.

The Drug Abuse Education Course is available in every Bureau of Prisons institution. If you are required to complete the course, your name will automatically be placed on the waiting list for the course. When it is time for you to complete the course, Psychology Services staff will contact you. If you would like to enroll in the course, but are not required to participate, you may submit an Inmate Request to a Staff Member in order to place your name on the waiting list for the course.

B. Nonresidential Drug Abuse Treatment: Nonresidential Drug Abuse Treatment is also available in every Bureau institution. Nonresidential Drug Abuse Treatment has been developed to provide the flexibility necessary to meet each individual's treatment needs, and more specifically for:

inmates with a relatively minor or low-level drug abuse problem,  
inmates with a drug use disorder who do not have sufficient time to complete the intensive Residential Drug Abuse Treatment Program (RDAP),  
inmates with longer sentences who are in need of treatment and are awaiting placement in the RDAP,  
inmates with a drug use history who chose not participate in the RDAP, but want to prepare for staying sober in the community, and  
inmates who completed the unit-based portion of the RDAP and are required to continue treatment until their transfer to a Residential Reentry Center (half-way house).

Program completion awards are only available for those who complete the program. If you are interested, ask the institution's drug abuse treatment staff for more information on these awards.

C. Residential Drug Abuse Treatment: The RDAP provides intensive drug abuse treatment to inmates diagnosed with a drug use disorder. Inmates in the residential program are housed together in a treatment unit that is set apart



from the general population. Treatment is provided for a minimum 9 months; however, your time in the program depends on your progress in treatment.

To apply for the RDAP you must send an Inmate Request to a Staff Member to obtain an interview for the program. First, staff will screen your pre-sentence report to determine if there is any documentation indicating that you have a pattern of drug abuse or dependence. If so, you will be referred to the Drug Abuse Program Coordinator for an interview to determine if you meet the diagnostic criteria for a substance use disorder.

Inmates who are diagnosed with a drug use disorder are qualified for the RDAP and are admitted to the program based on their nearness to release, as mandated by federal statute. You must have enough time left to serve on your sentence to complete the unit-based component and the community transition component of the program. Follow-up Treatment, as described earlier, is provided to inmates after they complete the unit-based component and before they transfer to a residential reentry center.

The RDAP is operated as a modified therapeutic community where inmates are expected to model the pro-social behaviors expected in a community. This means RDAP participants are role models to other inmates. Therefore, they are to demonstrate honesty, to relate positively with their peers, and to fully participate in all treatment activities in the unit. The RDAP is a half-day program, with the rest of the day devoted to work, school, and other self-improvement activities. The RDAP is available in 62 Bureau institutions. *It is not available here.*

If you are interested in volunteering for the RDAP and would like to know if you are eligible for the program, contact the institution's drug abuse program coordinator. You may apply for the program at any time during your incarceration, but your interview, like program admittance, will be based on your proximity to release. Ordinarily inmates are interviewed 42-24 months from release depending on the facility's security level and waiting list for the RDAP.

D. Early Release: The Violent Crime Control and Law Enforcement Act of 1994 allows the BOP to grant a non-violent inmate up to 1 year off his or her term of imprisonment for successful completion of the residential drug abuse treatment program (Title 18 U.S.C. § 3621(e)(2)). For more information, talk to an institution drug abuse treatment specialist or drug abuse program coordinator.

E. Community Transition Drug Abuse Treatment: To successfully complete the RDAP, inmates are required to participate in the Community Transition Drug Abuse Treatment component of the program. The Bureau ensures that inmates receive continued treatment when transferred to a **Residential Re-entry Center** (RRC) or to home confinement. The RRC, is structured to help you adjust to life in the community and find suitable post-release employment. RRCs provide a structured, supervised environment and support job placement, counseling, and other services. Within the structure of the RRC, RDAP participants continue their drug abuse treatment, with a community-based treatment provider. The Bureau contracts with this provider to deliver treatment services in the community. Inmates must continue to participate in transition drug abuse treatment to earn any benefit associated with successful completion of the RDAP, e.g., early release.

In addition to these drug abuse programs, drug abuse treatment services may also be provided within the context of other specialized treatment programs with the Bureau, such as the Resolve Program and the Challenge Program.

IV. The Resolve Program [female institutions only]: Many institutions that house female inmates offer the Resolve Program. The Resolve Program is a non-residential program for female inmates who have a history of physical and/or sexual abuse.

A. The Trauma in Life Workshop: The Resolve Program includes a psycho-educational component, the Trauma in Life Workshop. This workshop addresses the challenges individuals face following exposure to traumatic life events and the strategies these individuals may use to enhance their resilience or ability to survive and thrive following these events. Any female inmate with a history of abuse or an interest in learning about this topic may participate in the Trauma in Life Workshop.

B. Nonresidential Counseling Groups: The Resolve Program also includes a treatment component - non-residential counseling groups. Only those inmates with a history of trauma and an associated mental health problem may participate in Resolve Program counseling groups. These groups are designed to improve coping skills, build healthy relationships, and enhance emotional stability. This institution does not have a Resolve Program. If you are interested in the Resolve Program, please submit an Inmate Request to a Staff Member to the Psychology Services Department.

V. The Challenge Program [high security institutions only]: The Challenge Program is an intensive, residential program for inmates with drug abuse and/or mental health problems and is available in all Bureau penitentiaries. Treatment is highly structured and inmates with drug programs and those with mental health programs are housed together in a treatment unit that is set apart from the general population. The Challenge Unit is a safe harbor for those who want to work out drug abuse and/or mental health problems. Inmates may volunteer for the Challenge program at any time during their incarceration. The Challenge program is typically a 9 month program, but your time in the program depends on your treatment needs and your progress in treatment.

To apply for the Challenge Program you must send an Inmate Request to a Staff Member to obtain an interview for the program.

VI. Specialized Mental Health Programs: The Bureau also has several residential mental health programs designed to help inmates with severe emotional, cognitive, and behavioral problems. These programs are indicated for inmates who are having difficulty functioning in a mainline institution due to a psychological disorder. They are designed to improve the day to day functioning of inmates with the goal of helping them return to a mainline institution or preventing the need for hospitalization. Psychology Services has additional information about these programs and can make recommendations for participation.

VII. The Sex Offender Management Program [male institutions only]: The Bureau of Prisons offers sex offender treatment programs at our Sex Offender Management Program (SOMP) institutions. SOMP institutions have a higher proportion of sex offenders in their general population. Having a larger number of sex offenders at SOMP institutions ensures that treatment volunteers feel safe about participating in programming.

The Bureau's sex offender treatment programs are stratified into two program levels:

A. The Residential Sex Offender Treatment Program: The Residential Sex Offender Treatment Program (SOTP-R) is a high intensity program designed for high risk sexual offenders - ordinarily inmates with multiple sex offenses, or a history of contact sexual offenders. The SOTP-R is offered at the Federal Medical Center (FMC) in Devens, Massachusetts.

B. The Non-residential Sex Offender Treatment Program: The Non-residential Sex Offender Treatment Program (SOTP-NR) is a moderate intensity program designed for low to moderate risk sexual offenders. Many of the inmates in the SOTP-NR are first-time offenders serving a sentence for an Internet sex crime. All SOMP institutions offer the SOTP-NR. When you volunteer for treatment, Bureau staff will determine whether the Residential or Non-residential Treatment Program is appropriate for you based on your offense history. If eligible for treatment, you will be transferred to a SOMP institution based on your treatment needs and security level.

If you are interested in receiving sex offender treatment and would like to know if you are eligible for the program, contact Psychology Services. You may apply at any point in your sentence. However, inmates ordinarily enter treatment when they have between 24 to 42 months remaining on their sentence. If you are at the beginning of your sentence or have more than 48 months remaining on your sentence, you may want to wait before applying for the program.

VIII. Institution Specific Programs: None at this time.

IX. Confidentiality: Security needs and the nature of a prison environment affect mental health care in a variety of ways. Confidentiality is an

important component of the therapeutic relationship. However, in a prison environment, confidentiality must be weighed against institutional needs of safety and security. Mental health providers in the institution not only serve inmates, they also serve the institution and the public at large.

In the community, certain situations require mental health providers to violate client confidentiality. For example, many states mandate reporting of child or elder abuse. Providers also must notify authorities if a client threatens suicide or serious harm to others. Similarly, prison mental health providers violate confidentiality when an inmate is at risk of serious harm to themselves or others, such as when an inmate presents a clear and present risk of escape or when an inmate is responsible for the creation of disorder within a facility. Confidentiality may also be limited when prison mental health providers share information on a need-to-know basis with prison officials or other federal law enforcement entities. For example, before you are transferred to a residential reentry center, mental health providers must communicate your mental health needs to your unit team.

If you tell a staff member, including a Psychology Services staff member, that you are going to harm or kill yourself or someone else, or engage in a behavior that jeopardizes the safety or security of the institution, confidentiality will be breached and the appropriate individuals will be notified on a need-to-know basis only. Simply put, there is no guarantee of confidentiality in the prison setting. However, you can rely on the professional judgment of Psychology Services staff who conscientiously balance your confidentiality and the safety and security of the institution. Information that does not impact the safety and security of the institution, inmates, and staff, will not be shared. While these limitations on confidentiality may initially deter you from seeking treatment, I want to assure you that the vast majority of inmates who receive psychological services are comfortable with the decisions staff make with regard to their confidentiality. If you have additional questions about confidentiality, be certain to discuss your concerns with Psychology Services staff.

#### **CENTRAL INMATE MONITORING SYSTEM**

The Central Inmate Monitoring System (CIMS) is a method for the Bureau to monitor and control the transfer, temporary release, and participation in community activities of inmates who require management considerations.

Classification as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities. Inmates who are designated as CIMS cases will be notified by their Case Manager.

#### **RELIGIOUS SERVICES**

**THE CHAPLAINS:** The FCC has full-time chaplains from various religious backgrounds. They perform worship services and religious classes for inmates who are of each chaplain's faith group. They also provide weekly services for other faith groups by using community contractors and volunteers.

**THE CHAPEL:** A schedule of regular religious services and the Chaplain's duty schedule are posted in the chapel and in all housing units. If your stated religious preference is not represented on the posted Chapel schedule, and you desire religious group accommodation, please make arrangements to speak with the Chaplain, who will explain the process of approval for Chapel time and space.

**SWEAT LODGES:** The sweat lodge is located on the recreation yard. If an individual has health problems, especially lung issues, or is on medications, it is highly recommended he be checked by medical services before attending a sweat ceremony.

**RELIGIOUS, PERSONAL, & CRISIS COUNSELING:** The Chaplains can counsel you when you are working through personal and religious decisions and in crises. You may ask for an appointment with the Chaplain whenever the Chapel is open. In an emergency, ask your supervising staff to phone the Chaplain for you.

**FAMILY EMERGENCIES:** An inmate's family may telephone the institution in family emergencies (death or hospitalizations.) An emergency report must be

verified with community officials by institution staff before the inmate is notified. The main numbers to the institutions are as follows (USP & Camp - 520/663-5000) and (FCI - 520/574-7100). These numbers can be sent home to your families in case of a family emergency. An emergency normally constitutes hospitalization or death of an immediate family member.

**CHAPEL TELEPHONES:** The general rule of telephone use is that each inmate must place his calls from his housing unit telephones.

**RELIGIOUS DIET:** An inmate may apply for participation in the religious diet program called "Common Fare" through an interview with the chaplain, who will explain the program and guidelines to inmates.

**RELIGIOUS MEDALS:** For safety and security reasons, an inmate may not receive religious medals and chains from any source other than an approved commercial vendor using your commissary account. To order, see the Chaplains who have catalogues from which an inmate may order a medal and chain (combination not to exceed \$100.) The commissary does not raise or mark up the price of religious medals or other articles. Note\* Wedding bands are not authorized by the religious services department.

**RELIGIOUS BOOKS AND OTHER ARTICLES:** The chapel has a well supplied religious library with books, CD's, videos, and equipment. Inmates may see the chaplain about their individual religious needs.

**MARRIAGES:** Any designated inmate wishing to be married while incarcerated must have the Warden's authorization to do so. All paperwork is to be submitted through your Unit Team. All expenses of the marriage will be paid by the inmate. Government funds may not be used for marriage expenses. Chaplains are available to discuss with the inmate and fiancé the issue of marriage while incarcerated.

If an inmate requests permission to marry, he must:

1. Have a letter from the intended spouse, verifying her intention to marry.
2. Demonstrate legal eligibility to marry.

**LIFE CONNECTIONS PROGRAM:** The Life Connections Program (LCP) is a faith-based program currently offered in only five institutions in the Bureau of Prisons. If you are interested in learning more about the program, you should see your Chaplain.

#### **INMATE FINANCIAL RESPONSIBILITY PROGRAM**

Working closely with the Administrative Office of the Courts and the Department of Justice, the Bureau administers a systematic payment program for court-imposed fines, fees, and costs. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include: special assessments, imposed under 18 USC 3013 Court Ordered Restitution, fines, court costs, judgments in favor of the United States, other debts owed the Federal Government, and other court-ordered obligations (i.e., child support, alimony, other judgments).

FCC staff assists in planning, but inmates are responsible for making all payments required, either from earnings within the institution or from outside resources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet his obligation, the inmate may be removed from Federal Prison Industries and will not receive any compensation above maintenance pay level. Inmates in refusal status will be placed in least preferred housing. A monthly spending limitation of \$25 will also be imposed. Telephone use and other privileges may also be restricted. The institution will provide additional pertinent information regarding specific financial obligations and requirements during the institution's Admission and Orientation program.

#### **HEALTH SERVICES**

*ID cards are required at all times in Health Services*

**SICK CALL/TRIAGE:** All inmates have the right to access medical and dental care. At FCC Tucson, inmates use sick call to request appointments. You must report in person to sick call triage in the Health Services Unit. Medical and dental staff will triage inmates during sick call sign up and will schedule appointments as clinically indicated. Some will be evaluated immediately; most will be scheduled for appointments at a later date.

**FCI Sick Call/Triage:** Monday, Tuesday, Thursday, Friday  
Yucca Unit: 0600-0630 hours, on your way to the breakfast meal  
General Population: 0630-0700 hours, on your way to the breakfast meal

**USP Sick Call/Triage:** Monday, Tuesday, Thursday, Friday at 0600-0630 and 0630-0700 hours. You will report as your unit is called for the breakfast meal.

**Camp Sick Call/Triage:** Monday, Tuesday, Thursday, Friday, immediately after Insulin Line and Pill Line, at approximately 0615-0645 hours.

**Special Housing Units (FCI & USP) and Cholla Unit:** Medical staff will make rounds each day, in the morning. You may submit a written sick call request to medical staff on Mondays, Tuesdays, Thursdays and Fridays.

**COPAYMENTS:** Since October 3, 2005, all BOP inmates must pay a \$2 copayment for patient-initiated health and dental care pursuant to the Federal Prisoner Health Care Co-payment Act (FHCCA) of 2000, P.L. 106-294, 18 U.S.C. § 4048. The Federal Bureau of Prisons and FCC Tucson follow Program Statement 6031.02, Inmate Copayment Program, dated August 15, 2005. Inmate must pay a fee of \$2.00 for health care services, charged to their Inmate Commissary Accounts, if the inmate receives health care services in connection with a health care visit he/she requested, except for services described below.

Copay fees will not be charged for:

- \* health care services based on health care staff referrals
- \* health care staff-approved follow-up treatment for a chronic condition
- \* preventive health care services
- \* emergency services
- \* prenatal care
- \* diagnosis or treatment of chronic infectious diseases
- \* mental health care
- \* substance abuse treatment

If a health care provider orders or approved any of the following, you will not be charged a copay fee:

- \* blood pressure monitoring
- \* glucose monitoring
- \* insulin injections
- \* chronic care clinics
- \* TB (tuberculosis) testing
- \* vaccinations
- \* wound care
- \* patient education

Per PS 6031.02, an indigent inmate is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days and will not be charged a copayment. Inmates who are not indigent, but have spent all of their money will incur a debt that will be paid as soon as funds are deposited into their Inmate Commissary Accounts.

If you are found guilty of a fight or assault, you may be charged a copayment for your injury assessment and for the victim's injury assessment. Missed appointments may be charged a copayment fee!

**PHYSICAL EXAMINATIONS:** Newly committed inmates will receive a complete physical examination and dental examination within two weeks of arrival at a Bureau institution and a dental examination within 30 days. Medical staff will review the records of transferring inmates to ensure they are complete, immunizations are current and SENTRY information is accurate. Transferring inmates will receive a physical, if needed.

**Pre-Release Physical Examinations:** Inmates may request physical examinations prior to release by submitting an Inmate Request to Staff (copout) to the Health Services Administrator about 60-90 days prior to your projected release or transfer to residential reentry center (halfway house) date.

**Periodic Physical Examinations:** Will be offered as clinically indicated. See charts in the back of your A&O Handbook for more details about what is included in Preventive Health Program for Men and for Women. Typically, these studies will be ordered by medical staff during chronic care clinic appointments. If you are not assigned to chronic care clinic, you may request periodic physical examinations through sick call.

**Female Inmates Only:** Gynecological examinations will be offered to inmates annually. Mammograms will be offered as recommended by the American College of Obstetricians and Gynecologists.

**CHRONIC CARE CLINIC:** Shortly after your arrival, your assigned physician will evaluate you to determine if you should be placed in a chronic care clinic for regular monitoring of your medical condition (high blood pressure, asthma, heart disease, diabetes, infectious disease, etc.). Inmates in chronic care clinics are evaluated by medical staff at least every 180 days, or more often, if clinically indicated.

**MEDICAL AND DENTAL EMERGENCIES:** Emergency medical and dental services are available at all times. Emergencies or injuries will be given priority treatment. Life-threatening situations or other medical conditions requiring immediate treatment after sick call sign up (or on non-sick call days) should be reported to a staff member, who will then contact appropriate medical personnel for instructions, depending upon the nature of the emergency. If it's not a true, life-threatening emergency, you will be charged a copayment!

**DENTAL SERVICES:** The Commissary sells all necessary supplies for you to perform self dental hygiene and dental care as recommended by Dental Services staff. During your A&O dental examination, Dental Services staff will evaluate you and inform you about the condition of your oral health, including what work needs to be performed. Per Bureau policy, you must then request routine dental care by submitting an Inmate Request to Staff addressed to Dental Services. Our goal is to perform a complete dental prophylaxis for each newly committed inmate within his/her first year of incarceration. At the time of the cleaning, you will receive complete instructions about proper dental care/oral hygiene.

**IMMUNIZATIONS:** Routine immunizations (tetanus, pneumococcal, influenza, measles, mumps, and rubella) are given according to recommendations of the Centers for Disease Control. Hepatitis B vaccinations are offered to inmates assigned to certain work details, such as blood and body fluid spill clean up crew and plumbing detail workers.

**COMMUNITY MEDICAL SERVICES and UTILIZATION REVIEW COMMITTEE:** A wide range of health care services, diagnostic tests and contract specialty consultant services are available at FCC Tucson. When a patient requires medical services not available in the institution, he will be referred to a community medical facility for care.

If a healthcare provider refers an inmate for medical care outside the scope of what is available at the institution and by institution staff, his case will be referred to the Utilization Review Committee to ensure the referral is appropriate. If approved, the inmate will be scheduled for services by the consultant. The Utilization Review Committee will notify the inmate in writing whether the consult was approved or denied.

**PHARMACY, PILL LINES & INSULIN LINES:** Normally, when you receive a prescription, you will pick it up during the Prescription Pick Up Line and be able to take it to your room. Some medications must be administered dose by dose at pill line. You must present your identification card and state your name and register number or date of birth or other identifier to receive medications.

Inmates in Special Housing Units (SHU) and Cholla Unit will receive insulin and medications as staff make rounds each morning and evening. Self-carry medications may be more limited in SHU than in general population housing units.

|   | <u>Weekdays</u> | <u>Weekends</u> |
|---|-----------------|-----------------|
| <b>FCI: Insulin Line, followed by Pill Line &amp; Pick Up</b> |                 |                 |
| Yucca Unit  | 0600-0630 hours | 0700-0730 hours |
| General Population  | 0630-0700 hours | 0730-0800 hours |
| Yucca Unit  | 1630-1700 hours | 1630-1700 hours |
| General Population  | 1700-1730 hours | 1700-1730 hours |

**Camp: Insulin Line, Prescription Pick Up & Pill Line**

0600-0615 hours      0615-0630 hours  
 1530-1545 hours      1530-1545 hours

**USP: Insulin Line, followed by Pill Line & Pick Up**

Side 1\*                      0545-0615 hours      0615-0645 hours  
 Side 2\*                      0615-0645 hours      0645-0715 hours

*\*As your unit is released for the meal, report first to insulin line, then Food Services. Diabetics will receive insulin before pill line only inmates receive medications. North side and South side units alternate monthly for meal rotations.*

**Insulin Line**

Side 1\*                      1630-1700 hours      1630-1700 hours  
 Side 2\*                      1700-1730 hours      1630-1700 hours

*\*As your unit is released for the meal, report first to insulin line, then to Food Services.*

**Pill Line**

Side 1\*                      1930-2015 hours      1930-2015 hours  
 Side 2\*                      2030-2115 hours      2030-2115 hours

*\*As your unit is first recalled from recreation, report directly to Pill Line.*

**Prescription Pick Up at the USP:** Pick up self-carry (keep-on-person) medications from the pill line window as you leave the dining hall from the mid-day meal, weekdays only. This window will stay open for 10 minutes after inmates are recalled from Food Services.

1045-1100 hours  
 1115-1130 hours  
 1215-1230 hours

**OVER-THE-COUNTER MEDICATIONS (OTC)** are available for purchase from the Commissary for acute, minor ailments, such as occasional constipation, seasonal allergies, gastro-intestinal upset, dandruff, Athlete's foot, acne, chapped lips, dry skin and muscle ache from physical exertion. Health Services staff have consulted with Commissary staff to identify OTC medications stocked in the Commissary. The Health services Administrator and/or Pharmacy Services staff serve on the institution's Commissary Committee and monitor medications sold by Commissary.

We encourage each inmate to plan *in advance* for future OTC needs. However, FCC Tucson's Commissary allows inmates to purchase OTCs at any Commissary shopping time. Remember, if you buy OTC medications during a Commissary Line that is not your normal assigned shopping time and you include other items on your order, your whole order will be denied.

Indigent inmates (as defined previously under the copayment section) may obtain certain OTC medications through Pharmacy Services. Pick up form BP-S788 Inmate Request for Over-the-Counter Medication from the Pill Line window. Complete the form and return to Pill Line staff (at the USP, place in the box by the Pharmacy window) by 0800 hours on your unit's designated day and pick up the indigent OTC medications during the next day's Pill Line or Prescription Pick Up Line.

**FCI:** Drop off completed indigent OTC requests to morning Pill Line on Tuesday. Pick up OTC medications on Wednesday.

**FCI SHU and Cholla Units:** Give indigent OTC requests to medical provider conducting sick call triage on Tuesday day and receive them on Wednesday

**Camp:** Give indigent OTC requests to medical provider conducting sick call triage on any day and pick up the next business day.

**USP:** Drop off indigent OTC requests on Wednesday. Pick up OTC medications on Thursday.

**USP:** Give indigent OTC requests to medical provider conducting sick call triage on Wednesday day and receive them on Wednesday.

Indigent inmates may receive a maximum of two OTC medications per week. OTC medications available to indigent inmates include only:

| <u>Name of medication</u>     | <u>Monthly Maximum Quantity Allowed</u> |
|-------------------------------|---|
| Acetaminophen, 5 grams        | 100 tablets                             |
| Aspirin, 5 grams              | 100 tablets                             |
| Chlorpheniramine, 4 mg        | 96 (24 tablets per request)             |
| Hydrocortisone cream 0.5%     | 1 tube                                  |
| Mylanta II/Maalox Plus Liquid | 12 ounces                               |
| Milk of Magnesia              | 12 ounces                               |
| Psyllium Muciloid Powder SF   | 14 ounces                               |

|                     |             |
|---------------------|-------------|
| Selenium 1% shampoo | 4 ounces    |
| Simethicone 80 mg   | 100 tablets |
| Tolnaftate 1% cream | 15 grams    |

**HIV TESTING:** Testing for the Acquired Immune Deficiency Virus (HIV) is available at your request. You will receive and HIV test if you are a new commit or there is no documentation in your medical record for transferred inmates. HIV testing is required prior to your release from Bureau of Prison's custody.

**MEDICAL RECORDS:** All medical records are the property of FCC Tucson and the Federal Bureau of Prisons. If you desire to review or obtain a copy of your releasable health records, please submit an Inmate Request to Staff (copout) to Medical Records. If large volumes are requested (more than 240 pages a year), you may be charged. Medical Records staff will discuss charges with you before making copies. Medical Records needs a minimum of 30-90 day turnaround time for processing records requests, due to the huge volume of requests.

**IDENTIFICATION:** You are required to present your identification card as a means of positive identification when receiving medications, making a sick call appointment or reporting to the Health Services Unit for any reason. For many medical services, you will also be required to state additional information, such as your date of birth, register number, middle name or housing unit.

**DRESS CODE:** You are required to be in inmate uniform for all scheduled appointments in Health Services.

**CALL OUTS:** Most Health Services appointments (except sick call/triage) will be listed on the Call Out. Be on time! If you have not reported to Health Services at the end of the correct movement, based on your appointment time, you may receive an incident report.

If you have conflicting Call Out appointments, it is your responsibility to notify Health Services staff in advance, so alternative arrangements can be made. You may notify Health Services staff by informing your Unit Officer, detail supervisor or other staff member to contact Health Services staff for instructions.

There are two different Call Outs for Laboratory Services.

**LAB:** No special instructions. Report to the appointment on time.

**LABFAST:** This appointment requires you to fast before the test, meaning do not eat or drink anything after midnight the night before your Call Out appointment.

**MEDICAL DUTY STATUS/MEDICAL RESTRICTIONS:** Health Services staff do NOT assign inmates to work details. Only the Unit Team can assign work. During your initial physical examination or other medical appointment, healthcare providers will determine if you have medical restrictions, such as a lower bunk, weight lifting restriction, etc. We will inform your Unit Team through SENTRY medical duty status assignments and will give you a copy of the BEMR medical duty status to keep.

Sometimes, healthcare providers will determine an inmate should not be allowed to work for an extended period of time. Medical staff may place the inmate on Medical Idle or Medical Convalescence status.

**Medical Idle:** Maximum of three calendar days for recuperation from an acute illness or injury. The inmate is restricted to his/her quarters except for meals, religious services, and medical call-outs or pill lines.

**Medical Convalescence:** Maximum of 30 calendar days for extended recuperation from an illness, injury, or surgery. Convalescence is specifically indicated to facilitate recuperation by not subjecting the inmate to the rigors of his/her job assignment, or to minimize the risk of injury to the inmate, other inmates, or staff at the work site due to the inmate's medical condition.

Inmates on convalescent status may attend other programs including education classes, drug awareness programs, etc. Restrictions on recreational activities may be written on a case-by-case basis. (For example, an inmate



who is rehabilitating from orthopedic surgery may need access to the recreation facilities to walk, or to do specific exercises prescribed by their health care providers.)

**EYEGASSES:** Prescription eyeglasses will be provided by the BOP, after examination by a consultant optometrist. To request an optometry examination, you may report to sick call to request to be scheduled or you may submit an Inmate Request to Staff to the Health Services Administrator. Contact lenses are approved only for eye conditions that REQUIRE contact lenses and must be approved by the Clinical Director. Inmates may request to receive prescription eyeglasses from outside of the BOP at their own expense by:

Request an Authorization to Receive Package form from the Medical Department.

When you receive the pink and goldenrod copies of the approved package authorization form, send both copies to the person or company who will mail you prescription eyeglasses.

It is your responsibility to make arrangements with someone on the outside to purchase and to send you prescription eyeglasses at your own expense.

When the prescription eyeglasses arrive, they will be inspected by Health services staff to ensure they meet BOP guidelines. If so, they will be issued to you.

**EYEGGLASS REPAIR:** If your BOP eyeglasses need repair, report to sick call. Inmates wishing to repair their personal (not from the BOP) eyeglasses must contact the Medical Department to assist them with sending their personal eyeglasses out for repair and back to the institution at the inmate's own expense.

**ADVANCED DIRECTIVES:** You have the right to initiate an advance health care treatment directive, health care proxy or Do Not Resuscitate (DNR) order, which inform medical providers of your treatment wishes, should you be incapacitated and unable to express your wishes. Advance directives only become effective when you are diagnosed with a terminal illness. They will not be invoked while you are housed at FCC Tucson, but could be initiated if you are transferred to a community hospital or BOP medical referral center.

The Institution Supplement for Inmate Living Wills and Advance Directives is located in the Inmate Law Library. It includes a thorough explanation about health care proxy, advances directives, living wills and DNR orders. It also includes a copy of Arizona State Law and sample forms to use.

**OPEN HOUSE:** Medical Managers (HSA, AHSA) are available during Main Line (the noon meal in Food Services) most normal business days, so you can address medical concerns there. *At the camp, Medical Managers visit Main Line once a week.*

If you are still not satisfied, you may submit an Inmate Request to Staff (cop out) to resolve your concerns. Then, you may file an informal grievance (sometimes called a BP-8) or a formal grievance, called an Administrative Remedy or BP-9, which Unit Team staff will explain in detail.

**HEART HEALTHY MEAL OPTIONS:** Heart healthy selections are available in Food Services. You must request the heart healthy selection when you get your tray. Nutritional information is usually available to assist you in choosing healthy foods.

**HEALTH PROMOTION, DISEASE PREVENTION AND FITNESS OPPORTUNITIES:** The Recreation Department offers numerous opportunities for health promotion, including physical activity and exercise. Health Services staff encourage you to participate in regular physical activity.

Endurance (aerobic) activities, such as walking, jogging, basketball, exercise bikes, etc. should be performed at least 5 times a week for 30 minutes to prevent heart disease.

Strength activities, such as calisthenics, yoga and weight lifting should be performed once or twice a week to maintain strength and bone density.

HEALTH CARE RIGHTS AND RESPONSIBILITIES

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

**RIGHTS**

1. You have the right to access health care services based on the local procedures at your institution. Health services include medical sick-call, dental sick-call and all support services. If inmate co-pay system exists in your institution, Health Services cannot be denied due to lack (verified) of personal funds to pay for your care.
2. 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.
3. 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, member of your Unit Team, the Associate Warden and the Warden
4. 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.
5. 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.
6. You have the right to obtain copies of certain releasable portions of your health record.
7. You have the right to be examined in privacy.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.

**RESPONSIBILITIES**

1. 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. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
3. You have the responsibility to address your concerns in the accepted format, such as the *Inmate request to Staff Member form*, main line, or accepted Inmate Grievance Procedures.
4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the responsibility to keep this information confidential.
6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the responsibility to comply with security procedures should security be required during your examination.
8. 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. 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.

10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.

11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.

12. You have the right to request a routine physical examination, as defined by Bureau policy. (If you are under the age of 50, once every two years; over the age of 50, once a year and within one year of your release).

13. You have the right to dental care as defined in Bureau policy to include preventive services, emergency care and routine care.

14. You have the right to a safe, clean and healthy environment, including smoke free living areas.

15. You have the right to refuse medical treatment in accordance with Bureau policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.

9. 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. 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. You have the responsibility to eat healthy and not abuse or waste food or drink.

12. You have the responsibility to notify medical staff that you wish to have an examination.

13. You have the responsibility to maintain your oral hygiene and health.

14. 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. 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.

#### **INMATE SYSTEMS MANAGEMENT**

**CORRESPONDENCE:** In most cases, inmates are permitted to correspond with the public, family members, and others without prior approval. Outgoing mail is placed in mailboxes located in the housing units. Outgoing mail for inmates may be inspected and must remain unsealed. The outgoing envelope must have the inmate's name, register number, and return address in the upper left-hand corner.

Inmates must assume responsibility for the contents of all their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of federal laws. Inmates may be placed on restricted correspondence status based on misconduct or as a matter of classification. The inmate is notified of this placement and has the opportunity to respond.

There is no mail service at this institution on weekends and holidays.

**INCOMING CORRESPONDENCE:** First class mail is distributed Monday through Friday (except holidays) and ordinarily by the evening watch officer in each housing unit. Newspapers and magazines may also be delivered at this time. Legal and special mail will be delivered by the unit team as soon as possible

(within 24 hours) after it is received. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution.

The incoming inmate mail must have an inmate's full name and full register number. Nicknames and/or religious names will not be recognized by the mail room staff. This will aid prompt delivery and accuracy. All inmate packages received at the institution must have prior authorization.

**INCOMING PUBLICATIONS:** The Bureau permits inmates to subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of a magazine or newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. An inmate may receive hardcover publications only from a publisher, a book club, or book stores. Accumulation of publications will be limited to five magazines (not to be more than three months old) and to the amount that can be neatly stored in the locker and/or shelf provided in each room, due to sanitation, and fire safety reasons. The Unit Manager may allow more space for legal publications upon request.

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

- It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.
- It depicts, encourages, or describes methods of escape from correctional facilities or contains blueprints, drawings, or similar descriptions of Bureau of Prisons institutions.
- It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.
- It is written in code.
- It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.
- It encourages or instructs in the commission of criminal activity.
- It is sexually explicit material that by its nature or content poses a threat to the security, good order, or discipline of the institution.

**SPECIAL/LEGAL MAIL:** "Special Mail" and "Legal Mail" are categories of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence to the President and Vice-President of the United States, United States Department of Justice (including Bureau of Prisons), United States Attorney's Offices, Surgeon General, United States Public Health Service, Secretary of the Army, Navy, or Air Force, United States Courts, United States Probation Officers, Members of the United States Congress, Embassies, and Consulates, Governors, States Attorneys General, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State law-enforcement officers, attorneys, and representatives of the news media.

Special/Legal Mail also includes mail received from the above noted sources. A designated staff member opens incoming Special/Legal Mail in the presence of the inmate. This is usually done by the Correctional Counselor or Case Manager. These items will be checked for physical contraband and for qualification as Special/Legal Mail. The correspondence will not be read or copied if the sender has accurately identified him/herself on the envelope and the front of the envelope clearly indicates that the correspondence is "Special Mail" or "Legal Mail" and "Only to be opened in the presence of the inmate." Without adequate identification as Special/Legal Mail, the staff may treat the mail as general correspondence and it may be opened, read, and inspected.

Inmates must deliver outgoing Special/Legal Mail directly to the hands of a Unit Team staff member. Outgoing Special/Legal Mail weighing 16 ounces or greater will be processed as a package. The inmate will complete a Form BP-329, Request - Authorization to Mail Inmate Package, in the presence of their assigned Correctional Counselor, or the Unit Manager, if the Counselor is not available, and include the form with the package. Inmates may seal their

outgoing Special/Legal Mail before submitting it directly to unit staff for further processing.

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

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

The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in Bureau custody.

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

**CORRESPONDENCE BETWEEN CONFINED INMATES:** An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family or a party in a legal action (or a witness) in which both parties are involved. The following additional limitations apply: such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate). The Superintendent/Warden at both institutions must approve the correspondence.

**REJECTION OF CORRESPONDENCE:** The Warden may reject correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, or discipline of the institution, to the protection of the public, or if it might facilitate criminal activity. Examples include:

- Matter which is non-mail under law or postal regulations.
- Information of escape plots, or plans to commit illegal activities, or to violate institution rules.
- Direction of an inmate's business (prohibited act 408). An inmate may not direct a business while confined.

This does not, however, prohibit correspondence necessary to enable an inmate to protect property or funds that were legitimately his at the time of his commitment. Thus, for example, an inmate may correspond about refinancing a mortgage for his home or sign insurance papers; however, the inmate may not operate (for example) a mortgage or insurance business while confined in the institution.

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

**MAILING OF INMATE PROPERTY:** Inmates wishing to have personal items mailed into the institution will send an inmate request to the department head responsible for the requested item as follows:

- Correctional Counselor - release clothing
- Hospital Administrative Officer - orthopedic shoes, arch supports, prescription eyeglasses, prosthetic devices, and hearing aids.
- Chaplain - wedding bands - married inmates may be permitted to have their wedding bands as long as it is a plain band containing no stones. Religious medallions may be permitted if they do not contain a stone.

Associate Warden - questionable items not covered in the other categories will be submitted to the appropriate Associate Warden for a decision.

The department head will inform the inmate of the decision. If the request is approved, the department head will complete the appropriate authorization

form. The Mail Room Officer will not approve any item or package delivery unless this approval form is on file.

#### **TELEPHONES**

In order to preserve the security and orderly running of the complex and protect the public, the Bureau of Prisons monitors conversations on all inmate telephones located within the institutions. 300 minutes of telephone calls per month is the maximum an inmate may use. All phone calls will be only fifteen minutes long as the system will disconnect the call. Phones will not be used during your work hours. Additionally, it is considered an infraction of the rules to use another inmate's telephone access code, place a call to an individual and be connected to another number or engage in 3-way telephone calls.

Upon receiving their secure log-in information to enter the TRULINCS system in the computer, an inmate will be able to submit up to 30 names with telephone numbers for activation in the inmate Telephone System (ITS). These names should include family members, friends, attorneys, etc. In essence, the inmates' 30 most important phone numbers. Requests for unmonitored attorney calls may be made to unit staff via cop-out and approved by the Unit Manager, only if a documented and compelling legal need exists, such as an imminent court deadline.

#### **VISITING**

Inmates are encouraged to have visits in order to maintain family and community ties. Visiting Hours are as follows:

**FCI:** General population inmates (housed in Mesquite, Saguaro and Palo Verde Units) and Special Housing Unit inmates:

8:15 AM to 3:00 PM on Saturdays, Sundays, and Federal holidays.

On Monday and Tuesday, visiting hours are from 5:15 PM to 8:00 PM.

\*Inmates assigned to Special Housing will be allowed to visit one day out of the four weekly visiting days for a maximum of two hours, to include holiday visitation (space permitted).\*

Pretrial inmates (Yucca and Cholla):

8:15 AM to 3:00 PM on Saturdays, Sundays, and Federal holidays (both Yucca and Cholla inmates).

Monday- 5:15 PM to 8:00 PM (Yucca only)

Tuesday- 5:15 PM to 8:00 PM (Cholla only)

\*Inmates assigned to Yucca and Cholla units will be allowed to visit for a maximum of two hours on their designated visiting days, to include holiday visitation (space permitted).\*

**SPC:** Visiting hours are 8:15 AM to 3:00 PM on Saturdays, Sundays, and Federal holidays.

\*On Saturdays, Sundays, and federal holidays, visitors will not be permitted in the complex parking lots before 8:00 AM. On Monday and Tuesday, arrival at the parking lots before 5:00 PM is not permitted. (Federal Holidays are as follows: New Years Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day).\*

**USP:** General Population Inmates will have social visits at the USP on:  
Fridays from 5:00pm to 8:00pm, Saturday from 8:15am to 3:00pm, and on Sundays and holidays from 8:15am to 3:00pm.

Business may not be conducted during visits. Visits with pastors, attorneys of record, and former business associates may be arranged by the Unit Team and forwarded to the Associate Warden, Programs for approval. Inmates are allowed to have up to 12 visitors on their approved list, with the only stipulation that visits do not ordinarily interrupt planned institutional programs.

All visits will begin and end in the Visiting Room. Kissing, embracing, and handshaking are allowed only on arrival and departure of visitors. Inmates may not move around in the visiting room once seated and are subject to

special seating assignments at the discretion of the Visiting Room Officer and Operations Lieutenant.

Inmates must be properly dressed in order to be admitted to the Visiting Room. Clothing must be neat and clean. Items that may be taken into the Visiting Room, by an inmate, are limited to wedding band and prescription eyeglasses.

Visitor attire and non-clothing limitations are discussed in the attachment of the FCC supplement. Attire to include footwear will be appropriate.

There are areas available for children to play and games may be provided, but adults must maintain constant supervision of all children.

Inmates are not allowed to receive any item while in the visiting room.

**TRAVEL INFORMATION:** The FCI is located approximately 1 mile from Interstate 10, and the USP/SPC are approximately 2 miles from Interstate 10. Tucson International Airport is located approximately 8 miles from FCC Tucson. Taxi service is available from the airport. Major auto rental car companies are also available from the airport. There are many Motels available within 5 to 10 miles from FCC Tucson as well.

**IDENTIFICATION OF VISITORS:** Identification is required for visitors. These may include a state driver's license, state I.D. card, or two other forms of identification (credit cards, Social Security card, etc.) with full names and signatures affixed. Birth certificates are not considered proper identifications. Persons without proper picture identification will not be permitted to visit.

Visitors may be asked to submit to a search and will be checked with a metal detector. Visitors are permitted to bring a limited amount of money (coins only) into the Visiting Room to purchase items from the vending machines. Also, a reasonable amount of diapers and other infant care items and sanitary napkins may be brought into the Visiting Room in appropriate containers (refer to the FCC institution supplement). No food may be brought into the Visiting Room. Vending machines are available.

#### **ACCESS TO LEGAL SERVICES**

**ATTORNEY VISITS:** Attorneys are encouraged to visit during the regular visiting hours. Refer to the Visiting Institution Supplement for other attorney visiting times at each facility. Attorney visits will be subject to visual monitoring.

**LEGAL MATERIAL:** During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval from the Unit Team. Legal materials are subject to inspection for contraband. This material will be treated in a similar manner as the Special Mail procedures described above. Inmates are expected to handle the transfer of legal materials through the mail.

**LAW LIBRARY:** The law library is located in the Education Department and contains an electronic law library. The law library is open during convenient non-working hours, including weekends (hours of operation are posted on the bulletin board in the Education Department). An inmate law library clerk is available for assistance in legal research.

**NOTARY PUBLIC:** If an inmate requires a notary public, it will be necessary to contact unit staff for arrangements with a staff member certified as a notary public.

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

**FEDERAL TORT CLAIMS:** If the negligence of institution staff results in personal injury or property loss or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates

must complete a Standard Form 95. They can obtain this form from the Counselor.

**FREEDOM OF INFORMATION/PRIVACY ACT OF 1974:** The Privacy Act of 1974, forbids the release of information from agency records without a written request by, or without the prior written consent of, the individual to whom the record pertained, except for specific instances. All formal requests for access to records about another person and/or agency record other than those pertaining to themselves (including Program Statement and operations Memoranda) shall be processed through the Freedom of Information Act, 5 USC 552.

**INMATE ACCESS TO CENTRAL FILES:** An inmate may request review of disclosed portions of his central file (plus Pre-Sentence Report and/or summary). Unit staff will permit the review of the central file under procedures established locally.

**INMATE ACCESS TO OTHER DOCUMENTS:** An inmate can request access to the "Non-Disclosed Documents" in his central file and medical file, or other documents concerning himself that are not in his central file or medical file by submitting a "Freedom of Information Act Request" to the Director of the Bureau of Prisons, Attention: FOI Request. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. The inmate must also provide his registration number and date of birth for identification purposes.

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

**EXECUTIVE CLEMENCY:** The Bureau advises all inmates that the President of the United States is authorized under the Constitution to grant executive clemency by pardon, commutation of sentence, or reprieves. A pardon is an executive act of grace that is a symbol of forgiveness. It does not connote innocence nor does it expunge the record of conviction. A pardon can be "full" or "partial" depending on whether it absolves a person from all or a portion of the time. A pardon may have conditions imposed upon it or it can be "absolute" which is without conditions of any kind. A pardon restores basic civil rights and facilitates the restoration of professional and other licenses that may have been lost by reason of the conviction. Other forms of executive clemency include computation of sentence (reduction of sentence imposed after a conviction), and a reprieve (the suspension of execution of a sentence for a period of time). Inmates should contact their assigned Case Manager for additional information.

**CONSULATES:** Inmates who are not citizens of the United States may have the need arise in which they require communication with their consulate. A complete listing of all consulate offices is available through the unit team.

#### **PROBLEM RESOLUTION**

**INMATE REQUEST TO STAFF MEMBER:** The Bureau form BP-148, commonly called a "cop-out" is used to make a written request to a staff member. Any type of request can be made with this form. "Cop-outs" may be obtained in the housing units from the Correctional Officer on duty. Staff members who receive a "cop-out" will answer the request within a reasonable period of time. The answer will be written on the bottom of the request form or the staff member may meet with the inmate to address the issue.

**ADMINISTRATIVE REMEDY PROCESS:** The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by contacts with staff members or "cop-outs." When informal resolution is not successful, however, a formal complaint can be filed as an Administrative Remedy. Complaints regarding Tort Claim, Inmate Accident Compensation, Freedom of Information or Privacy Act Requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy Procedure.

The first step of the Administrative Remedy procedure is the documentation of the informal resolution attempts written on a BP-8 Form. Inmates may obtain



this form from their Correctional Counselor. On the BP-8 Form, the inmate will briefly state the nature of the problem and list the efforts made to resolve the problem informally.

After the BP-8 is completed, and if the issue cannot be informally resolved, the Counselor will issue a BP-229 (BP-9) Form. The inmate will return the completed BP-9 along with the BP-8 Form to the Unit Counselor, who will review the material to ensure an attempt at informal resolution was made. The BP-9 complaint must be filed within 20 calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time. Institution staff have 20 calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional 20 calendar days but the inmate must be notified of the extension.

When a complaint is determined to be an emergency in nature and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible, and within three working days from receipt of the complaint.

If the inmate is not satisfied with the response to the BP-9, he may file an appeal to the Regional Director. This appeal must be received in the Regional Office within 30 calendar days from the date of the BP-9 response. The Regional Appeal is written on a BP230 (BP-10) Form and must have a copy of the BP-9 Form and response attached. The Regional appeal must be answered within 30 calendar days, but the time limit may be extended an additional 30 days. The inmate must be notified of the extension.

If the inmate is not satisfied with the response by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons. The National appeal must be made on a BP-231 (BP-11) Form and must have copies of the BP-9 and BP-10 Forms with responses.

The BP-11 Form may be obtained from the Correctional Counselor. The National appeal must be answered within 40 calendar days, but the time limit may be extended an additional 20 days if the inmate is notified.

In writing a BP-9, BP-10, or BP-11, the form should be written in three sections:

1) Statement of Facts, 2) Grounds for Relief, 3) Relief Granted.

**SENSITIVE COMPLAINTS:** If an inmate believes a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known to the institution, he may file a complaint directly to the Regional Director. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees that the complaint is sensitive, it will be processed. If the Regional Director does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination and the complaint will be returned to the inmate. The inmate may then pursue that matter by filing a BP-9 at the institution.

#### **RELEASE**

**SENTENCE COMPUTATION:** The Designations and Sentence Computation Center (DSCC) in conjunction with the FCC records office is responsible for the computation of inmate sentences. Any questions about good time, jail credit, parole eligibility, full term dates, release dates, or periods of supervision are reviewed by ISM staff upon the inmates' request for clarification and forwarded to the Designations and Sentence Computation Center.

**FINES AND COSTS:** In addition to jail time, the court may impose a committed or non-committed fine and/or costs. Committed fines means that the inmate will stay in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 USC, Section 3569 (pauper's oath). Non-committed fines have no condition of imprisonment based on payment of fines or costs.

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

to the degree he can. Case management staff may give assistance to offenders in resolving their detainer status. The degree to which the staff can assist in such matters as these will depend on individual circumstances.

**GOOD CONDUCT GOOD TIME:** This applies to inmates sentenced for an offense committed after November 1, 1987.

The Comprehensive Crime Control Act became law November 1, 1987. The two most significant changes in the sentencing statutes deal with good time and parole issues. There are no provisions under the new law for parole. The only good time available will be 54 days per year good conduct time. This may not be awarded until the end of the year, and may be awarded in part or in whole, contingent upon behavior during the year. Once awarded, it is vested and may not be forfeited. There is no statutory good time or extra good time for persons sentenced after November 1, 1987.

Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA) offenses are those which were committed on or after September 13, 1994, but prior to April 26, 1996. Under this Act, crimes are categorized as "violent" or "nonviolent". Good Conduct Time (GCT) for nonviolent VCCLEA crimes is based on satisfactory compliance with institution disciplinary regulations. GCT for violent VCCLEA crimes is based on exemplary compliance with institution discipline regulations. In both cases, the maximum amount of GCT that may be awarded is 54 days per year of service of sentence. GCT credit shall not be vested unless the prisoner has earned or is making satisfactory progress toward a high school diploma or equivalent degree.

Prison Litigation Reform Act of 1995 (PLRA) offenses are those which were committed on or after April 26, 1996. Under this Act, GCT is based on exemplary compliance with institution discipline regulations and earned or satisfactory progress toward a high school diploma or equivalent degree. The maximum amount of GCT that may be awarded is 54 days per year of service of sentence; however, credit shall not be posted until the day the prisoner releases from custody.

Education staff will verify GED credential or high school diploma and record progress for the literacy program. Those prisoners without a high school diploma or equivalent are required to participate in a 240 instructional hour literacy program. Non-participation or unsatisfactory progress in this program will result in an "unsat" education status. GCT under VCCLEA, or an "unsat" education status, does not post and is subject to forfeiture. Under PLRA only 42 days of GCT per year may be earned while in "unsat" status. GCT that is forfeited or disallowed may not later be restored.

All inmates serving a violent VCCLEA or PLRA sentence must have all 100 and 200 level disciplinary charges referred to the DHO. 100 level charges are subject to disallowance of 40 days minimum or 75% of available GCT. 200 level charges are subject to disallowance of 40 days minimum or 50% of available GCT. Non-vested GCT may be forfeited or disallowed and may not later be restored.

**THE GOOD TIME DISCUSSIONS BELOW DO NOT APPLY TO INMATES SENTENCED UNDER THE NEW SENTENCING GUIDELINES:** GOOD TIME: "Good Time" awarded by the Bureau of Prisons under statutes enacted prior to November 1, 1987, has the effect of reducing the stated term of the sentence that is, it advances the date when release will be mandatory if the offender is not paroled at an earlier date. The award of good time does not in itself advance the offender's release date. It has that effect only if the offender would not otherwise be paroled before the mandatory date.

The behavior for which good time is awarded may also be considered by the Parole Commission in setting a parole date. However, this is not always done. Even when it is of the benefit to the offender, it may not be equivalent to the good time earned.

**STATUTORY GOOD TIME:** Under 18 U.S. Code 4161, an offender sentenced to a definite term of six months or more is entitled to a deduction from his term, computed as follows: if the offender has faithfully observed the rules of the institution and has not been disciplined.

Not greater than one year - 5 days for each month of the not less than six months or more than one year Sentence.

More than 1 year, less than 3 years - 6 days for each month of the stated sentence.  
At least 3 years, less than 5 years - 7 days for each month of the stated sentence.  
At least 5 years, less than 10 years - 8 days for each month of the stated sentence.  
10 years or more - 10 days for each month of the stated sentence.

At the beginning of the prisoner's sentence, the full amount of statutory good time is credited, subject to forfeiture if the prisoner commits disciplinary infractions.

If the sentence is for five years or longer, 18 USC 4206 (d) requires the parole commission to release an offender after he has served two-thirds of the sentence, unless the commission determines that he has seriously violated Bureau of Prisons rules or regulations or that there is a reasonable probability that he will commit a crime. For offenders serving sentences of five to ten years, this provision may mandate release before the date established by subtracting good time from the sentence. Statutory Good Time does not apply to life sentences or to those few inmates remaining who were sentenced under the Youth Corrections Act. It applies to a split sentence if the period of confinement is exactly six months; a shorter period does not qualify for good time under the statute and a longer period cannot be part of a split sentence.

The following applies only to inmates sentenced for an offense committed prior to November 1, 1987:

**EXTRA GOOD TIME:** The Bureau of Prisons awards extragood time credit for performing exceptionally meritorious service, or for performing duties of outstanding importance, or for employment in an industry or camp. An inmate may earn only one type of good time award at a time (i.e., an inmate earning industrial or camp good time is not eligible for meritorious good time), except that a lump sum award may be given in addition to another good time award. Neither the Warden nor the Disciplinary Hearing Officer may forfeit or withhold extra good time.

The Warden may disallow or terminate the awarding of any type of extra good time (except for lump sum award), but only in a non-disciplinary context and only upon recommendation of staff. The Disciplinary Hearing Officer may also disallow or terminate the awarding of any type of extra good time (except lump sum awards) as a disciplinary sanction. Once an awarding of meritorious good time has been terminated, the Warden must approve a new staff recommendation order for the award to re-commence. "Disallowance" means that an inmate does not receive an extra good time award for only one time for that calendar month. There may be no partial disallowance. A decision to disallow or terminate extra good time may not be suspended pending future consideration. No retroactive award of meritorious good time has been disallowed or terminated.

**GOOD TIME PROCEDURES:** Extra Good Time is awarded at a rate of three days per month during the first 12 months, and at the rate of five days per month thereafter (i.e., the first 12 months, as stated, means 11 months and 30 days - Day for Day - of earning Extra Good Time before an inmate can start earning five days per month. For example, if an inmate were to stop working, transfer from UNICOR to an institution job, or if Extra Good Time was terminated for any reason, the time that the inmate is not earning good time does not count in calculation of the first 12 months).

If the beginning or termination date of an Extra Good Time award occurs after the first day of the month, a partial award of days is made. An inmate may be awarded Extra Good Time even though some or all of the inmate's statutory good time has been forfeited or withheld.

Extra Good Time is not automatically discontinued while an inmate is hospitalized, on furlough, out of the institution on a Writ of Habeas Corpus, or removed under the Interstate Agreement on Detainers Act. Extra Good Time may be terminated or disallowed during such absences if the Warden finds that the inmate's behavior warrants such action.

An inmate committed for civil contempt is not entitled to Extra Good Time deductions while serving the civil contempt sentence.

An inmate in an Extra Good Time earning status may not waive or refuse Extra Good Time credits.

Once Extra Good Time is awarded, it becomes vested and may not be forfeited or withheld or retroactively terminated or disallowed.

**LUMP SUM AWARDS:** Any staff member may recommend to the Warden the approval of an inmate for a lump sum award of extra good time. Such recommendations must be for an exceptional act of service that is not a part of a regularly assigned duty. The Warden may make lump sum awards of extra good time of not more than 30 days. If the recommendation is for more than 30 days and the Warden agrees, the Warden will refer the recommendation to the Regional Director, who may approve the award.

No award will be approved if the award would be more than the maximum number of days allowed under USC 4102. The actual length of time served on the sentence, including jail credit time, is the basis on which the maximum amount of the award is calculated. Any extra good time already earned will be subtracted from this stated maximum. Staff may recommend lump sum awards of extra good time for the following reasons:

An act of heroism

- Voluntary acceptance and satisfactory performance of an unusually hazardous assignment.
- An act which protects the lives of staff or inmates or the property of the United States. This is to be an act and not merely the providing of information in custodial or security matters.
- A suggestion which results in substantial improvement of a program or operation which results in significant savings or:
- Any other exceptional or outstanding service.

**PAROLE:** Parole is release from incarceration under conditions established by the United States Parole Commission. Parole is not an act of clemency. A parolee remains under the supervision of a United States Probation Officer until the expiration of his full term.

Inmates are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment (EXCEPTIONS: inmates sentenced before September 6, 1977, and inmates with a minimum parole eligibility of ten years). If the inmate chooses not to appear before the Parole Board within the first 120 days of commitment, a waiver must be given to the Case Manager or Correctional Counselor prior to the time of the scheduled parole hearing. This waiver will be made part of the Parole Commission file and the inmate's central file. All inmates who previously waived a parole hearing are eligible to appear before the Parole Board at any regularly scheduled hearing after they waive. Application for a parole hearing must be made at least 60 days before the first day of the month of the hearing. The Parole Board conducts hearings at most Bureau institutions every two months. Application to the Parole Commission for a Hearing is the responsibility of the inmate, but in certain cases the Unit Team will assist the inmate if necessary. Application forms may be obtained from Case Managers or Correctional Counselors.

Following the hearing, the inmate will be advised of the tentative decision reached in the case by the Hearing examiners. The recommendations of the Hearing examiners must be confirmed by the Central Office of the Parole Board. This confirmation usually takes three to four weeks and is made through the mail on a form called a "Notice of Action." This decision may be appealed by the inmate. Forms for appeal may be obtained from unit Correctional Counselors or Case Managers. If granted a presumptive parole date (a parole date more than six months following the Hearing), a parole progress report will be sent to the parole board three to six months before the parole date.

Parole may be granted to a detainee or for the purpose of deportation.

**RESIDENTIAL REENTRY CENTERS (RRC) FORMERLY KNOWN AS COMMUNITY CORRECTIONS CENTERS (CCC):** Inmates who are nearing release, and who need assistance in obtaining a job, residence or other Community resources, may be transferred to a residential reentry program. An inmate may be submitted for a placement of up to 12 months. The Case Manager will address placement within 17-19 months of the inmate's release date.

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

Most Bureau of Prisons community-based residential programs are provided in Residential Reentry Centers (RRCs). These facilities contract with the Bureau of Prisons to provide residential Correctional programs near the offender's home community.

The other option for community-based residential programming is local detention facilities. Some local jails and detention centers have work release programs similar to the Community Corrections Component in a RRC serving in the transition from the institution to the community.

### **DISCIPLINARY PROCEDURES**

**DISCIPLINE:** It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committee (UDC) and for more serious violations, the Discipline Hearing Officer (DHO).

Inmates are advised upon arrival at the institution of the rules and regulations, and are provided with copies of the Bureau's Prohibited Acts, as well as local regulations.

**INMATE DISCIPLINE INFORMATION:** If a staff member observes or believes he or she has evidence that an inmate has committed a prohibited act, the first step in the disciplinary process is writing an Incident Report. This is a written copy of the charges against the inmate. The Incident Report shall ordinarily be delivered to the inmate within 24 hours of the time staff become aware of the inmate's involvement in the incident. An informal resolution of the incident may be attempted by the Correctional Supervisor.

If an informal resolution is accomplished, the Incident Report will be removed from the inmate's central file. Informal resolution is not allowed for greatest and high severity category infractions. If an informal resolution is not accomplished, the Incident Report is forwarded to the UDC for an initial hearing.

**INITIAL HEARING:** Inmates must ordinarily be given an initial hearing within three working days of the time staff become aware of the inmate's involvement in the incident (excluding the day staff becomes aware of the incident, weekends, and holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence in his behalf. The UDC must give its decision in writing to the inmate by the close of business the next work day. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five days. The inmate must be provided with written reasons for any extension. The UDC will either make final disposition of the incident or refer it to the Disciplinary Hearing Officer (DHO) for final disposition.

### **DISCIPLINE HEARING OFFICER (DHO)**

The Discipline Hearing Officer (DHO) conducts disciplinary hearings on serious rule violations or for repetitive minor violations. The DHO may not act on a case that has not been referred by the UDC. The Captain conducts periodic reviews of inmates in disciplinary segregation.

An inmate will be provided with advance written notice of the charges not less than 24 hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his choice to represent him, if requested. An inmate may make statements in his own defense and may produce documentary evidence. The inmate may present a list of witnesses and request they testify at the

hearing. Inmates may not question a witness. An inmate may submit a list of questions for the witness or witnesses to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

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

**APPEALS OF DISCIPLINARY ACTIONS:** Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. Appeals are made to the Regional Director (BP-10), and the General Counsel (BP-11). On appeal, the following items will be considered:

- Whether the UDC or DHO substantially complied with the regulations on inmate discipline.
- Whether the UDC or DHO based its decision on substantial evidence.
- Whether an appropriate sanction was imposed according to the severity level of the prohibited act.

The staff member who responds to the appeal may not be involved in the incident in any way. These staff members include UDC members, the DHO, the investigator, the reporting officer, and the staff representative.

**SPECIAL HOUSING UNIT (SHU) STATUS:** There are two categories; administrative detention (AD) and disciplinary segregation (DS). Inmates in both administrative detention and disciplinary segregation are provided with regular reviews of their housing status. They shall be seen by a member of the medical staff daily, including weekends and holidays.

Administrative detention separates an inmate from the general population. To the extent practical, inmates in administrative detention shall be provided with the same general privileges as inmates in general population. An inmate may be placed in administrative detention pending initial classification/review for placement in general population, pending investigation, pending a hearing for a violation of Bureau's Prohibited Acts, pending investigation or trial for a criminal act, pending transfer for protection, or pending further action following disciplinary segregation.

Disciplinary segregation is used as a sanction for violations of Bureau rules and regulations. Inmates in disciplinary segregation will be denied certain privileges. Personal property will usually be impounded. Inmates placed in DS are provided with blankets, a mattress, a pillow, toilet tissue, and shaving utensils (as necessary).

Inmates in this status may possess legal and religious materials. Also, staff shall provide a reasonable amount of non-legal reading material.

The following pages pertain to the inmate disciplinary system. Please consider this as a notice of the Bureau of Prison's rules. Inmates are required to verify by signature that they have received the following:

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

Additional information pertaining to the inmate disciplinary system may be found in the Bureau of Prison's Program Statement 5270.7 (Inmate Discipline and Special Housing Units).

Sexual Abusive Behavior Prevention and Intervention Program  
Admission and Orientation Lesson Plan

I. Introduction

While you are incarcerated, **no one has the right to pressure you to engage in sexual acts.** You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior from another inmate or a staff member. Regardless of your age, size, race, ethnicity, gender or sexual orientation, you have the right to be safe from sexually abusive behavior.

II. What is sexually abusive behavior?

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

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

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

- Code 101/(A): Sexual Assault
- Code 205/(A): Engaging in a Sex Act
- Code 206/(A): Making a Sexual Proposal
- Code 221/(A): Being in an Unauthorized Area with a Member of the Opposite Sex
- Code 300/(A): Indecent Exposure
- Code 404/(A): Using Abusive or Obscene Language

An incident is considered Inmate-on-Inmate Abuse/Assault when any sexually abusive behavior occurs between two or more inmates.

An incident is considered Staff-on-Inmate Abuse/Assault when any sexually abusive behavior is initiated by a staff member toward one or more inmates. It is also considered Staff-on-Inmate Abuse/Assault if a staff member willingly engages in sexual acts or contacts that are initiated by an inmate.

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

III. Protecting Yourself and Others from Sexually Abusive Behavior

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

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

it probably is. If you fear for your safety, report your concerns to staff.

If you are afraid or feel you are being threatened or pressured to engage in sexual behaviors, you should discuss your concerns with staff. Because this can be a difficult topic to discuss, some staff, like psychologists, are specially trained to help you deal with problems in this area.

If you feel immediately threatened, approach **any** staff member and ask for assistance. It is part of his/her job to ensure your safety. If it is a staff member that is threatening you, report your concerns immediately to another staff member that you trust, or follow the procedures for making a confidential report.

#### IV. What Should You Do if You Are Sexually Assaulted?

If you become a victim of sexually abusive behavior, immediately report the incident to a staff member. Staff will offer you protection from the assailant. You do not have to name the inmate(s) or staff assailant(s) in order to receive assistance, but specific information may make it easier for staff to know how best to respond. You will continue to receive protection from the assailant, whether or not you have identified him or her (or agree to testify against him/her).

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you may want to clean up after the assault it is important to see medical staff **BEFORE** you shower, wash, drink, eat, change clothing, or use the bathroom. Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, [pregnancy, if appropriate], and gather any physical evidence of assault. Individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported. Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.

#### V. Understanding the Investigative Process

Once the sexually abusive behavior is reported, the Bureau and/or other appropriate law enforcement agencies will conduct an investigation. The purpose of the investigation is to determine the nature and scope of the abusive behavior. You may be asked to give a statement during the investigation. If criminal charges are brought, you may be asked to testify during the criminal proceedings.

#### VI. Supportive Services

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

#### VII. Consequences for Assailants

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

#### VIII. How Do You Report an Incident of Sexually Abusive Behavior?



It is important that you tell a staff member if you have been sexually assaulted. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, counselor, chaplain, psychologist, work supervisor, your unit officer, an SIS officer, the Warden or any other staff member you trust.

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

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

- Write directly to the Warden, Regional Director or Director. You can send the Warden an Inmate Request to Staff Member or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.
- File an Administrative Remedy. You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit management staff.
- Write the Office of the Inspector General (OIG) which investigates allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

Office of the Inspector General  
P. O. Box 27606  
Washington, D.C. 20530

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| <p>100 Killing</p> <p>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)</p> <p>102 Escape from escort; escape from a secure institution (low, medium, high and administrative type institutions); or escape from a minimum security level institution <u>with</u> violence *</p> <p>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 prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)</p> <p>104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition At USP Lompoc a razor blade is considered a weapon.</p> <p>105 Rioting</p> <p>106 Encouraging others to riot</p> <p>107 Taking hostage(s)</p> <p>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)</p> <p>109 Not to be used</p> <p>110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; or to take part in other drug-abuse testing.</p> <p>111 Introduction of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia not prescribed for the individual by the medical staff.</p> <p>112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants or related paraphernalia not prescribed for the individual by the medical staff.</p> <p>113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia not prescribed for the individual by the medical staff.</p> <p>114 Sexual assault of any person, involving non-consensual touching by force or threat of force.</p> <p>115 Destroying and/or disposing of any item during a search or attempt to search.</p> <p>196 Use of the mail for an illegal purpose or to commit or further a greatest category prohibited code act.</p> <p>197 Use of telephone to further criminal activity.</p> <p>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.</p> <p>199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of</p> | <p>A. Recommend parole date rescission or retardation</p> <p>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 sanction may not be suspended)</p> <p>B1. Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year(a good time sanction may not be suspended)</p> <p>C. Disciplinary Transfer (recommend)</p> <p>D. Disciplinary segregation (up to 60 days)</p> <p>E. Make monetary of a restitution</p> <p>F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed)</p> <p>G. Loss of privileges (Note - can be in addition to A though E - cannot be the only sanction executed)</p> <p><u>Note:</u> Inmates found in possession of an electric communication device or related equipment (cell phone) will be charged with a violation of Code 108, Possession, Manufacture, or Introduction of a Hazardous Tool, or Code 199 most like Code 108, and will be subject to available sanctions if found to have committed the prohibited act.</p> |
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| <p><b>Prisons. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable.</b></p> |  |
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| <u>CODE</u> | <u>PROHIBITED ACTS</u>  | <u>SANCTIONS</u>   |
|-------------|---|--|
| 200         | Escape from work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.   | 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 sanction may not be suspended) |
| 202         | (Not to be used)  |  |
| 203         | Threatening another with bodily harm or any other offense   | B1. Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended) C. Disciplinary Transfer (recommend)                      |
| 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   | D. Disciplinary segregation (up to 30 days)  |
| 205         | Engaging in sexual acts   | E. Make monetary restitution   |
| 206         | Making sexual proposals or threats to another   | F. Withhold statutory good time  |
| 207         | Wearing a disguise or a mask  | G. Loss of privileges: commissary, movies, recreation, etc.  |
| 208         | Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure | H. Change housing (quarters)   |
| 209         | Adulteration of any food or drink   | I. Remove from program and/or group activity J. Loss of job  |
| 210         | (Not to be used)  | K. Impound inmate's personal property  |
| 211         | Possessing any officer's or staff clothing  | L. Confiscate contraband   |
| 212         | Engaging in, or encouraging a group demonstration   | M. Restrict to quarters  |
| 213         | Encouraging others to refuse to work, or to participate in a work stoppage  |  |
| 214         | (Not to be used)  |  |
| 215         | Introduction of alcohol into BOP facility   |  |
| 216         | Giving or offering an official or staff member a bribe, or anything of value  |  |
| 217         | Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes   |  |
| 218         | Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, or damaging life-safety devices (e.g., fire alarm) regardless of financial value          |  |
| 219         | Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.           |  |

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| 220                         | Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercise or drill.   | <u>SANCTIONS</u> |
| 221                         | Being in an unauthorized area with a person of the opposite sex without staff permission   |                  |
| 222                         | Making, possessing, or using intoxicants   |                  |
| <u>CODE PROHIBITED ACTS</u> |  | Sanctions A-M    |
| 223                         | Refusing to breathe into a breathalyzer or take part in other testing for use of alcohol.  |                  |
| 224                         | Assaulting any person (charged with this act only when a less serious physical injury or contact has been attempted or carried out by an inmate)   |                  |
| 225                         | Stalking another person through repeated behavior which harasses, alarms, or annoys the person after been previously warned to stop such conduct.  |                  |
| 226                         | Possession of stolen property.   |                  |
| 227                         | Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g. DNA, HIV, tuberculosis).  |                  |
| 228                         | Tattooing or self-mutilation   |                  |
| 229                         | Sexual assault of any person, involving non-consensual touching without force or threat of force.  |                  |
| 296                         | Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a high category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence). |                  |
| 297                         | Use of 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 billing, using credit card 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 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.   |  |
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| <p>300 Indecent exposure<br/>                     301 (Not to be used)<br/>                     302 Misuse of authorized medication<br/>                     303 Possession of money or currency, unless specifically authorized, amount or in excess of the amount authorized.<br/>                     304 Loaning of property or anything of value for profit or increased return<br/>                     305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels<br/>                     306 Refusing to work, or to accept a program assignment<br/>                     307 Refusing to obey an order of any 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)<br/>                     308 Violating a condition of a furlough<br/>                     309 Violating a condition of a community program<br/>                     310 Unexcused absence from work or any assignment<br/>                     311 Failing to perform work as instructed by the supervisor<br/>                     312 Insolence towards a staff member</p> <p style="text-align: center;"><b><u>CODE PROHIBITED ACTS</u></b></p> | <p>A. Recommend parole date rescission or retardation.<br/>                     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 sanction may not be suspended)<br/>                     B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit is available for (a good conduct time sanction may not be suspended)*<br/>                     C. Disciplinary transfer (recommend)<br/>                     D. Disciplinary segregation (up to 15 days)<br/>                     E. Make monetary restitution<br/>                     F. Withhold statutory good time<br/>                     G. Loss of privileges: commissary, movies, recreation, etc.<br/>                     H. Change housing (quarters)<br/>                     I. Remove from program and/or group activity<br/>                     J. Loss of job<br/>                     K. Impound inmate's personal property<br/>                     L. Confiscate contraband<br/>                     M. Restrict to quarters<br/>                     N. Extra duty</p> <p style="text-align: center;"><b><u>SANCTIONS</u></b></p> |  |
| <p>313 Lying or providing a false statement to a staff member<br/>                     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)<br/>                     315 Participating in an unauthorized meeting or gathering<br/>                     316 Being in an unauthorized area<br/>                     317 Failure to follow safety or sanitation regulations<br/>                     318 Using any equipment or machinery which is not specifically authorized<br/>                     319 Using any equipment or machinery contrary to instructions or posted safety standards<br/>                     320 Failing to stand count<br/>                     321 Interfering with the taking of count<br/>                     322 (Not to be used)</p>   | <p>Sanctions A-N</p>  |  |

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| <p>323 (Not to be used)<br/>                 324 Gambling<br/>                 325 Preparing or conducting a gambling pool<br/>                 326 Possession of gambling paraphernalia<br/>                 327 Unauthorized contacts with the public<br/>                 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<br/>                 329 Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less<br/>                 330 Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards<br/>                 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)<br/>                 332 Smoking where prohibited.<br/>                 333 Fraudulent or deceptive completion of a skills test (e.g. cheating on a GED or other educational or vocational skills test).<br/>                 334 Conducting a business; conducting or directing an investment transaction without staff authorization.</p> <p>335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.<br/>                 336 Circulating a petition.<br/>                 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use the mail to commit or further a moderate category prohibited act.<br/>                 397 Use of 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).</p> <p style="text-align: center;"><u>CODE PROHIBITED ACTS</u></p> | <p><u>SANCTIONS</u></p> |
| <p>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.<br/>                 399 Conduct which disrupts or interferes with the</p>  | <p>Sanctions A-N</p>    |

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|     | 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.  |  |
| 400 | Possession of property belonging to another Person  | B.1  |
| 401 | Possessing unauthorized amounts of otherwise authorized clothing  |  |
| 402 | Malingering, feigning illness   |  |
| 404 | Using abusive or obscene language   |  |
| 405 | Tattooing or self-mutilation  |  |
| 406 | Not to be used  |  |
| 407 | Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)  |  |
| 408 | Conducting a business   | E.   |
| 409 | Unauthorized physical contact (e.g., kissing, embracing)(e.g., kissing, embracing)  | F.   |
| 410 | Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault) | G.   |
| 497 | Use of 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).  | H.   |
| 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.   | I.   |
| 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.   | J.   |
|     |   | K.   |
|     |   | L.   |
|     |   | M.   |
|     |   | N.   |
|     |   | O.   |
|     |   | P.   |
|     |   | *Sanction B.1 may be imposed on the Low Moderate category <u>only</u> where the inmate has committed the same low moderate prohibited act more than one time within a six-month period.  |
|     |   | * <u>Aiding</u> another person to commit any of these offenses, <u>attempting</u> to commit any of these offenses, <u>and making plans</u> to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offenses itself.]   |
|     |   | *When the prohibited act is interfering with a staff member in the performance of duties (Code 198, 298, 398, or 498), or Conduct Which Disrupts (Code 199, 299, 399, or 499), the DHO or UDC, in its findings, should indicate a specific finding of the severity level of the conduct, and a comparison to an offense (or offenses) in that severity level which the DHO or UDC finds is most comparable. For example, "We find the act of _____ to be of High severity, most comparable to prohibited act Engaging in a Group Demonstration." |

**RIGHTS AND RESPONSIBILITIES**

| RIGHTS  | RESPONSIBILITIES  |
|---|---|
| 1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel. | 1. You have the responsibility to treat others, both employees and inmates, in the same manner. |
| 2. You have the right to be informed of the rules, procedures, and schedules concerning the                                       | 2. You have the responsibility to know and abide by them.                                       |

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| <p>operation of the institution.</p> <ol style="list-style-type: none"><li>3. You have the right to freedom of religious affiliation, and voluntary religious worship.</li><li>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.</li><li>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.</li><li>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.)</li><li>7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.</li><li>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.</li><li>9. You have the right to a wide range of reading materials for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.</li><li>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.</li><li>11. You have the right to use your funds for commissary with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.</li></ol> | <ol style="list-style-type: none"><li>3. You have the responsibility to recognize and respect the rights of others in this regard.</li><li>4. It is your responsibility not to waste food, to follow the laundry and shower schedule, to 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.</li><li>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.</li><li>6. You have the responsibility to present honestly, and fairly your petitions, questions, and problems to the court.</li><li>7. It is your responsibility to use the services of an attorney honestly and fairly.</li><li>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 use of the materials and assistance.</li><li>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.</li><li>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 community. You will be expected to abide by the regulations governing the use of such activities.</li><li>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.</li></ol> |
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**Appendix 4b. Inmate Fact Sheet – Preventive Health Program for Men**  
**Initial Preventive Health Screening**

You will receive the following preventive health screening shortly after you enter federal prison:

**TB Skin Test** – To test for exposure to TB, unless your medical record shows a previous positive TB skin test.

**Chest X-Ray** – If you have a positive TB skin test, if you are foreign-born or have recently been outside the U.S., or you have HIV infection.

**Syphilis Test** – At your intake physical exam if you have HIV infection, or have a history of sexually transmitted diseases such as syphilis, gonorrhea, or chlamydia.

\*\*Your health care provider may recommend additional health screens (tests) based on your medical history and physical examination.

**Routine Preventive Health Screening for Sentenced Inmates**

The following preventive health tests are routinely provided for *sentenced* inmates:

**Viral Hepatitis** – If you are at risk for hepatitis B or hepatitis C viral infections, or if you report that you had a prior infection.

**HIV** – Recommended for all sentenced inmates.

**TB Skin Test** – Every year, unless your record shows a positive test in the past.

**Colon Cancer** – Testing for blood in your stool every year, beginning at age 50; colonoscopy if you are at higher risk for colon cancer.

**Diabetes** – If your blood pressure is greater than 135/80.

**Cholesterol** – Beginning at age 35, screen every 5 years (sooner if you are at risk).

\*\*In addition, vaccinations are provided as recommended by health authorities. Based on your age and specific needs, other preventive health services may be made available to you. You can also request a *preventive health visit* to review needed services: every three years (if you are under age 50) or every year (if you are age 50 and over).

**Take care of yourself while you are in prison!**

- < Exercise regularly.
- < Eat a healthy diet (low fat, more fruits and vegetables).
- < Take medications as recommended by your doctor.
- < Don't use tobacco or illegal drugs.
- < Don't have sexual contact with others while in prison.
- < Don't get a tattoo while in prison.
- < Don't share personal items (razors, toothbrushes, towels).
- < Wash your hands regularly.

**Appendix 4a. Inmate Fact Sheet – Preventive Health Program for Women  
Initial Preventive Health Screening**

You will receive the following preventive health screening shortly after you enter federal prison:

**TB Skin Test** – To test for exposure to TB, unless your medical record shows a previous positive TB skin test.

**Chest X-Ray** – If you have a positive TB skin test, if you are foreign-born or have recently been outside the U.S., or you have HIV infection.

**Chlamydia Test** – If you are age 25 or less, have HIV infection, or have a history of sexually transmitted diseases such as syphilis, gonorrhea, or chlamydia.

**Syphilis Test** – At your intake physical exam.

**PAP Smear** – To test for cervical cancer or other conditions, at your intake physical exam.

**MMR Vaccine** – To protect against measles, mumps, and rubella; given if you are of childbearing age and have no record of vaccination.

\*\*Your health care provider may recommend additional health screens (tests) based on your medical history and physical examination.

**Routine Preventive Health Screening for Sentenced Inmates**

The following preventive health tests are routinely provided for *sentenced* inmates:

**Viral Hepatitis** – If you are at risk for hepatitis B or hepatitis C viral infections, or if you report that you had a prior infection.

**HIV** – Recommended for all sentenced inmates.

**TB Skin Test** – Every year, unless your record shows a positive test in the past.

**Breast Cancer** – Mammogram every 2 years, beginning at age 40; annually, if there is a history of breast cancer in your family. Annual breast exam upon request.

**Pap Smear** – Every year, if you are age 30 or younger. Every 3 yrs, if you are over age 30.

**Colon Cancer** – Testing for blood in your stool every year, beginning at age 50; colonoscopy if you are at higher risk for colon cancer.

**Diabetes** – If your blood pressure is greater than 135/80.

**Cholesterol** – Beginning at age 35, screen every 5 years (sooner if you are at risk).

\*\*In addition, vaccinations are provided as recommended by health authorities. Based on your age and specific needs, other preventive health services may be made available to you. You can also request a *preventive health visit* to review needed services: every three years (if you are under age 50) or every year (if you are age 50 and over).

**Take care of yourself while you are in prison!**

- < Exercise regularly.
- < Eat a healthy diet (low fat, more fruits and vegetables).
- < Take medications as recommended by your doctor.
- < Don't use tobacco or illegal drugs.
- < Don't have sexual contact with others while in prison.
- < Don't get a tattoo while in prison.
- < Don't share personal items (razors, toothbrushes, towels).
- < Wash your hands regularly.