

INMATE  
ADMISSION & ORIENTATION  
HANDBOOK



UPDATED: January 22, 2016

## **INTRODUCTION**

This inmate handbook will provide you with information about the programs, operations, rules, and regulations of the Federal Prison Camp, Bryan, Texas. The handbook is a supplement to the information available to you from Bureau of Prisons program statements, institution supplements, and memoranda from the local administration, as well as the various departments within the facility. It is your responsibility to seek clarification of any issues which you find unclear. The Inmate Law Library has various policies to adequately address concerns you may have regarding the programs. Various documents are translated into Spanish to better assist our Spanish-speaking inmates. If any conflict or confusion occurs in reading the Spanish document, the English version of the document shall serve as the official document of record.

The programs at this institution are structured around the workday, to permit maximum participation which will not conflict with your work. We provide these programs as opportunities to meet individual needs as identified by you and your Unit Team. Your successful participation in these programs will be considered in evaluating your release readiness and suitability for community programs.

This is a minimum security facility located on 37 acres at 1100 Ursuline Avenue, Bryan, Texas 77805. The phone number to the institution control room is (979) 823-1879. At the Federal Prison Camp, Bryan, Texas, you will be treated in a mature and responsible manner, and you will be expected to act accordingly. Your strict compliance to the rules and regulations of the facility is an essential part in exhibiting the responsible behavior required at this institution.

Communication plays a vital part in the development of a positive atmosphere within a correctional facility. This inmate handbook is intended to help promote communication, as well as eliminate confusion about the Federal Bureau of Prisons and FPC Bryan's Rules and Regulations.

The information that is contained in this handbook is current as of the date of publication. It contains summaries of Federal Bureau of Prisons and FPC Bryan's policies and is subject to change. It is intended to be used by staff and inmates of this facility as an easy reference, but policy obviously takes precedence over information contained within this handbook.

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Marne Boyle, Warden

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

### **Orientation**

Inmates are given a social screening by Unit Management staff and medical screening by Health Services and Mental Health staff at the time of arrival. Inmates are immediately provided with a copy of the institution rules and regulations, which include information on inmate rights and responsibilities. It also includes information on sexual assault and abuse.

Within 28 days of arrival, inmates will participate in the Admission and Orientation (A&O) Program. While in A&O, inmates are advised of the programs, services, policies, and procedures regarding the facility.

### **Classification Teams (Unit Teams)**

Each inmate is assigned to a housing unit. A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. Each unit is staffed by a Unit Team directly responsible for the inmates living in the unit. The unit offices are located in the units so staff and inmates can be accessible to each other. The unit staff typically includes a Unit Manager, Case Manager, Correctional Counselor, and Unit Secretary. The Staff Psychologist, Education Advisor and Unit Officer are considered members of the Unit Team and provide input for classification purposes.

Inmates are 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 matters, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while in prison. Ordinarily, a member of the unit staff will be at the institution from 7:30 a.m. to 9:00 p.m., and during the day on weekends and holidays.

## **GENERAL FUNCTIONS OF UNIT STAFF**

**Unit Manager:** The Unit Manager is the administrative head of the general unit and oversees all unit programs and activities. The Unit Manager is the Chairperson of the team which comprises the Case Manager, Correctional Counselor, with input from Education and Psychology staff. The Unit Manager reviews team decisions and may chair the Unit Discipline Committee (UDC), which is a body that hears disciplinary infractions. The Unit Manager is ordinarily present during initial classification and subsequent program review(s) in which RRC placement is discussed.

**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. The Case Manager serves as a liaison between the inmate, the administration, and the community.

**Correctional Counselor:** The Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties, and plans for the future. She/he plays a leading role in segments of unit programs relating to inmate activities. The Unit Counselor may conduct counseling groups for inmates in his/her unit and/or groups open to the general population.

**Unit Secretary:** The Unit Secretary performs clerical and administrative duties, to include the preparation of release paperwork.

**Unit Officer:** The Unit Officers have direct responsibility for the daily supervision of inmates and the enforcement of rules and regulations. They have safety, security, and sanitation responsibilities in the unit. Unit Officers are in regular contact with inmates in units and are encouraged to establish professional relationships with them, as long as such interaction does not interfere with their primary duties. Unit Officers control movement in and out of the unit and conduct regular searches for contraband.

### **Communications**

Normally, a unit staff member is available each day of the week and most evenings until 9:00 p.m. The unit bulletin boards and the TRULINCS system contain written communication of interest to inmates. Unit Managers may utilize monthly Town Hall meetings to dispense information and foster improved communications. Unit team members will utilize either open house hours or an open door policy to address inmate concerns. Inmates are also encouraged to use Inmate Requests to Staff to make requests in writing and/or via electronic request.

### **Initial Classification/Program Reviews**

Inmates initially designated to the institution will receive initial classification within 28 days of arrival. Unit, Education, and Psychology staff will assess each inmate and work with them to develop an individual plan which will address skill deficits that may deter successful reentry into the community.

Subsequent program reviews will be held every 90 to 180 days, depending upon release date. These are held by the Unit Team to review progress on programming goals, work assignments, transfers, custody/security level, institutional adjustment, etc. The inmate may not waive appearance with the Unit Team.

### **Reentry Pre-Release Programming**

Release preparation begins on the first day of incarceration. The BOP's reentry strategy provides inmates with the opportunity to gain the necessary skills and resources to succeed upon release. Through coordinated efforts among the departments in the institution and collaboration with other agencies, a wide array of programs and activities are offered to better inmates' chances of a successful reentry upon release.

It is imperative at initial classification (Team) that inmates are open and honest when answering questions to allow the team to accurately identify needs and make appropriate program recommendations to improve inmates' chances of a successful reentry. Each time an inmate goes to team, he or she will receive a progress update and new recommendations as warranted. Contributors and programming recommendations include Education, Health Services, Psychology, Unit Team, Recreation, Religious Services, the inmate's Work Detail Supervisor, and the inmate. Inmates are strongly encouraged to take advantage of the program recommendations.

Additionally, to make the transition back to the community go as smoothly as possible, inmates should obtain at least two forms of identification to include a social security card.

There are periodic escorted trips to the Department of Public Safety should additional identification be needed. Inmates may also be eligible for some benefits upon release (e.g., social security disability, veteran's, Medicare etc.) to make the transition easier. Staff may be able to provide you with information concerning benefits so that you may determine your eligibility and begin the application process, if applicable, prior to release.

Lastly, the Resource Center, located in the Education Department, can also provide you with pre and post release programming and education ideas, potential employment and housing information, as well as potential benefits information.

### **Town Hall Meetings**

Town Hall meetings are held to make announcements and to discuss changes in the policy and procedures of the unit. Inmates are encouraged to ask pertinent questions of the staff and any guest speakers who are present. These questions should pertain to the unit as a whole, rather than personal questions or problems. Personal issues will be resolved by unit staff during the regular working hours which are posted in each unit.

### **Treaty Transfer for Non-U.S. Inmates**

Inmates who are not U.S. citizens may be eligible for a transfer to their home country to serve the remainder of their sentence. At initial classification, the inmate will be advised if the inmate's home country has a formal exchange treaty with the United States. The Case Manager will provide additional information regarding an inmate's eligibility for participation in the program.

### **Foreign Consular**

The most recent publication of the Consular Notification and Access directory will be located in the Law Library.

## **DAILY INMATE LIFE**

### **Sanitation**

It is the inmate's responsibility to check her room immediately after being assigned there and report all damages to the Unit Officer or Correctional Counselor. An inmate may be held financially liable for any damage to her personal living area. Each inmate is responsible for making her bed in accordance with posted regulations before work call (including weekends and holidays when she leaves the area). Each inmate is also responsible for sweeping and mopping her room floor, removing trash, and ensuring it is clean and sanitary. Cardboard boxes and other paper containers are not permitted for storage due to their combustible nature. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. Chairs are assigned to each cell, and will not be defaced or marked in any manner by the inmate.

Toothpaste, toothbrushes, combs, razors, and soap for personal hygiene are issued by the institution. Inmates may purchase name brand items through the Commissary.

### **Personal Property Limits**

Items which may be retained by an inmate are limited for sanitation and security reasons, and to ensure excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the cell.

Each institution is required to establish an Institution Supplement regarding Inmate Personal Property, specifically identifying personal property which the inmate may retain.

### **Storage Space**

Staff shall set aside space within each housing area for use by an inmate. The designated area shall include a locker or other securable area in which the inmate is to store authorized personal property. The inmate shall be allowed to purchase an approved locking device for personal property storage in regular living units. Limited space may also be available under the bed for approved items.

The amount of personal property allowed each inmate is limited to those items which can be neatly and safely placed in the space designated. Under no circumstance will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

### **Clothing**

Civilian clothing (i.e. clothing not issued to the inmate by the Bureau or purchased by the inmate through the Commissary) ordinarily is not authorized for retention by the inmate. Pre-release civilian clothing for an inmate may be retained by staff in the Receiving and Discharge area during the last 30 days of an inmate's confinement. All inmates are prohibited from wearing any clothing not government-issued or purchased in the Commissary. No inmates may be issued, permitted to purchase, or have in their possession any blue, black, red, or camouflage clothing or cloth items. Commissary sales of clothing are limited to the following colors: Only gray and/or white clothing may be sold in institutions for males and only pastel green, gray, and/or white may be sold in institutions for females. The only exception is for religious headgear. All government clothing, except undergarments, will be tagged with a label indicating the inmate's name and registration number. These items are to be neatly stored in the identified storage space provided. Individual washcloths and towels are issued to inmates.

Representative authorized footwear/shoes may include: work (1 pr.), shower (1 pr.), athletic/specialty (1 pr. – black, white, grey, or a combination thereof with a maximum value of \$100.00), slippers (1 pr.), and casual (1pr.). Footwear will be placed neatly under the bed.

### **Commissary/Special Purchase Items**

These items are authorized to the point they can be contained in the storage area provided for personal property.

### **Letters, Books, Photographs, Newspapers, and Magazines**

An inmate will be limited in the number of letters, books, photographs, magazines, and newspapers that can be stored in their designated storage space. Nothing is to be tacked, stapled or scotch taped to any surface except to bulletin boards. Ordinarily, photographs, particularly those of family and friends, are approved, since they represent meaningful ties to the community. A personal photograph is defined as a photograph intended for individual viewing, as opposed to a photograph published for commercial use. Personal photographs may be stored or displayed in the housing units according to local sanitation and housekeeping guidelines. Inmates may not retain Polaroid photos. Nude or sexually suggestive photos (individual prints or copies as opposed to those from publications) present special concerns about personal safety, security, and good order, particularly when the subject is an inmate's relative, friend, or acquaintance or could reasonably be perceived as such.

For these reasons, an inmate may not be permitted to retain, receive, or possess a personal photograph in which the subject is partially nude or nude, or when the photograph depicts sexual acts such as intercourse, fellatio, or sodomy. These materials will be returned to the sender upon receipt at the institution.

### **Legal Materials**

Staff may allow an inmate to possess legal materials in accordance with the provisions on inmate legal activities.

### **Hobbycraft Materials**

Staff shall limit an inmate's hobby shop projects within the cell or living area to those projects which the inmate may store in designated personal property containers. Staff may make an exception for an item (for example, a painting) where size would prohibit placing the item in a locker.

This exception is made with the understanding that the placement of the item is at the inmate's own risk. Staff shall require that hobby shop items be removed from the living area when completed.

### **Radios, MP3 Players, and Watches**

An inmate may possess only one approved radio or MP3 player, and watch at a time. The inmate must be able to demonstrate proof of ownership. An inmate who purchases a radio, MP3 player, or watch through a BOP commissary is ordinarily permitted the use of that item at any BOP institution if the inmate is later transferred. If the inmate is not allowed to use the radio, MP3 player, or watch at the new institution, the inmate shall be permitted to mail, at the receiving institution's expense, the item to a destination of the inmate's choice. Where the inmate refuses to provide a mailing address, the radio, MP3 player, and/or watch may be disposed of through approved methods, including destruction of the property.

The MP3 player can be managed through TRU-Units. This service allows inmates to manage the player and to purchase non-explicit music.

### **Jewelry**

Inmates may have a plain wedding band and an appropriate religious medallion and chain without stones to be worn on the inside of the shirt. The value of these items are not to exceed \$100.00 each.

### **Smoking**

Inmate smoking is prohibited in all BOP facilities.

### **Quarters Rules**

In order to minimize maintenance costs, permit uniform inspection, search procedures, and maintain orderly congregate living, the institution has imposed reasonable regulations on inmate conduct and furnishings in housing units. Unit Officers and Counselors inspect rooms daily and publish individual ratings of appearance.

The rules include items such as:

- All beds are to be made daily in the prescribed manner. If a cell or room is not acceptable, disciplinary action will be taken.
- Unit meal rotation is ordinarily based on weekly sanitation ratings of each unit. The unit with the highest sanitation is called first, and the unit with the lowest rating is called last.
- Each inmate is responsible for the cleaning and sanitation of her room.
- Everyone is responsible for cleaning up after themselves.
- Sexually suggestive photographs are **NOT** authorized for display outside of the individual locker or cabinet. Provocative pictures, posters, cartoons, and any items cut out of magazines may not be displayed on the bulletin boards or in any cell or dorm.
- Showers are available every day, but inmates may not be in the shower during an official count.
- Safety shoes must be worn to work as designated in policy.
- Unit televisions may be viewed during established off-duty hours. During normal working hours, unit televisions may be viewed at the discretion of staff.

### **Wake-up**

A general wake-up for all inmates is 6:00 a.m. It is the inmate's responsibility to leave the unit for meals and work. Late sleepers who are unable to maintain rooms or arrive at work on time are subject to disciplinary action.

### **Clothing Exchange & Laundry**

Institutions issue clothing to the inmate population that is properly fitted, climatically suitable, and presentable. Institutions will furnish each inmate with sufficient clothing to allow at least three changes of clothes weekly.

Institutions establish local procedures to account for the initial issue of Government-furnished items to inmates and for their return before release. Government-issued clothing will not be altered or disfigured in any manner. Examples include, but not limited to, the following: converting pants to shorts, pleats, cutting off shirt sleeves, defacing clothing, etc. An inmate found to have destroyed government property may receive an Incident Report and appropriate disciplinary action will be taken.

Each institution has established local procedures for replacing lost or damaged clothing, or clothing that does not properly fit. Additionally, you may contact the Trust Fund Department for guidance or questions related to the Laundry/Clothing operation.

The institution may provide clean clothing in several ways: access to self-serve washers, a centralized laundry, or a combination of the two.

### **Commissary**

The BOP maintains inmates' monies (Deposit Fund) while incarcerated. The purpose of the Deposit Fund is to provide inmates the privilege of obtaining merchandise and services either not provided by the BOP or a different quality than that provided by the BOP.

An inmate may use funds in their account to purchase items at the institution commissary, place funds on their inmate phone account, purchase TRU-Units for their TRULINCS account, or send funds by creating a BP-199. Inmates may not be in possession of cash at any time. Upon release, all Trust Fund accounts will be consolidated and placed on an Inmate Release Debit Card.

Commissary and validation schedules are posted on the inmate bulletin boards. Funds are withdrawn after positive identification by commissary card or fingerprint identification. It is the inmate's responsibility to know the amount of money available in her account. Inmates may verify their account balances by utilizing the TRULINCS or the inmate telephone (118+PAC). Inmates must have their commissary card in their possession at all times for identification purposes.

### **Spending Limitations**

The National Spending Limit is \$360.00 but may be further restricted at the local level. Each inmate account is revalidated on a monthly, bi-weekly, or weekly cycle.

### **Deposits to Accounts**

#### *U.S. Postal Service*

Inmates' families and friends choosing to send inmates funds through the mail must send those funds to the following address and in accordance with the directions provided below:

Federal Bureau of Prisons  
 Insert Valid Committed Inmate Name  
 Insert Inmate Eight-Digit Register Number  
 Post Office Box 474701  
 Des Moines, Iowa 50947-0001

The deposit must be in the form of a money order made out to the inmate's full committed name and complete eight-digit register number. Effective December 1, 2007, all non-postal money orders and non-government checks processed through the National Lockbox will be placed on a 15-day hold. The BOP will return to the sender, funds that do not have valid inmate information provided the envelope has an adequate return address. Personal checks and cash cannot be accepted for deposit.

The sender's name and return address must appear on the upper left-hand corner of the envelope to ensure the funds can be returned to the sender in the event that they cannot be posted to the inmate's account. The deposit envelope must not contain any items intended for delivery to the inmate. The BOP shall dispose of all items included with the funds.

In the event funds have been mailed but have not been received in the inmate's account and adequate time has passed for mail service to Des Moines, Iowa, the sender must initiate a tracer with the entity who sold them the money order to resolve any issues.

**Western Union Quick Collect Program**

Inmates' families and friends may also send inmates funds through Western Union's Quick Collect Program. All funds sent via Western Union's Quick Collect will be posted to the inmate's account within two to four hours, when those funds are sent between 7:00 a.m. and 9:00 p.m. EST (seven days per week, including holidays). Funds received after 9:00 pm EST will be posted by 7:00 am EST the following morning. Funds sent to an inmate through the Quick Collect Program 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 Quick Collect Form. To find the nearest agent, they may call 1-800-325-6000 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 1-800-634-3422 and press option 2.
  - 3) ONLINE using a credit/debit card: The inmate's family and friends may go to [www.westernunion.com](http://www.westernunion.com) and select "Quick Collect".
- For each Western Union Quick Collect transaction, the following information must be provided:

- 1) Valid Inmate Eight-Digit Register Number (entered with no spaces or dashes) followed immediately by Inmate's Last Name
- 2) Committed Inmate Full Name entered on Attention Line
- 3) Code City: FBOP, DC

Please note the inmate's committed name and eight-digit register number must be entered correctly. If the sender does not provide the correct information, the transaction cannot be completed. The Code City is always FBOP, 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.

Any questions or concerns regarding Western Union transfers should be directed to Western Union by the sender (general public). Questions or concerns should not be directed to the BOP.

**MoneyGram ExpressPayment Program**

Inmates' families and friends may also send inmates funds through MoneyGram's ExpressPayment Program. All funds sent via MoneyGram's ExpressPayment will be posted to the inmate's account within two to four hours, when those funds are sent between 7:00 a.m. and 9:00 p.m. EST (seven days per week, including holidays). Funds received after 9:00 p.m. EST will be posted by 7:00 a.m. EST the following morning. Funds sent to an inmate through the MoneyGram ExpressPayment Program 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 MoneyGram ExpressPayment Blue Form. To find the nearest agent, they may call 1-800-926-9400 or go to [www.moneygram.com](http://www.moneygram.com).

For each MoneyGram ExpressPayment transaction, the following information must be provided:

- 1) Valid Inmate Eight-Digit Register Number (entered with no spaces or dashes), followed immediately by Inmate's Last Name
- 2) Company Name: Federal Bureau of Prisons
- 3) City & State: Washington, DC
- 4) Receive Code: Must always be 7932
- 5) Committed Inmate Full Name entered on Beneficiary Line

Please note that the inmate's committed name and eight-digit register number must be entered correctly. If the sender does not provide the correct information, the transaction cannot be completed. 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.

2) ONLINE using a credit, debit or prepaid card (Visa or MasterCard only): The inmate's family and friends can click on [www.moneygram.com/paybills](http://www.moneygram.com/paybills). Enter the Receive Code (7932) and the amount you are sending (up to \$300). If you are a first time user you also must set up a profile and account.

Any questions or concerns regarding MoneyGram ExpressPayment transfers should be directed to MoneyGram by the sender (general public). Questions or concerns should not be directed to the BOP.

### **Commissary Fund Withdrawals**

Requests for Withdrawal of Inmate Personal Funds, BP-199 forms, will be processed weekly by Trust Fund, Inmate Accounts. Withdrawals are initiated in TRULINCS, Send Funds (BP-199) by the inmate. When the BP-199 is printed it must be signed by the inmate in staff presence and hand delivered. The Supervisor of Education approves withdrawal requests for correspondence courses and materials for approved education programs. Unit Managers will approve all other withdrawal requests. Only the Associate Warden can approve inmate withdrawals exceeding \$500.00.

Inmates will also have the option of sending money via TRULINCS using the TRUGRAM service. Inmates may send one TRUGRAM per day with a maximum amount of \$100.00. There is a flat fee of \$4.95 for each transfer. Instructions for using this service are posted on TRULINCS and the bulletin boards in the housing units.

## **TRULINCS**

The Trust Fund Limited Inmate Computer System (TRULINCS) is the inmate computer network that provides inmates access to multiple services. At no time do the inmates have any access to the Internet.

Inmate's access dedicated TRULINCS workstations installed in various housing units and common areas to perform various functions using their register number, Phone Access Code (PAC), and Commissary Personal Identification Number (PIN). Inmate access to these workstations varies depending on the institution.

Account Transactions – This service allows inmates to search and view their Commissary, telephone, and TRULINCS account transactions, as well as, view their Media List.

Bulletin Board – This service is used to supplement the use of inmate bulletin boards within the institution for disseminating information to the inmate population.

Contact List - This service is used by inmates to manage their email address list, telephone list, and postal mailing list. Inmates also mark for print postal mailing labels within this service.

If an email address is entered for a contact, TRULINCS sends a system generated message to the contact directing them to [www.corrlinks.com](http://www.corrlinks.com) to accept or reject email contact with the inmate prior to receiving any messages from the inmate. If a positive response is received, the inmate may begin exchanging electronic messages with this contact. If a contact rejects TRULINCS participation, the inmate is blocked from sending any messages to that email address.

Law Library – This service allows inmates to perform legal research

Manage Funds – This service allows inmates to manage their personal funds by creating/canceling Requests for Withdrawal of Inmate Personal Funds (BP-199) and their Pre-Release Account.

Manage TRU-Units – This service allows inmates to purchase TRU-Units using available Commissary funds or transfer TRU-Units back to their Commissary account.

Prescription Refill – This service allows inmates to request prescription refills via TRULINCS of self-carry medications that are ready for refill directly to the Pharmacy. Pharmacy staff will receive the prescription refill request and process the request accordingly. Inmates will follow established local procedures for picking up requested prescriptions.

Print – This service allows inmates the opportunity to print various documents marked for print within TRULINCS. Mailing labels and BP-199 forms may be printed for free. All other documents can be printed at a cost.

Public Messaging – Inmates may correspond with friends and family using public messaging. This is a restricted version of email that will only allow text messages and no attachments. There is a cost per minute fee for using this service. Messages are limited to 13,000 characters.

Request to Staff – This service allows inmates to correspond with staff electronically. The list of available departments varies by institution; however, there is a standard DOJ Sexual Abuse Reporting mailbox available that provides inmates with an additional method to report allegations of sexual abuse and harassment directly to the Office of Inspector General (OIG).

Survey – This service allows inmates to take Bureau surveys (i.e., Institution Character Profile).

**Inmate Telephone System –TRUFONE:** Each inmate will be provided a nine-digit Phone Access Code (PAC) for accessing TRUFONE; including instructions for use of this system. The PAC is confidential and should not be shared with other inmates. A replacement fee will be charged if a PAC is misplaced or compromised. In addition, each inmate will need to perform voice verification registration. Management of inmates' telephone numbers is performed via the TRULINCS.

The hours of telephone operation begin at 6:00 am and end no later than 11:30 pm. Inmate access to telephones will normally be limited during the following times, Monday through Friday, not including holidays: 07:30 am until 10:30 am; and, 12:30 pm until after 4:00 pm count. \*Inmates are expected to be at their work assignments and must not use the telephone during their work hours. For inmates who work varied work shifts, at local discretion, institutions may leave one telephone per unit available for inmates on “days off,” or “evening shift.”

Directions for use of TRUFONE are posted near the telephones. All calls are limited to 15 minutes. Telephone calls are subject to monitoring and recording by institution staff. Inmates are limited to 300 minutes per month and may be used for any combination of collect or direct dial calls. Ordinarily, inmates will be allowed an extra 100 minutes per month in November and December. Telephone rates are posted throughout the institution.

TRUFONE credits are transferred using the TRUFONE system and must be done in even dollar amounts. The TRUFONE credits are deducted from an inmate's commissary account and transferred to the TRUFONE account immediately. Transfers may be made from any telephone during operational hours. It is each inmate's responsibility to verify the correctness of the amount transferred at the time of transfer.

### **Inmate Video Visiting**

The Bureau of Prisons encourages visiting by family, friends, and community groups to maintain the morale of the inmate and to develop closer relationships between the inmate and family members or others in the community. In an effort to further enhance inmates' connections with their family, friends, and members of the community, the Bureau of Prisons is evaluating a Trust Fund Limited Inmate Computer System (TRULINCS) Video Service.

## **GENERAL INFORMATION**

- Each video session is 25 minutes in length and sessions begin at the top and the bottom of the hour (e.g., 6:00 pm and 6:30 pm).
- The cost of a video session is \$6.00 (120 TRU-Units) and is charged at the time the session is requested by the inmate regardless of how many minutes are spent in the session.\
- Video sessions may be cancelled 168 hours (approximately 7 days) in advance of the session and the \$6.00 (120 TRU-Units) fee will be refunded to the inmate.
- When video sessions are cancelled less than 168 hours (approximately 7 days) in advance of the scheduled session, the inmate will be refunded the \$6.00 (120 TRU-Units) fee and the inmate will be charged the \$3.00 (60 TRU-Units) no show fee.
- In the event the inmate and the contact do not join the scheduled session, the inmate will be refunded the \$6.00 (120 TRU-Units) fee and charged a \$3.00 (60 TRU-Units) no show fee.
- In the event the contact does not connect to the scheduled session, the inmate may cancel the session and pay the \$3.00 (60 TRU-Units) no show fee prior to the session expiring. If the inmate does not cancel the session prior to the session expiring, he/she will be charged the \$6.00 (120 TRU-Unit) session fee.
- Inmates confined in segregation units will not have access to conduct remote video sessions.
- Inmates who are restricted from using the Public Messaging Service are also prohibited from using the Video Service.
- In the event the system malfunctions, inmates must request refunds within 15 calendar days of the scheduled video session date.
- In the event a session is terminated because behavior violated Bureau policies or procedures, the session will not be refunded.

## **GETTING STARTED - VIDEO CONTACT LIST**

Inmates may only communicate with authorized persons on their video contact list.

- Inmates are responsible for maintaining their video contact lists by identifying a contact with an email address as a video contact.
- Video contacts must be approved email contacts.
- Video contacts must accept the invitation from a Windows 7, or better, compatible personal computer with a web camera, audio device, and microphone, and install the CorrLinks Home Video application.

## **SCHEDULING A VIDEO SESSION**

- Inmates will access the Video Scheduler Service on multipurpose TRULINCS workstations to request video sessions with approved video contacts.
- Inmates are permitted to schedule sessions at a minimum of 96 hours (approximately 4 days) to 720 hours (approximately 30 days) in advance.
- Inmates are charged the \$6.00 (120 TRU-Units) fee when the session is scheduled.
- Inmates are charged for the entire 25 minute session regardless of how many minutes are spent connected to the session.

- Contacts are given 48 hours (approximately 2 days) to accept or decline a session. Video contacts must have the necessary equipment to support the video session (e.g., Windows 7, or better, compatible personal computer; web camera; audio device, and microphone) and must install the CorrLinks Home Video application.
- If the contact does not accept or decline the session invitation, the requested session is cancelled and the inmate is refunded the \$6.00 (120 TRU-Units) fee.
- Inmates may have a maximum of three video sessions scheduled.
- Sessions may be scheduled back to back; however, there will be a five minute break between sessions and both will have to log in to each session.

### **CONDUCTING A VIDEO SESSION**

- Inmate video sessions are conducted on dedicated TRULINCS video workstations.
- Inmates and their contacts must accept the Video Service Warning/Responsibility/Acknowledgment Statement prior to conducting sessions.
- All video sessions will average 30,000Bps. Users should expect some pixel distortion due to varying network speeds; individual users' hardware; and ambient lighting. The Video Service does not deliver HD quality video.
- All video sessions are subject to monitoring.
- Sessions that are terminated by staff for violating Bureau policy or procedures will not be refunded.

### **WARNING/RESPONSIBILITY/ACKNOWLEDGMENT STATEMENT**

- Warning - This computer system is the property of the United States Department of Justice. The Department may monitor any activity on the system and search and retrieve any information stored within the system. By accessing and using this system, I am consenting to such monitoring and information retrieval for law enforcement and other purposes. I have no expectation of privacy as to any communication on or information stored within the system.

All video sessions will average 30,000Bps. Users should expect some pixel distortion due to varying network speeds; individual users' hardware; and ambient lighting. The Video Service does not deliver HD quality video.

- Responsibility - I must abide by all terms prescribed in Bureau of Prisons' policies and procedures regarding use of the Video Service, which I acknowledge having read and understood. I understand and consent to having my video sessions monitored and retained by authorized personnel. I understand and consent that this provision applies to video sessions with my attorney or other legal representative, and that such communication will not be treated as privileged communications, and that I have alternative methods of conducting privileged legal communication. I will not share passwords and will log off the system when leaving the Video Service. I am only authorized to use the TRULINCS video terminal to conduct video sessions with authorized contacts.
- Video sessions shall be conducted in a quiet, orderly, and dignified manner. Only the inmate logged in to the TRULINCS workstation and their approved contacts may participate in a video session; group sessions are prohibited. Recording and rebroadcasting of video sessions is prohibited.

- Any visual and verbal communicated actions by the inmate or approved contact such as hand/body gestures outside of general sign language (gang signs/signals, sexual acts/gestures/innuendos, prohibited substance/drug use, etc.) and nudity is strictly prohibited. In an effort to eliminate threats to the good order or security of the institution, any actions to include verbal/visual communication that can be perceived as jeopardizing the safety or security of the institution will be immediately terminated without refund.
- Due to practical considerations and the different characteristics of institutions, certain limitations and controls must be established in developing and administering dress attire during video sessions. The extents of these limitations are recognized as reasons upon which restrictions or suspensions may be based.

**Inmate Attire:** Inmates will be properly dressed when engaging in a video session. At a minimum, inmates are required to be in un-altered local proper government issued clothing (Khakis, Greens, Jump Suit, etc.). Altered, ripped, torn, frayed, unbuttoned, or any other form of apparel of a suggestive or revealing nature is prohibited. No hats other than approved Religious articles or non-prescription sunglasses are permitted during video sessions.

TRULINCS Video Service Fact Sheet

**Contact Attire:** All contacts will be properly dressed when engaging in a video session. The contact will be expected to wear clothing which is in good taste. Contacts are expected to dress in the same manner as if they were to physically enter a Bureau of Prisons facility, these rules and guidelines can be found at [www.bop.gov](http://www.bop.gov).

**Acknowledgement** - The Warden has the authority to restrict or suspend an inmate's or contact's video privileges when there is reasonable suspicion that the inmate and/or contact has demonstrated conduct that would indicate a threat to the good order or security of the institution.

Any act or effort to violate the TRULINCS Video Service

Warning/Responsibility/Acknowledgement or guidelines of an institution may result in disciplinary action against the inmate, which may include the denial of future TRULINCS video sessions, possibly over an extended period of time. Moreover, criminal prosecution may be initiated against the contact, the inmate, or both, in the case of criminal violations.

#### ADDITIONAL INFORMATION

For additional information regarding the TRULINCS Video Service please refer to the local institution supplement.

### **OPEN HOUSE HOURS**

\*Note: Special Holiday schedules may necessitate time changes for some events.

#### **Commissary**

Monday – Thursday	6:30 A.M. - 7:30 A.M. 10:30 A.M. - 12:30 A.M. 2:00 P.M. - 3:15 P.M.
Short Line Sales (Tuesday and Thursday only)	1:00 P.M. - 2:00 P.M.

**Trust Fund/Inmate Services**

Open House is conducted Monday, and Wednesday 11:15 P.M. - 12:00 P.M.  
 Located at the Trust Fund Specialist Office in the Visiting Room.  
 Services provided include: V-Pin, PAC numbers,  
 TRULINCS pin numbers, Trust Fund related account inquiries.

**Laundry**

Institution	6:30 A.M. - 8:00 A.M. Monday – Friday
*Clothing Exchange*	Monday and Friday Only
Linens & Pillowcases	Every Wednesday
Blankets	Every Wednesday (Unit Rotation)

\*\*Hygiene items will be issued to indigent inmates every Wednesday between 6:30 am and 8:00 am.

**Records Office and Mailroom Open House**

Tuesday and Thursday 11:30 A.M. - 12:30 P.M.  
 (excluding the day following a Federal holiday)

**Mail Call in Units**

Monday – Friday 6:00 P.M. and 9:00 P.M.  
**No mail call on Federal  
 Holidays**

**Lights-Out**

Monday – Friday 10:30 P.M.  
 Weekends/Federal holidays 11:30 P.M.

**Visiting Hours**

Saturday and Sunday 8:00 A.M. - 5:00 P.M.  
 (All visitors must arrive by 3:00 P.M. for processing)  
 Federal holidays 8:00 A.M. - 3:00 P.M.  
 (All visitors must arrive by 1:00 P.M. for processing)

**Study, Game, and Laundry Rooms and Television Operating Hours**

Sunday – Thursday 6:00 A.M. - 11:30 P.M.  
 Friday, Saturday, and evenings  
 prior to Federal holidays 6:00 A.M. - 2:00 A.M

**Food Service Meal Times****Monday thru Friday**

Breakfast: 6:30 am – 7:15 am  
 Lunch: 10:30 am – 11:30 am  
 Dinner: 4:30 pm – 5:30 pm (start time depends on what time the 4:05 pm count clears)

**Weekend / Holidays**

Breakfast: 7:00 am – 8:00 am  
 Lunch: 10:30 am – 11:30 am (start time depends on what time the 10:00 am count clears)  
 Dinner: 4:30 pm – 5:30 pm (start time depends on what time the 4:05 pm count clears)

## **SECURITY PROCEDURES**

### **Attire**

Inmates will be in the proper uniform, (normally khaki pants and khaki shirt), Monday thru Friday, between 7:30 a.m. and 3:30 p.m. The uniform will be maintained in a neat and professional manner. Other than approved religious headgear, hats will not be worn while indoors.

### **Inmate Identification Cards**

Inmates are required to maintain possession of their identification cards at all times upon departing their assigned room. The inmate identification card will be worn on the upper front torso, attached to a lanyard supplied by the institution, with the inmate's picture clearly visible for staff to identify the inmate. If safety concerns regarding the location of the lanyard during the inmate's work detail are observed, the supervisor may permit the inmate to tuck the lanyard inside their shirts. Inmates will be issued an identification card upon arrival at the institution. Inmates are responsible for the care of these cards. Lost, stolen, or damaged cards must be replaced.

### **Counts**

Each institution will conduct, at a minimum, five official inmate counts during every 24-hour period. On weekends and holidays, an additional count will be conducted at 10:00 a.m. The inmate is expected to be standing at bedside during official counts held at 4:05 p.m. and 10:00 p.m., on weekdays and 10:00 a.m., 4:05 p.m., and 10:00 p.m. on weekends and holidays, and during any emergency count. Institutions with secure cell space are required to lock the inmates in their cells for all official counts, unless the inmates are on out-counts in areas such as Food Service, Health Services, Visiting, etc. Disciplinary action will also be taken against inmates for leaving an assigned area before the count is clear. The inmate must actually be seen at all counts, even if the inmate must be awakened.

### **Call-Outs**

Call-outs are a scheduling system for appointments (which include medical, dental, educational, team meetings, and other activities) and are posted each day on the unit bulletin boards after 4:00 p.m., on the day preceding the appointment. It is the inmate's responsibility to check for appointments on a daily basis.

### **Controlled Movement**

During weekdays, prior to the lunch meal, there will be a "one-way" movement announced by staff at 10:30 a.m. All inmates will return to their housing units until released for the meal.

During the evening hours, inmate movement normally begins at the conclusion of a clear official 4:05 p.m. count. During the feeding of the evening meal, inmates can normally move to the Recreation yard pavilion, Indoor recreation area, or Chapel. The compound will remain open until yard recall at 8:45 p.m.

On Saturdays, Sundays, and holidays, normally inmate movement begins at the conclusion of the morning meal. The Compound will be secured at 9:30 a.m., in preparation for the 10:00 a.m. count. During the feeding of the brunch meal, inmates can normally move to the Recreation yard pavilion, Indoor recreation area, or Chapel. The compound will remain open until the 3:30 p.m. yard recall.

### **Contraband**

Items possessed by an inmate ordinarily are not considered to be contraband if the inmate was authorized to retain the item upon admission to the institution, the item was issued by authorized staff, purchased by the inmate from the commissary, purchased or received through approved channels (to include approved for receipt by an authorized staff member or authorized by institution guidelines). This ensures a safe environment for staff and inmates by reducing fire hazards, security risks, and sanitation problems which relate to inmate personal property.

Contraband includes material prohibited by law, or by regulation, or material which can reasonably be expected to cause physical injury or adversely affect the security, safety, or good order of the institution. Staff shall consider as nuisance contraband, any item other than hard contraband, which has never been authorized, or which previously has been authorized for possession by an inmate, but whose possession is prohibited when it presents a threat to security or its condition or excessive quantities of it present a health, fire, or housekeeping hazard.

Examples of nuisance contraband include: personal property no longer permitted for admission to the institution or permitted for sale in the commissary; altered personal property; excessive accumulation of commissary, newspapers, letters, or magazines which cannot be stored neatly and safely in the designated area; food items which are spoiled or retained beyond the point of safe consumption; government-issued items which have been altered, contact lenses unless medically necessary and issued by Health Services or other items made from government property without staff authorization.

Staff shall seize any item in the institution which has been identified as contraband whether the item is found in the physical possession of an inmate, in an inmate's living quarters or in common areas of the institution. An inmate may not purchase, give, or receive any personal property from another inmate.

Staff shall return to the institution's issuing authority any item of government property seized as contraband. Items of personal property confiscated by staff as contraband are to be inventoried and stored pending identification of the true owner (if in question) and possible disciplinary action. Staff will then provide you with a copy of the inventory as soon as practicable.

### **Shakedowns**

The placement of metal detection devices throughout the institutions may be necessary for the control of contraband. A metal detector search may be done in addition to the pat search. Staff may conduct a pat search of an inmate on a routine or random basis to control contraband. Staff may also conduct a visual search where there is reasonable belief that contraband may be

concealed on your person or a good opportunity for concealment has occurred. Finally, staff may search an inmate's housing and work area, and personal items contained within those areas, without notice, randomly, and without the inmate's presence. The property and living area will be left as close to the same conditions as found.

### **Drug Surveillance / Alcohol Detection**

BOP facilities operate drug surveillance and alcohol detection programs, which include mandatory random testing, as well as testing of certain other categories of inmates. A positive test, or refusal to submit to a test, will result in an incident report.

### **Fire Prevention and Control**

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

## **PROGRAMS AND SERVICES**

### **Job Assignments**

All inmates, who have been medically cleared, will maintain a regular job assignment. Many job assignments are controlled through an Inmate Performance Pay (IPP) system, which provides monetary payment for work.

The Inmate Performance Pay Rates are as follows: Grade 1 - \$0.40; Grade 2 - \$0.29; Grade 3 - \$0.17; Grade 4 - \$0.12

Federal Prison Industries (UNICOR) has a separate pay scale: Grade 1 - \$1.15; Grade 2 - \$0.92; Grade 3 - \$0.69; Grade 4 - \$0.46; Grade 5 - \$0.23. Unit staff assigns work and approves all job changes, which requires the approval of both work detail supervisors. They also see that the changes are posted on the Daily Change Sheet.

All eligible (Food Service cleared) inmates will initially be assigned to Food Service and will remain in this capacity for a minimum of 90 days. However, some inmates may have an applicable trade for a specific job and may be directly assigned to this area. All inmates will remain in their job assignments for a minimum of 90 days. Additionally, most institutions have a significant number of inmate jobs in factories operated by the Federal Prison Industries, also known as UNICOR. Many institutions have a waiting list for factory employment.

UNICOR employs and trains inmates through the operation of, and earnings from, factories producing high-quality products and services for the Federal government.

Some examples of products and services UNICOR produces are electronic cable assemblies, executive and systems furniture, metal pallet racks, stainless steel food service equipment, mattresses, towels, utility bags, brooms, data entry, signage, and printing. UNICOR provides an

opportunity to the inmates to pay their court ordered financial obligations to society on a faster pace than any other job in the institution. Most institutions give priority for employment in UNICOR to inmates with large court ordered financial obligations. The training and experience acquired in UNICOR is beneficial for re-entry into society.

Prior to beginning of on the job training for UNICOR factory operations, each inmate goes through a basic Lean Six Sigma training course. In the Basics Lean Six Sigma course, inmates are instructed in the importance of efficiency in the workplace. Every work station in each factory operation is equipped exactly alike, allowing anyone to move from one station to another to perform any of the tasks required for specific jobs. After completion of their Lean Six Sigma course, each inmate receives safety training and instruction. Safety in our factories is of the utmost importance. Since many of our inmates have never held a regular job, we have begun career testing our inmates in the fields of business, clerical, numerical, logic, mechanical and social. These tests indicate areas a person might be strong in, and we try to help our inmates obtain work in the factory which focuses on their strengths so they may develop additional marketable skills. Once an inmate is assigned to a specific factory, their on-the-job training begins. Normally, a new inmate is assigned a seasoned inmate to shadow for their training probation period. We have a Forklift training class that is offered for those desiring to receive their forklift certification. Quality meetings are held once a month to assist inmates with their progress in their specific detail. Our staff has monthly meetings with each factory and often meets one on one with our inmates to assist with any additional training they feel they might need. Seminars, workshops, and continuing education classes also are offered to those employed at UNICOR.

### **Inmate Financial Responsibility Program**

Working closely with the Administrative Office of the Courts and the Department of Justice, the BOP 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 and court costs, judgments in favor of the U.S., other debts owed the Federal government, and other court-ordered obligations (e.g., child support, alimony, other judgments).

Institution staff assists in planning, but the inmate is 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 or her obligations, the inmate cannot work for UNICOR nor receive performance pay above the maintenance pay level. She will also be placed in "refuse" status. As the result of being in refuse status, the inmate has a spending limit of only \$25.00 monthly, can be placed in less desirable housing, will not be considered for any favorable requests, i.e. (vacations, furloughs, early release, etc.) and will score zero in program participation on the custody classification form. These are a few examples of the sanctions that can be imposed as a result of being in refuse status.

The status of any financial plan will be included in all progress reports, and will be considered by staff when determining Security/Custody level, job assignments, eligibility for community activities, and institutional program changes. The U.S. Parole Commission will also review financial responsibility progress at parole hearings.

### **Food Service**

The BOP offers a standardized National Menu. This menu is offered at all institutions and includes approved menu items based on standard recipes and product specifications. The National Menu offers regular, heart healthy and no-flesh dietary options. At the Warden's discretion, items may be added to the National Menu by adding to a salad bar, hot bar, beverage bar (if these are part of the Food Service program) or by adding condiments such as sugar.

Medical diets will be provided by mainline self-selection from the items available on the National Menu for that meal, unless menu items fail to meet the medical requirement. Menu item replacements may not always be provided as inmates may have to avoid certain foods in the self-selection process; however, if a dietitian determines a Special Diet is required to ensure adequate nutrition, it will be provided by pre-plating or controlled plating.

The religious diet program, called the Alternative Diet Program, consists of two distinct components: one component provides for religious dietary need through self-selection from the main line, which includes a no-flesh option. The other component accommodates dietary needs through nationally recognized, religiously certified processed foods and is available through the approval of Religious Services.

### **Education**

The mission of Education/Recreation Services is to provide mandatory literacy and English-as-a-Second Language programs as required by law, as well as other education/recreation and related programs that meet the needs and interests of the inmate population; provide options for the positive use of inmate time, and enhance successful reintegration into the community.

Education opportunities provided for Federal inmates include General Equivalency Diploma (GED) and ESL programs, as required by law. Various nationally recognized tests will be used to place inmates in appropriate education programs. Inmates must perform to the best of their abilities on exams for appropriate placement in class.

### **Literacy/GED**

The Violent Crime Control and Law Enforcement Act (VCCLEA) and the Prison Litigation Act (PLRA) require inmates who lack a high school diploma to participate in a GED credential program and make satisfactory progress in the program in order to be eligible to vest the maximum amount of earned good conduct time (VCCLEA sentenced inmates) or earn the maximum amount of good conduct time.

Unless exempt (pre-trial, holdover, etc.), inmates must participate in the literacy program for one mandatory period of at least 240 instructional hours, or until they achieve a GED credential.

For all inmates to receive job pay promotions above the entry level, they must have a high school diploma, a GED credential, or a pay exemption.

Inmates who are exempt from attending GED class based on a deportation detainer must enroll in GED or ESL in order to receive their good conduct time.

Inmates who have completed the mandatory period of enrollment must remain enrolled, or re-enroll to vest/earn their good conduct time. Inmates found guilty of an incident report related to their literacy program enrollment will be changed to GED UNSATISFACTORY PROGRESS, and will not vest/earn their good conduct time.

Following an assignment of a GED UNSATISFACTORY PROGRESS code, inmates will be required to complete additional 240 hours of program enrollment before they can be changed back to a SATISFACTORY code. Good conduct time will not vest while the UNSATISFACTORY assignment exists.

Special note on GED scores: A new English GED test will be launched on January 1, 2014. A new Spanish GED test will follow later. Once a new GED test is issued, scores from the current GED test cannot be combined with the new test. If inmates have taken the English GED test between January 1, 2002, and now, they are strongly encouraged to see the education staff and retake the GED test before December 31, 2013. English GED scores from the current GED test will no longer be valid.

The new GED Test will be taken on the computer. Inmates are strongly encouraged to enroll in a keyboarding or typing course, when offered.

### **Inmates with a Verified High School Diploma**

In order to obtain a realistic and accurate assessment of an inmate's skill levels, a demonstration of literacy attainment must be verified for inmates with a high school diploma. Even though current policy accepts a high school diploma for custody classification, good time credits, education programs, etc., a high school diploma does not necessarily certify an inmate is literate.

Inmates who have a high school diploma (not an AA or higher post-secondary degree) are encouraged to submit a cop-out to the Education Department to request to sign-up for the Tests of Adult Basic Education (TABE) to validate their reading, language, and math computation, as well as applied math. The purpose of the TABE is to ensure these inmates have sufficient language and math skills to pursue their post-secondary education study and/or obtain a job in the community.

Mastery of the reading, language, and math skills from the TABE is part of the inmates' reentry plan documented in the Inmate Skills Development System (ISDS).

In the Academic section of the ISDS, the inmate will not be scored/rated green (indicating demonstration of literacy skills) and should be scored/rated yellow (indicating unknown) until

she scores a 9.0 or higher on TABE A or D. If an inmate scores below 9.0, she should enroll in remedial classes offered by the Education Department to improve her literacy levels.

### **ESL**

The Crime Control Act of 1990 mandates non-English speaking Federal prisoners participate in the ESL program. An inmates' communication skill level in English is evaluated at initial classification and interviews. Those found to have limited ability to communicate in English will be referred to the education department to determine proficiency at the 8th grade level or higher based on a nationally recognized achievement test. Inmates scoring less than the 8th grade level of proficiency will be enrolled in ESL until they function at the 8th grade level or above on a nationally recognized education achievement test. If indicated by test scores, participation in ESL will be required regardless of education degree status. Inmates with high school diplomas or college degrees may be required to participate in the ESL program.

### **Incentives**

Incentive awards are provided to recognize inmates making satisfactory progress and successfully completing the literacy (i.e., GED and ESL) program. Inmates may also receive incentives for progressing to various levels in the GED or ESL Programs. Graduation ceremonies recognize GED, ESL, and Occupational Education completions.

### **Other Programs**

The completion of the literacy program is often the first step towards adequate preparation for successful post-release reintegration into society. Additional educational programs such as advanced occupational training or college are needed in today's world. Vocational training and apprenticeship programs afford inmates an opportunity to obtain marketable job skills.

### **Occupational Education Programs**

Occupational Education programs prepare inmates for a specific occupation or cluster of occupations. Inmates can earn a Certificate, Associate of Arts Degree, Associate of Science Degree, or an industry accepted certificate upon the completion of occupational training programs. Occupational education programs vary institution-to-institution.

- Inmates must request initial enrollment through the Supervisor of Education. Education staff will determine an inmate's academic eligibility for enrollment and deportation status (if applicable).
- The Supervisor of Education will notify an inmates' unit team of enrollment consideration for occupational education programs.
- Blinn College Certificate Programs: Administrative Assistant, Small Business, Medical Transcription and Coding, Accounting Technology

### **Apprenticeship**

Apprenticeship training provides inmates the opportunity to participate in training which prepares them for employment in various trades.

Apprenticeship programs in the BOP are registered with the Bureau of Apprenticeship and Training, U.S. Department of Labor. These programs are structured to offer on-the-job learning in industries. Upon completion of a registered trade, inmates can earn a Certificate of Completion from the Department of Labor.

**Adult Continuing Education (ACE):**

ACE classes enhance an inmate's general knowledge on various subjects and address the skill deficits identified in an inmate's individual reentry plan. ACE classes are organized differently in different institutions. Typical ACE classes include: typing, computer literacy, foreign language, and business skills. These classes are usually offered during evening and weekend hours.

**Post-Secondary Education (Inmate Correspondence Courses)**

Inmates are encouraged to expand their knowledge through a variety of methods, including correspondence courses.

In general, inmates are permitted to enroll in any correspondence course that involves only "paper and pencil." Courses requiring equipment are generally not authorized. The cost for correspondence courses must be paid by the inmate. If an inmate has sufficient funds available in her commissary account, a Form 24 may be used for payment. Inmates interested in enrolling in correspondence courses are required to contact the Staff Coordinator prior to enrollment. Catalogs are available from the Staff Coordinator. Diplomas or certificates from correspondence high school GED programs do not satisfy the criteria for an adult literacy program completion.

**Parenting**

The Parenting Program provides inmates information and counseling through directed classes on how to enhance their relationship with their children even while incarcerated. All Parenting Programs include a classroom and visitation component. In addition, social service outreach contacts are often established to facilitate the provision of services to the inmate parent, visiting custodial parent, and children.

**Library Services**

**Leisure Libraries:** Leisure libraries offer inmates a variety of reading materials, including but not limited to: periodicals, newspapers, fiction, non-fiction, and reference books. Institutions also participate in an interlibrary loan program with local, state, and college libraries and available bookmobile services.

**Electronic Law Libraries (ELL):** Inmates are afforded access to legal materials and an opportunity to prepare legal documents in the ELL. Resources are available for inmates to prepare legal material via Trust Fund.

A copying machine is available to reproduce materials needed for research. The price to reproduce materials is established by Trust Fund.

**Recreation, Leisure, Wellness, and Social Programs**

The BOP encourages inmates to make constructive use of leisure time and offers group and individual activities. At each facility, physical fitness and leisure programs are provided to promote positive lifestyle changes. These programs strive to provide inmates with opportunities to reduce stress and enhance overall health and emotional well-being.

**Leisure Programs**

Institutions offer a wide range of activities in which inmates may participate when not performing assigned duties. Leisure activities include: organized and informal games, sports, physical fitness, table games, hobby crafts, music programs, intramural activities, social and cultural organizations, and movies.

**Art and Hobby Craft Programs**

The hobby craft programs available are art work, beading, knitting, ceramics, paper art, fimo, crocheting, quilling, plastic canvas, and beading. No items other than unit-based hobby craft activities are allowed out of the hobby craft area. Inmates will be allowed to ship all completed Hobby Craft at mail out and must ship all completed projects within 30 days of completion.

Art and hobby craft programs are not meant for the mass production of art and hobby craft items or to provide a means of supplementing an inmate's income. Use of hobby craft facilities is a privilege that the Warden or staff delegated that authority may grant or deny.

**Wellness Programs**

Wellness programs include screening, assessments, goal setting, fitness/nutrition prescriptions and counseling.

**Recreation and Zimmer:** The Zimmer Amendment was passed in 1996. The amendment does not allow for the BOP to use appropriated and non-appropriated funds to provide amenities or personal comforts in the Federal Prison System. Specifically, institutions activated prior to 1996 through attrition, will conform to the guidelines set by the law. The main sections of Zimmer address: (1) viewing of R, X, or NC-17 movies; (2) instruction or training for boxing, wrestling, judo, karate or other martial arts or any body building or weightlifting equipment; and (3) electronic or electric instruments.

The Recreation Department will provide each inmate with opportunities to participate in a diverse and constructive variety of recreation and leisure activities.

All Wellness classes are approximately 60-90 minutes; one day per week. Classes are typically 6 weeks in length. Classes meet regularly in recreation. A few classes are:

- Jump Start to Health
- Diabetes
- Disease Prevention
- Nutrition
- Total Fitness

**Consequences for Rules Violation in Recreation**

Inmates are strongly encouraged to participate in recreation activities. However, when inmate behavior violates established rules, consequences may include an incident report and/or suspensions from programs.

**Religious Services**

The Religious Services Department provides pastoral care and religious accommodation to individual and group religious beliefs and practices in accordance with the law, Federal regulations and BOP policy. The Chaplains offer religious worship, education, counseling, spiritual direction, support and crisis intervention to meet the diverse religious needs of inmates. BOP Chaplains also oversee the religious diet program, ceremonial religious meals and religious holiday observances. All Chaplaincy Services' programming is directed to promote BOP reentry goals. The Threshold programs highlight our faith-based reentry priorities.

**Psychology Services**

Psychology Services departments in all BOP 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, collaborates 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 BOP, 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.

The Psychology Services department at this institution is staffed by a Chief Psychologist, a Drug Abuse Program Coordinator (DAPC), a Resolve (Trauma) Coordinator, a Staff Psychologist, a Psychology Technician, and six Drug Treatment Specialists (DTS). The department's offices are located in several areas of the institution. The Chief Psychologist, Staff Psychologist, Resolve Coordinator, Psychology Technician, and DTS responsible for providing outpatient drug treatment services are located in the metal buildings behind indoor recreation. The DAPC and RDAP DTS offices are located on the RDAP unit.

Normal hours of operation are Monday - Friday, 7:30am to 3:30pm. A representative from the department is available during the mainline midday meal to answer questions and address concerns.

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

- Submit an Inmate Request to a Staff Member (a “cop-out”) 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 BOP staff member of your urgent need to speak with Psychology Services.

### 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.

If you are interested in assisting Psychology Services with suicide prevention efforts, you may choose to participate in this institution's inmate companion program. Inmates who are interested in serving as inmate companions must meet the following criteria: (1) be a sentenced BOP inmate; (2) no 100 series incident reports in the past 3 years; and (3) may not be in FRP, DRG ED, or GED refusal status. If you would like more information about this program, please speak with a member of the department.

### Drug Abuse Programs

Drug abuse programming is available in all BOP institutions. The BOP offers a drug education course as well as treatment options for inmates who have abused alcohol and/or drugs.

#### *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 BOP 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 (a "cop-out") in order to place your name on the waiting list for the course.

#### *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 to 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. To request nonresidential drug abuse treatment, submit an Inmate Request to Staff Member ("cop-out") to Psychology Services.

#### *Residential Drug Abuse Treatment (RDAP)*

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 submit the RDAP Request form ("blue form"), which is available in the Psychology Services entryway. 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 BOP institutions. An English-speaking RDAP is available at this institution. A Spanish-speaking RDAP is available at FMC Carswell. When you submit a "blue form," please identify if you are applying for English-speaking or Spanish-speaking programming.

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.

#### *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.

#### *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 BOP ensures that inmates receive continued treatment when transferred to a residential reentry 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 BOP 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 BOP, such as the Resolve Program and the Challenge Program.

#### The Resolve Program

Many institutions that house female inmates offer the Resolve Program. The Resolve Program is a nonresidential program for female inmates who have a history of physical and/or sexual abuse.

#### *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.

#### *Nonresidential Counseling Groups*

The Resolve Program also includes a treatment component - nonresidential 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 has a Resolve Program. If you are interested in the Resolve Program, please submit a Trauma Program Request form ("tan form"), which is located in the Psychology Services entryway.

### Specialized Mental Health Programs

The BOP 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.

### General Mental Health Services

Psychology staff are available to assist you in addressing general mental health concerns. Brief counseling and long-term therapy, as determined by the psychologist, is available. Medication monitoring and evaluation for medication referral are available. For more information on general mental health treatment options, submit an Inmate Request to Staff Member (“cop-out”) to Psychology Services.

### Self-Help and Self-Improvement

The Self Help Library is located in Psychology Services Building I. The library is open Monday - Friday 7:30am until 3:00pm. The library contains self-help and resource books plus workbooks covering a wide range of topics. You may check out the books for two weeks at a time. The library has a variety of videos for you to watch while in the department. Topics include but are not limited to: Anger Management, Chemical Dependency, Co-dependency, Thinking Errors, Education and Vocational Deficits, Family Issues, Feelings, Grief and Loss, Health and Wellness, Job Skills, Parenting, Relationships, Self-Esteem and Self-Awareness, Psychiatric Disorders, Sleep Disturbance, Anxiety, and Trauma.

Psychology Services also offers various psycho-educational groups and seminars covering a wide range of topics, including Anger Management, Boundaries, Healthy Relationships, Healthy Body Image, Motivation and Goal Setting, Thinking Errors, Self-Esteem, and Powerful Communication. For information on upcoming offerings, refer to Psychology bulletin boards posted throughout the institution or refer to the TRULINCS bulletin board.

Please submit an Inmate Request to Staff Member (“cop-out”) to Psychology Services to sign up for groups and seminars of interest.

Additionally, Psychology Services offers Alcoholics Anonymous/Narcotics Anonymous, Gamblers Anonymous, and Al-Anon. Information regarding meeting times is available in the Psychology Services Department.

### 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, be assured 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, please discuss your concerns with Psychology Services staff.

### **Escorted Trips**

Escorted trips provide approved inmates with staff escorted trips into the community for such purposes as receiving medical treatment not otherwise available, for visiting a critically ill member of the inmate's immediate family, or for participating in programs or work related functions. Additionally, bedside visits and funeral trips may be authorized for inmates with custody levels below maximum. \*\*All expenses will be borne by the inmate, except for the first eight hours of each day that the employee is on duty. There are occasions based on a determination that the perceived danger to BOP staff during the proposed visit is too great, or the security concerns about the individual inmate outweigh the need to visit the community.

### **Furloughs**

A furlough is an authorized absence from an institution by an inmate who is not under the escort of a staff member, a U.S. Marshal, other Federal or State agent. Furloughs are a privilege, not a right, and are only granted when clearly in the public interest and for the furtherance of a legitimate correctional goal. An inmate who meets the eligibility requirements may submit an application for furlough to staff for approval.

### **Central Inmate Monitoring System**

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

### **Marriages**

If an inmate wishes to be married while incarcerated, the Warden may authorize her to do so under certain conditions. All expenses of the marriage will be paid by the inmate. If an inmate requests permission to marry she must:

- Have a letter from the intended spouse which verifies their intention to marry.
- Demonstrate legal eligibility to marry.
- Be mentally competent.
- The marriage must not present a security risk to the institution.

Marriage procedures are detailed in local Institution Supplements.

### **Cosmetology Services**

Haircuts and hair care services are authorized in Cosmetology. Hours of operation will be posted in each of the housing units and Cosmetology.

## **HEALTH SERVICES**

**Sick Call:** Inmates who wish to be seen for routine care or evaluation of a health problem must report to Triage. Triage services are Monday, Tuesday, Thursday, and Friday from 6:30 a.m. until 7:00 a.m. in the Health Services lobby. Triage is defined as the classification of patients according to priority of need for examination and/or treatment. Triage allows urgent conditions to be addressed adequately on the same day, while also allowing more routine conditions or concerns to be addressed at a scheduled appointment. All medical complaints and symptoms must be indicated on the triage form.

This form will be reviewed and an appointment will be given and posted on the call-out roster or you will be seen the same day you report for triage. If the inmate is more than ten minutes late for the appointment, without verification from the supervisor, the appointment will be canceled. Another triage form must be submitted to reschedule the appointment. Inmates will have a primary care provider assigned based on their register number.

**Emergency Health Treatment:** The institution does not have 24 hour clinical coverage. However, a system has been established to ensure that immediate care will be provided in emergency situations. All emergencies or serious injuries will be given priority treatment. Appropriate health care will be provided by institution health staff. Inmates may be referred to local community hospitals when appropriate care cannot be provided at the institution.

Health coverage during evenings, weekends, and holidays is for the treatment of acute health problems only.

**Advance Directives:** All inmates have a right to execute an Advanced Directive (Living Will). This directive is only implemented if an inmate is diagnosed with a condition and/or is deemed incompetent or lacks the capacity to make health care decisions while admitted to the local community hospital or designated to the Medical Referral Center at Carswell.

**Over-the Counter Medications:** At least 25 OTC medications are available in the Commissary. During institution triage, health service staff may refer inmates to the Commissary in response to complaints related to cosmetic and general hygiene issues and any symptoms of minor medical ailments. It is your responsibility to take an active role in your health care. Inmates will purchase OTC medications from the Commissary with personal funds. OTC medications that are indicated for cosmetic and general hygiene issues and symptoms of minor medical ailments include:

- Occasional Constipation
- Seasonal Allergies
- GI Upset
- Dandruff
- Athlete's Foot
- Muscle Aches from Exertion

**Indigent Inmates:** An indigent inmate is one who has had an average daily Trust Fund account balance of less than \$6.00 for the past 30 days. An indigent inmate may obtain OTC medications at sick call if health services staff determine that she has an immediate medical need which must be addressed before the inmate may apply for OTC medications. All indigent inmates must come to the pharmacy on Wednesday between 8:00am-8:30am to request medication. One request per inmate per week will be accepted. Inmates will select no more than two items on the Over-the Counter Medications Request form. If she needs more than two items, she must attend Triage. When the pharmacy staff receives the request, they will verify whether the requesting inmate is indigent by reviewing the inmate's Commissary account information. Pharmacy will maintain a record of the OTC items issued to a given inmate for 30 days.

**Medications:** Controlled medications are dispensed from the pill line in Health Services at the following times each day:

8:00 a.m. - 8:30 a.m.

3:00 p.m. - 3:30 p.m.

Insulin lines are each day at 6:10 a.m. and 2:30 p.m.

Inmates scheduled for furlough, halfway house, and mandatory release will receive an Exit Summary when they depart. An exit summary lists current and past health problems, current medications, and TB status.

Contact lenses and supplies are only authorized if medically necessary. If you arrived with only contact lenses you will be scheduled to see the Optometrist as soon as possible to have prescription glasses made.

**Physical Examination & Preventive Health Program:** All newly committed inmates and parole violators will receive a complete physical examination to include the following within fourteen (14) days:

- Gynecological and Obstetrical history
- Breast and pelvic examination including pap smear
- Laboratory tests if indicated
- Measles, Mumps, and Rubella (MMR) vaccine is available to all sentenced female inmates of child bearing age
- Vision screening
- Pregnancy screening
- Baseline audiometric examination, when indicated

A baseline mammogram is generally obtained at age 40 for women with high risk and at age 50 for women with average risk of developing breast cancer. Biennial (every two years) mammogram screening is recommended from age 40 years for women with increased risk for breast cancer, and from ages 50 through 74 years for women with average risk. You may submit an Inmate Request to Staff Member (cop-out) requesting this screening sooner.

Physical examinations and preventive health screenings are available to inmates upon written request by submitting an Inmate Request to Staff Member to your primary care provider team. Refer to the table below, Inmate Fact Sheet – Preventive Health Program (Women) for more details. You may also request a physical examination prior to your release from prison. Your request should be submitted at least two months prior to your release date via an Inmate Request to Staff Member to your primary care provider team.

All inmates may have pap smear and breast exams as indicated on the table below, Inmate Fact Sheet – Preventive Health Program (Women). Ask your health care provider to teach you how to perform a breast self-examination, which should be performed monthly. If you think that you discover something abnormal on a breast self-exam, report to triage as soon as possible.

**Chronic Care Clinics:** Your assigned primary care provider will evaluate you to determine if you should be placed in a chronic care clinic for regular monitoring of your medical condition. Inmates in chronic care clinics are evaluated by medical staff at least yearly, or more often if clinically indicated.

**Medical Duty Status:**

- "Idle" -An inmate must remain in her quarters except to go to meals, medication line, religious services, approved visits, health call-outs, Triage Services, clothing exchange, and commissary on the scheduled day. The inmate is prohibited from participating in any recreational activities outside her quarters.

In such cases when the idle slip is marked "bed rest," the inmate is restricted to her bed for health reasons.

- "Convalescent" -The inmate does not participate in any work assignment, but she is not restricted to her quarters. She may not participate in activities such as softball, basketball, or any other strenuous activity. She may engage in activities such as chess, checkers, and cards. If the inmate is enrolled in a school program, she may attend class only if indicated she may do so on the Medical Duty Status form.
- Health Restriction -If medically indicated, an inmate will be placed on work/athletic restriction following her initial physical examination, or upon discovery of a change in health status (i.e., disease or injury).

**Smoking Cessation Program:** The Smoking Cessation Program will be available only to incoming inmates to the BOP, not existing inmates. This Program uses a multi-disciplinary approach between the Psychology Department and the Health Services Department to achieve the highest potential for success. Enrollment in the Program includes a physical assessment to determine qualification, participation in psychology programs and nicotine replacement therapy available through the commissary.

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

#### **Inmate Fact Sheet – Preventive Health Program for Women**

##### **Initial Preventive Health Screening**

You will receive the following preventive health screenings 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 child-bearing age, have no record of vaccination, and have first been tested to see if you are pregnant. 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 50; beginning at age 40, if there is a history of breast cancer in your family. Annual breast exam provided upon request.

**Pap Smear** ..... Every 3 years, if you are age 21 to 29. Every 3–5 years (with an HPV test), if you are age 30 or older.

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

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

**Cholesterol** ..... Beginning at age 20, but only if you have risk factors.

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 and supplements 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.

### **DENTAL SERVICES**

**Dental Triage Services:** Dental sick-call is provided for patients who are experiencing emergencies. Any inmate with a dental emergency should report to Health Services at 7:45am, Monday, Tuesday, Thursday, and Friday. An Inmate Request to Staff Member (Cop-Out) may be submitted to the Dentist for any other dental request.

Dental Emergencies are:

1. Toothaches
2. Swelling in the jaw or gums that is painful or distorts the face
3. Broken dentures that lacerate the mouth
4. Traumatic wound
5. Complications from previous treatment and other conditions that, in the opinion of the examiner, require immediate attention

Conditions that are Not Treated on Sick-Call are:

1. Lost fillings without pain
2. Pain when eating or drinking hot or cold foods
3. Bleeding gums
4. Teeth cleaning
5. Lost tooth on denture
6. Fabrication of crowns

Patients who require non-emergency dental treatment are taken from treatment lists. A patient requesting treatment should submit an "Inmate Request to Staff Member" to be added to the treatment list. It is occasionally necessary to restrict an inmate's activities for health reasons, without hospitalizing the inmate. In such cases, the inmate will be placed on "Idle" or "Convalescent" status.

## **INMATE CO-PAYMENT PROGRAM**

**Inmate Co-payment Program:** The Inmate Co-payment Program applies to anyone in an institution under the Bureau's jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center (MRC). All inmates in outpatient status at the MRCs and inmates assigned to the General Population at these facilities are subject to co-pay fees.

### **Health Care Visits with a Fee:**

1. Inmates must pay a fee of \$2.00 for health care services, which are charged to the inmate's Commissary Account, per health care visit. These scheduled appointments include Triage and after-hours to see a health care provider.  
\*If an inmate asks a non-medical staff member to contact medical staff to request a medical evaluation on her behalf for a health services visit, a charge of a \$2.00 co-pay fee will still apply for that visit.
2. Inmates must pay a fee of \$2.00 for health care services, charged to their Inmate Commissary Account, per health care visit, if found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit.

### **Health Care Visits with no Fee:**

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

A fee will not be charged for the following, if the health care provider orders or approves these treatments:

1. Blood pressure monitoring
2. Glucose monitoring
3. Insulin injections
4. Chronic care clinics
5. TB testing
6. Vaccinations

7. Wound Care
8. Patient education

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

1. If an inmate is considered indigent, she will not have a co-pay fee deducted from her Inmate Commissary Account.
2. If an inmate is not considered indigent, but does not have sufficient funds to make the co-pay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into the Inmate Commissary Account.

**Appealing the fee:** You may seek review of issues related to health services fees through the Bureaus of Prisons Administrative Remedy Program.

**Health care grievances:** You may seek review of issues related to health care concerns through the Bureaus of Prisons Administrative Remedy Program.

### **HEALTH CARE RIGHTS & RESPONSIBILITIES**

You have the right to receive health care in a manner that recognizes your basic human rights, and you also accept the responsibility to cooperate with your health care plans and respect the basic human rights of your health care providers as follows:

<b>Your Health Care Rights:</b>	<b>Your Responsibilities:</b>
1. You have the right to access health care services based on the local procedures at your institution. Health services include medical, dental and all support services. 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.	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 right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.	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 right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden and the Warden.	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 the accepted Inmate Grievance Procedures.
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.	4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
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.	5. You have the responsibility to keep this information confidential.
6. You have the right to obtain copies of certain releasable portions of your health record.	6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.

7. You have the right to be examined in privacy.	7. You have the responsibility to comply with security procedures should security be required during your examination.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.	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.	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 right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.	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 right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.	11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).	12. You have the responsibility to notify medical staff you wish to have an examination.
13. You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative services, emergency care and routine care.	13. You have the responsibility to maintain your oral hygiene and health.
14. You have the right to a safe, clean and healthy environment, including smoke-free living areas.	14. <u>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.</u>
15. You have the right to refuse medical treatment in accordance with Bureau of Prisons' Policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.	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.

## **CORRECTIONAL SYSTEMS MANAGEMENT**

**Correspondence:** In most cases, inmates are permitted to correspond with the public, family members and others without prior approval. Outgoing mail from a sentenced inmate in a minimum or low security institution may be sealed by the inmate and is sent out unopened and uninspected. Except for "special mail," outgoing mail from a sentenced inmate in a medium or high security institution, or an administrative institution may not be sealed by the inmate and may be read and inspected by staff. The outgoing envelope must have the inmate's committed name, register number, and complete institution return address in the upper left hand corner. "Federal Prison Camp" must be spelled out in the return address. If this information is not reflected on the envelope, it will be returned for correction. Labels will be printed from the TRULINCS system and used on all envelopes. Your institutional address is: Full Name and Register Number, Federal Prison Camp, P.O. Box 2147, Bryan, Texas 77805. Inmates will be responsible for the contents of all of 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 result of classification. The inmate is notified of this placement and has the opportunity to respond. Mail service to inmates is ordinarily provided on a five-day schedule, Monday through Friday. Usually, weekend and holiday mail services are not provided.

**Incoming Correspondence:** First class mail is distributed Monday through Friday (except holidays) by the evening watch Correctional Officer in each housing unit. Legal and Special Mail will be distributed by Mail Room or Unit staff and opened in the presence of the inmate. Inmates are asked to advise those writing to them to put the inmate's registration number and Housing Unit on the envelope to aid the prompt delivery of mail. All inmate packages must have prior authorization unless otherwise approved under BOP policy.

**Incoming Publications:** The BOP permits inmates to subscribe to and receive publications without prior approval. The term publication means a book, booklet, pamphlet, or similar document, or a single issue of a magazine, periodical, newsletter, newspaper, plus such other materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs.

An inmate may only receive hard cover publications and newspapers from the publisher, a book club, or a bookstore. At minimum and low security institutions, an inmate may receive softcover publications (other than newspapers) from any source. At medium, high, and administrative institutions, an inmate may receive softcover publications only from the publisher, a book club, or a bookstore.

**Special Mail:** Special Mail is a category of correspondence sent to the following: President and Vice President of the United States, the U.S. Department of Justice (including the BOP), U.S. Attorneys Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts (including U.S. Probation Officers), Members of the U.S. Congress, Embassies and Consulates, Governors, State 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 offices, attorneys, and representatives of the news media.

Special mail also includes correspondence received from the following: President and Vice President of the United States, attorneys, Members of the U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons but including U.S. Attorneys), other Federal law enforcement officers, State Attorneys General, Prosecuting Attorneys, Governors, U.S. Courts (including U.S. Probation Officers), and State Courts.

A designated staff member opens incoming Special Mail in the presence of the inmate. These items will be checked for physical contraband, funds, and for qualification as Special Mail; The correspondence will not be read or copied if the sender has adequately identified himself/herself on the envelope and the front of the envelope clearly indicates that the correspondence is "Special Mail – Open only in the presence of the inmate" or with similar language. Without adequate identification as Special Mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

**Inmate Correspondence with Representatives of the News Media:** An inmate may write, following Special Mail procedures, to representatives of the news media when specified by name and 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 BOP 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 BOP 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 (mother, father, sister, child, or spouse), or party in a current legal action (or a witness) in which both parties are involved. The Unit Manager at each institution must approve the correspondence if both inmates are housed in Federal institutions.

**Rejection of Correspondence:** The Warden may reject general 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.

**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 may 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.

**Change of Address/Forwarding of Mail:** Mail Room staff will make available to an inmate who is being released or transferred, a change of address form. General correspondence (as opposed to special mail) will be forwarded to the new address for 30 days. After 30 days, general correspondence is returned to sender with the notation "Not at this address – return to sender." Staff will use all practical means to forward special mail. After 30 days, the SENTRY address will be used to forward special mail.

**Certified/Registered Mail:** Inmates may use certified, registered, or insured mail services. Other mail services such as stamp collecting, express mail, cash on delivery (COD), and private carriers are not provided.

**Telephones:** Telephone privileges are a supplemental means of maintaining community and family ties. Telephones are to be used for lawful purposes only. Threats, extortion, etc. may result in prosecution. All inmate telephones are subject to monitoring and recording. Inmates must contact their Case Manager to arrange an unmonitored attorney call.

It is expected that each inmate will handle her calls in such a manner that will allow the equal use of the phones by all inmates. Calls are limited to fifteen (15) minutes in duration. Each inmate is allowed 300 minutes of calling time per month, unless on telephone restriction. Telephones will not be used to conduct a business.

Inmates are allowed to have thirty (30) approved numbers on their phone list. In order to use the system, you will have to transfer funds from your commissary account to your individual telephone account. There are telephones located in each housing unit for your use. No third party, credit card calls, 1-800, 1-900, 1-888, or 1-976 can be made on these lines. Collect calls can also be made to pre-approved telephone numbers.

Inmates will be given their SECRET PAC (nine digits) number by your Correctional Counselor. This will allow you to place a call by first entering the telephone number followed by your nine digit PAC number. Giving or selling your PAC number will result in disciplinary action. All calls are automatically terminated after fifteen (15) minutes.

A waiting period may be established between calls.

It is each inmates' responsibility to maintain their PAC in a way to ensure no other inmate has access to it. Inmates found to be sharing their telephone account with other inmates will result in disciplinary action taken with all inmates involved. Third party telephone contact will also result in disciplinary action. This could include, but is not limited to three way calls, call forwarding, the use of two or more telephones to communicate, and/or ANY circumstance in which the party called establishes third party telephone contact.

**Visiting:** Inmates are encouraged to receive visits in order to maintain family and community ties. The visiting days and times are as follows:

Saturday and Sunday: 8:00 A.M. - 5:00 P.M. (Visitors must enter before 3:00 P.M.)

Federal holiday: 8:00 A.M. - 3:00 P.M. (Visitors must enter before 1:00 P.M.)

Newly designated inmates are required to submit a visiting list to their Counselor for approval. Members of the immediate family (husband, children, parents, brothers, sisters) will ordinarily be placed on the approved visiting list, once the relationship has been verified. A common-law spouse will usually be treated as an immediate family member if the common-law relationship has previously been established in a state which recognizes such a status. Other relatives and friends may not be approved until properly screened. Requests for approval of visitors other than immediate family members should be made to your Counselor at least three weeks in advance of the intended visit. It is your responsibility to send to your visitors the rules and regulations attached to the Visiting Institution Supplement. Once your visitor is approved, it is your responsibility to inform them they are authorized to visit.

Each inmate may receive five (5) adult visitors and five (5) children at a time. All visits will begin and end in the Visiting Room. A brief kiss, embrace and/or handshake are allowed only upon arrival and departure. Inmates may embrace and/or hold children on their laps if the children are under the age of ten.

Visitors must be dressed properly. Halter tops or other clothing of a suggestive or revealing nature will not be permitted in the Visiting Room. Shorts will be allowed; however, shorts, skirts and dresses must be no shorter than 2" above the knee. Footwear, designed for street wear, must be worn by all visitors. Shower-type shoes will not be permitted. Visitors failing to follow the dress code may be denied visitation privileges.

**Prohibited Attire:**

1. Transparent garments of any kind
2. Bathing suits
3. Mini skirts
4. Crop tops
5. Sun dresses
6. Halter Tops
7. Backless tops
8. Hats, caps, scarfs
9. Wrap around skirts, shirts, or dresses
10. Spandex pants, skirts or tights, Leotards
11. Sweat pants/sweat shirts
12. Hooded shirts/jackets/sweaters
13. Skirts/shorts/dresses two or more inches above the knee.
14. 3" max spike heels
15. Flip-flop style beach shoes or shower shoes
16. Clothing resembling that issued to inmate (khaki)

Footwear, designed for street wear, must be worn by all visitors. Visitors failing to follow the dress code may be denied visitation privileges. Identification is required for all visitors 16 years of age or older.

Valid forms of identification include: valid State Driver's License, valid State Identification Card, Passport, or Alien Registration Card. Persons without proper identification will not be permitted to visit. Identification is required for all visitors 16 years of age or older.

Authorized Items:

1. Clear plastic bag no larger than 4x4x12
2. Money up to \$40.00
3. Valid Photo identification
4. One over garment (coat, jacket, sweater)
5. One (1) car key
6. Feminine Hygiene items (tampons and pads)

Items per infant or child

1. Eight (8) Diapers
2. One (1) package of baby wipes in clear plastic bag
3. One (1) change of infant clothes
4. Three (3) clear baby bottles with contents if breastmilk
5. Three (3) small jars of unopened baby food and one (1) plastic or rubber spoon
6. One (1) receiving blanket
7. One (1) see-through drinking cup
8. One (1) car seat or infant carrier

### Visiting Room Prohibited Items

1. Tobacco products
2. Handbags
3. Strollers
4. Newspapers
5. Baby diaper bags
6. Magazines
7. Toys
8. Electronic Equipment
9. Pocket knives
10. Handcuff keys
11. Chewing Gum
12. Wallets
13. Cell phones of any kind

Inmates are responsible for the conduct of their visitors, including children. Unruly or uncontrollable visitors could result in termination of the visit. All children participating in the Parenting Center must be accompanied by their parent or guardian at all times.

Inmates will not enter the visiting room until notified by a staff member that an approved visitor is present. Upon conclusion of a visit, inmates must exit the Visiting Room and return directly to the compound.

In the event of overcrowding, it may be necessary to terminate visits. Visits may be terminated when visiting becomes indecent, loud, profane, or affects the general order of the visiting area. Special visit requests should be addressed with your Unit Team.

Driving Directions: If your visitors are entering the city of Bryan on Earl Rudder Freeway, turn West onto William Joel Bryan Parkway. Turn right on Villa Maria Street, (which becomes Ursuline Avenue). FPC Bryan is 1.5 miles on the right. If entering the city of Bryan from Texas Avenue (Business 6) turn East on 23<sup>rd</sup> Street. The institution is located where 23<sup>rd</sup> Street becomes Ursuline Avenue. The city of Bryan is serviced by several taxi companies, Greyhound Bus Co., and Easterwood Airport.

### ACCESS TO LEGAL SERVICES

**Legal Correspondence:** Legal correspondence from attorneys will be treated as Special Mail if it is adequately marked. The envelope must be marked with the **attorney's name** and an indication that he/she is an attorney; the front of the envelope must be marked as "Special Mail - open only in the presence of the inmate" or with similar language clearly indicating the particular correspondence qualifies as legal mail and the attorney is requesting the correspondence be opened only in the inmate's presence. It is the responsibility of the inmate to advise her attorney of these requirements. If legal mail is not adequately marked, it may be opened as general correspondence.

**Attorney Visits:** Attorneys are encouraged to visit during regular visiting hours, by advance appointment. However, visits from an attorney can be arranged at other times based on the circumstances of each case and the availability of staff. Attorney visits will be subject to visual monitoring, but not audio monitoring.

**Legal Material:** During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area, with prior approval. Legal material may be transferred, but is subject to inspection for contraband. Inmates are expected to handle the transfer of legal materials through the mail as often as possible.

**Attorney Phone Calls:** In order to make an unmonitored phone call with an attorney, the inmate must demonstrate to the Unit Team the need, such as an imminent court deadline. Inmates are responsible for the expense of unmonitored attorney telephone calls. When possible, it is preferred that inmates place an unmonitored, collect legal call. Phone calls placed through the regular inmate phones are subject to monitoring.

**Law Library:** Electronic Law Libraries (ELL): Inmates are afforded access to legal materials and an opportunity to prepare legal documents in the ELL. Resources are available for inmates to prepare legal material via Trust Fund.

**Notary Public:** Under the provisions of 18 USC 4004, Unit Secretaries are authorized to notarize documents. A recent change in the law allows that a statement to the effect that papers which an inmate signs are true and correct under penalty of perjury will suffice in Federal courts and other Federal agencies, unless specifically directed to do otherwise. Some states will not accept a government notarization for real estate transactions, automobile sales, etc. In these cases, it will be necessary to contact unit staff for arrangements with the institution's notary public. The Unit Secretary in each unit serves as a Notary for the institution. Hours are posted.

**Copies of Legal Material:** In accordance with institution procedures, inmates may copy material necessary for their research or legal matters. A copying machine is available in the Education Department for inmate use for a nominal fee. Individuals who have no funds and who can demonstrate a clear need for particular copies may submit a written request for a reasonable amount of free duplication through the unit team.

**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 by submitting an Inmate Request to Staff Member to the Correctional Systems Supervisor.

**Freedom of Information/Privacy Act of 1974:** The Privacy Act of 1974 forbids the release of information from agency records without a written request, 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 shall be processed through the Freedom of Information Act (FOIA), 5 USC 552. Requests may be made in writing to the FOIA Branch, Central Office, 320 First St., N.W., Washington, D.C. 20534.

**Inmate Access to Central Files and Other Documents:** An inmate may request to view his/her central file (minus the FOIA section) under the supervision of her Case Manager by submitting a cop-out to the Unit Team. An inmate does not need to submit a FOIA Act Request to the Director of the BOP unless the information requested is in the FOIA Exempt section. Likewise, an inmate wishing to review her medical file should send a request to Health Services.

An inmate can request access to the non-disclosable documents in her central file and medical file, or other documents concerning herself that are not in her central file or medical file, by submitting a Freedom of Information Act Request to the Director of the BOP, Attention: FOI Request. A request on the behalf of an inmate by an attorney, for records concerning that inmate, will be treated as a Privacy Act Request if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

**Executive Clemency:** The BOP 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 reprieve. 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 restores 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 commutation 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 regarding this program.

**Commutation of Sentence:** The BOP also advises inmates on commutation of sentences. Commutation of sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. Inmates applying for commutation of sentence must do so on forms available from the assigned unit team. The rules governing these petitions are available in the Law Library.

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

**Compassionate Release/Reduction in Sentence:** The Director of the Bureau of Prisons may motion an inmate's sentencing court for reduction in sentence (RIS) for an inmate presenting extraordinary and compelling circumstances. See 18 U.S.C. § 3582 and the Program Statement on *Compassionate Release/Reduction in Sentence*. The BOP may consider both medical and non-medical circumstances. The BOP consults with the U.S. Attorney's Office that prosecuted the inmate and will notify any victims of the inmate's current offense.

If the RIS is granted, the judge will issue an order for the inmate's release and he or she will then usually begin serving the previously imposed term of supervised release. If an inmate's RIS request is denied, the inmate will be provided a statement of reasons for the denial. The inmate may appeal a denial through the Administrative Remedy Procedure. Denials by the General Counsel or the Director are final agency decisions and are not appealable. Inmates who feel their request is of an emergency nature (e.g., a terminal medical condition) may state as such in accordance with the regulation. (See 28 CFR part 542, subpart B).

## **PROBLEM RESOLUTION**

**Inmate Request to Staff Member:** An Inmate Request to Staff Member (form BP-S148), commonly called a Cop-Out, is used to make a written request/electronic request to a staff member. Any type of request can be made with this form. Cop-outs may be obtained in the living units from the Correctional Officer on duty or on TRULINCS. Staff members will answer the request within a reasonable period of time.

**Administrative Remedy Process:** The BOP emphasizes and encourages the resolution of complaints. The first step of the Administrative Remedy process is to attempt an **Informal Resolution**, utilizing the appropriate Informal Resolution form. (See the Administrative Remedy Institution Supplement, Attachment A).

- When an informal resolution is not successful, an inmate can access the Administrative Remedy Program. All Administrative Remedy forms may be obtained from your assigned Correctional Counselor or Unit Team member.

If the issue cannot be informally resolved, a formal complaint may be filed with a Request for Administrative Remedy (formerly BP-229), commonly referred to as a BP-9. The inmate may place a single complaint or related issues on the form. If the form contains multiple unrelated issues, the submission will be rejected. The inmate will return the completed BP-9 to the Correctional Counselor, who will deliver it to the Administrative Remedy Coordinator (BP-9 will be rejected unless processed through staff). The BP-9 complaint must be filed within twenty (20) calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time which should be documented in the complaint. Institution staff has twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional twenty (20) calendar days. The inmate will be notified of the extension.

If the inmate is not satisfied with the Warden's response to the BP-9, she may file an appeal to the Regional Director. This appeal must be received in the Regional Office within twenty (20) calendar days from the date of the BP-9 response.

The regional appeal is filed on a Regional Administrative Remedy Appeal (form BP-230), commonly referred to as a BP-10, and must include the appropriate number of copies of the BP-9 form, the Warden's response, and any exhibits. The regional appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. The inmate will be notified of the extension.

If the inmate is not satisfied with the Regional Director's response, she may appeal to the General Counsel in the Central Office.

The national appeal must be made on the Central Office Administrative Remedy Appeal (form BP-231), commonly referred to as a BP-11, and must have the appropriate number of copies of the BP-9, BP-10, both responses, and any exhibits. The national appeal must be answered within forty (40) calendar days, but the time limit may be extended an additional twenty (20) days. The inmate will be notified of the extension.

When filing a Request for Administrative Remedy or an Appeal (BP-9, BP-10, or BP-11), the form should contain the following information:

- Statement of Facts
- Grounds for Relief
- Relief Requested
- 

**Sensitive Complaints:** If an inmate believes a complaint is of a sensitive nature and she would be adversely affected if the complaint became known to the institution, she may file the 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 the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director does not agree the complaint is sensitive, the inmate will be advised in writing of that determination and the complaint will be returned. The inmate may then pursue the matter by filing a BP-9 at the institution.

**General Information:** When a complaint is determined to be an emergency and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible, usually within seventy-two (72) hours from the receipt of the complaint.

For detailed instructions see Program Statement 1330.18, Administrative Remedy Program.

### **DISCIPLINARY PROCEDURES**

Inappropriate sexual behavior towards staff and other inmates will not be tolerated. Inappropriate sexual behavior is defined as verbal or physical conduct perceived as a sexual proposal, act, or threat.

Examples of inappropriate inmate sexual behavior include: displaying sexually-explicit materials; making sexually suggestive jokes, comments, proposals, and gestures; and engaging in stalking, indecent exposure, masturbation, or physical contact. Inmates who engage in this type of behavior will be disciplined and sanctioned accordingly, through the inmate discipline process.

**Discipline:** The inmate discipline program helps ensure the safety, security, and orderly operation for all inmates. Violations of BOP rules and regulations are handled by the Unit Discipline Committee (UDC) and, for more serious violations, the Disciplinary Hearing Officer

(DHO). Upon arrival at an institution, inmates are advised of the rules and regulations and are provided with copies of the Prohibited Acts and Available Sanctions, as well as local regulations.

**Inmate Discipline Information:** When a staff member witnesses or reasonably believes an inmate has committed a prohibited act, a staff member will issue an incident report, a written copy of the charges against an inmate. The incident report will ordinarily be delivered to the inmate within 24 hours of the time staff became aware of the inmate's involvement in the incident. If the incident is referred for prosecution, the incident report is delivered by the end of the next work day after it has been released for administrative processing. An informal resolution of the incident may be attempted at any stage of the discipline process. If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged for all violations in the Moderate and Low severity categories. Staff may suspend disciplinary proceedings up to two calendar weeks while informal resolution is undertaken. If an informal resolution is not accomplished, staff will reinstate the discipline process at the stage at which they were suspended.

Violations in the Greatest and High severity categories cannot be informally resolved and must be forwarded to the DHO for final disposition.

**Initial Hearing:** Inmates will ordinarily be given an initial hearing within five (5) work days after the incident report is issued, excluding the day it was issued, weekends, and holidays. The Warden must approve, in writing, any extension over five (5) days. The inmate is entitled to be present at the initial hearing and may make statements and present documentary evidence. The UDC must give its decision in writing to the inmate by the close of the next work day.

The UDC may make findings on Moderate and Low severity offenses. The UDC will automatically refer Greatest and High severity offenses to the DHO for final disposition.

**Discipline Hearing Officer (DHO):** The Disciplinary Hearing Officer (DHO) conducts disciplinary hearings on all Greatest and High severity prohibited acts and other violations referred by the UDC at the Moderate and Low severity levels. The DHO may not hear any case not referred by the UDC. An inmate will be provided with advance written notice of the charge(s) not less than 24 hours before the inmate's appearance before the DHO.

Inmates may waive this requirement. Inmates may appear before the DHO either in person or electronically (for example, by video or telephone conferencing). The Warden provides a full-time staff member to represent an inmate, if requested. An inmate may make statements and present documentary evidence on her behalf. The inmate may request witnesses appear at the DHO hearing to provide statements. The DHO will call witnesses who have information directly relevant to the charge(s) and are reasonably available. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant. Inmates may not question a witness at the hearing; however, the staff representative and/or the DHO will question the witness(es). An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. An 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 may be jeopardized. The DHO may postpone or continue a hearing for good cause or disposition when the case does not warrant DHO involvement, or may refer an incident report back for further investigation or review. The DHO will give the inmate a written copy of the decision and disposition, ordinarily within 15 days of the decision.

**Appeals of Disciplinary Actions:** Appeals of all disciplinary actions may be made through the Administrative Remedy Program. The initial reviewing official for the UDC is the Warden. The decision of the DHO is final and subject to review only by the Regional Director through the Administrative Remedy program. Appeals are made to the Regional Director (BP-230) and the General Counsel (BP-231).

On appeal, the reviewing authority (Warden, Regional Director, or General Counsel) considers:

- Whether the UDC or DHO substantially complied with regulations on inmate discipline.
- Whether the UDC or DHO based its decision on facts. If there is conflicting evidence, whether the decision was based on the greater weight of the evidence.
- Whether an appropriate sanction was imposed for the severity level of the prohibited act, and other relevant circumstances.

**Special Housing Unit Status:** Special Housing Units (SHUs) are housing units in BOP institutions where inmates are securely separated from the general inmate population, and may be housed either alone or with other inmates.

SHU helps ensure the safety, security, and orderly operation of correctional facilities, and protect the public by providing alternative housing assignments for inmates removed from the general population. At this institution, another facility is utilized for SHU/DS/A/D.

When placed in the SHU, you are either in administrative detention (A/D) status or disciplinary segregation (D/S) status.

**Administrative detention (A/D) status:** A/D is an administrative status which removes you from the general population when necessary to ensure the safety, security, and orderly operation of correctional facilities, or protect the public. Administrative detention status is non-punitive, and can occur for a variety of reasons.

You may be placed in A/D status for the following reasons:

- (a) Pending Classification or Reclassification: You are a new commitment pending classification or under review for Reclassification. This includes newly arrived inmates from the bus, airlift, and the U. S. Marshals Service.
- (b) Holdover Status: You are in holdover status during transfer to a designated institution or other destination.
- (c) Removal from general population: Your presence in the general population poses a threat to life, property, self, staff, other inmates, the public, or to the security or orderly running of the institution and:
  - (1) Investigation: You are under investigation or awaiting a hearing for possibly

- violating a Bureau regulation or criminal law;
- (2) Transfer: You are pending transfer to another institution;
  - (3) Protection cases: You requested, or staff determined, that you require administrative detention status for your own protection; or
  - (4) Post-disciplinary detention: You are ending confinement in disciplinary segregation status, and your return to the general population would threaten the safety, security, and orderly operation of a correctional facility, or public safety.

When placed in A/D status, you will receive a copy of the administrative detention order, ordinarily within 24 hours, detailing the reason(s) for your placement. However, when placed in A/D status pending classification or while in holdover status, you will not receive an administrative detention order. In A/D status you are ordinarily allowed a reasonable amount of personal property and reasonable access to the commissary.

Disciplinary segregation (D/S) status: D/S is a punitive status imposed only by a Discipline Hearing Officer (DHO) as a sanction for committing a prohibited act(s). When you are placed in D/S status, as a sanction for violating BOP regulations, you will be informed by the DHO at the end of your discipline hearing.

In D/S status, your personal property will be impounded, with the exception of limited reading/writing materials and religious articles. Your commissary privileges may also be limited.

In either status, your amount of personal property may be limited for reasons of fire safety or sanitation. The Warden may modify the quantity and type of personal property allowed. Personal property may be limited or withheld for reasons of security, fire safety, or housekeeping. The unauthorized use of any authorized item may result in the restriction of the item. If there are numerous misuses of an authorized item, the Warden may determine that the item will not be issued in the SHU. Program staff, including unit staff, will arrange to visit inmates in a SHU within a reasonable time after receiving the inmate's request.

A Health Services staff member will visit you daily to provide necessary medical care. While in SHU, you may continue taking your prescribed medications. In addition, after every 30 calendar days of continuous placement in either A/D or D/S status, a Mental Health staff will examine and interview you.

### **RELEASE**

**Sentence Computation:** The Designation and Sentence Computation Center (DSCC), located in Grand Prairie, Texas, is responsible for the computation of inmate sentences. Once staff at the DSCC have certified the sentence computation as being accurate, staff will provide the inmate with a copy of his or her sentence computation data.

Any questions concerning good time, jail time credit, parole eligibility dates, full term dates, or release dates are resolved by staff upon inmate request for clarification.

**Fines and Costs:** In addition to jail time, the court may impose committed or non-committed

finer and/or costs. Committed fines mean that the inmate will remain 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 (Discharge of indigent prisoner). Non-committed fines have no condition of imprisonment based on payment of fines or costs. Payments for a non-committed fine or cost are not required for release from prison or transfer to a contract residential reentry center.

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

The Interstate Agreement on Detainers Act (IADA) allows for the disposition of untried charges, indictments, information, or complaints that have been lodged as a detainer by party states. The United States of America, the District of Columbia, and any U.S. state or territory that has codified the IADA into its statutes have been identified as party states. The states of Mississippi and Louisiana, the Commonwealth of Puerto Rico, and the territories have not joined the IADA to date.

**Good Conduct Good Time:** This applies to inmates sentenced for an offense committed on or after November 1, 1987, under the Sentencing Reform Act of 1984 (SRA), the Violent Crime Control Law Enforcement Act (VCCLEA), or Prison Litigation Reform Act (PLRA). The SRA became law on November 1, 1987. The two most significant changes made to sentencing statutes concern good time and parole issues. There are no provisions for parole under the SRA. The only good time available under the SRA is 54 days of Good Conduct Time (GCT) for each year served on the sentence. No GCT is applied to life terms, or to sentences of 1 year or less.

For inmates convicted under the VCCLEA, for offenses committed from September 13, 1994, through April 25, 1996, the 54 days of GCT earned for each year served on the sentence will not vest if an inmate does not have a high school diploma or a GED, and the inmate is not making satisfactory progress toward earning a GED. Unsatisfactory progress is determined by the institution Education Department.

For inmates sentenced under the PLRA, for offenses committed on or after April 26, 1996, the GCT earned for time spent in service of the sentence does not vest. In addition, if an inmate does not have a high school diploma or a GED, and the inmate is not making satisfactory progress toward earning a GED, only 42 days of GCT will be earned for each year in the service of the sentence. Unsatisfactory progress is determined by the institution Education Department.

The amount of GCT an inmate is eligible to receive is based on the amount of time served on the sentence, not the length of the sentence. This calculation method has been upheld by the U.S. Supreme Court.

**Residential Reentry Center Placement:** Inmates who are nearing release, and who need assistance in obtaining a job, residence or other community resources, may be referred for placement at a Residential Reentry Center (RRC).

The Residential Reentry Management Regional Administrator supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Residential Reentry Manager (RRM) links the BOP with the U.S. Courts, other Federal agencies, State and local governments, and the community. Located strategically throughout the country, the RRM is responsible for developing and maintaining a variety of contract facilities and programs, working under the supervision of the appropriate regional administrator. Community programs have two major emphases: residential community-based programs provided by RRCs and programs that provide intensive nonresidential supervision to offenders in the community.

**Community-Based Residential Programs:** The community-based residential programs available include both typical RRCs and work release programs provided by local detention facilities. The RRCs provide a suitable residence, structured programs, job placement and counseling while monitoring the offender's activities. They also provide drug testing and counseling, and alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement. The inmate's payment rate during RRC residence is 25 percent of the inmate's gross income.

Most BOP community-based residential programs are provided in RRCs. These facilities contract with the BOP to provide residential correctional programs near the offender's home community. RRCs are used primarily for three types of offenders:

- Those nearing release from a BOP institution, as a transitional service while the offender is finding a job, locating a place to live, and reestablishing family ties.
- Those under community supervision who need guidance and supportive services beyond what can be provided through regular supervision by U.S. Probation.
- Those serving short sentences of imprisonment and terms of community confinement.

Each RRC now provides two components within one facility, a prerelease component and a community corrections component. The prerelease component assists offenders making the transition from an institutional setting to the community, or as a resource while under supervision. The community corrections component is more restrictive.

Except for employment and other required activities, the offenders are required to main at the RRC, where recreation, visiting, and other activities are provided in-house.

The other option for community-based residential programming is local detention facilities. Some local jails and detention centers are used to confine offenders serving short sentences. Many have work release programs where an offender is employed in the community during the day and returns to the institution at night.

These facilities may also be used for offenders sentenced to terms of intermittent confinement

such as nights, weekends, or other short intervals. Some of these local facilities have work release programs similar to the community corrections component in a RRC, serving to facilitate the transition from the institution to the community.

**The Adam Walsh Child Protection and Safety Act:** The Adam Walsh Child Protection and Safety Act (Pub.L. 109-248) was signed into law on July 27, 2006. The legislation organizes sex offenders into 3 tiers, and mandates that Tier 3 offenders update their whereabouts every 3 months. It makes failure to register and update information a felony. It also creates a national sex offender registry and instructs each state and territory to apply identical criteria for posting offender data on the internet (i.e., offender's name, address, date of birth, place of employment, photograph, etc.).

**Conclusion:** This information will assist inmates during their incarceration and help clarify any concerns they may encounter. New commitments should feel free to ask any staff member for assistance, particularly unit staff.

For individuals who are not yet in custody, and who have been given this publication to prepare for commitment, the BOP's RRM or the staff at the institution to which they have been designated can help clarify any other concerns.

### **INMATE RIGHTS AND RESPONSIBILITIES**

- | <b><u>RIGHTS</u></b>  | <b><u>RESPONSIBILITIES</u></b>  |
|---|---|
| 1. You have the right to expect that you will be treated in an respectful, impartial and fair manner.   | 1. You are responsible for treating other inmates and staff in a respectful manner.   |
| 2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.   | 2. You have the responsibility to know and abide by these rules and procedures.   |
| 3. You have the right to freedom of religious affiliation and voluntary religious worship.  | 3. You have the responsibility to recognize and respect the rights of others in this regard.  |
| 4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same; an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles | 4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it. |

and medical and dental treatment.

- |     |  |     |   |
|-----|--|-----|---|
| 5.  | You have the right to visit and correspond with family members and friends, and to correspond with members of the news media in accordance with Bureau rules and institution guidelines.                                     | 5.  | It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits, including sexual acts and introduction of contraband. You are not to violate the law or Bureau guidelines through correspondence. |
| 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). | 6.  | You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.  |
| 7.  | You have the right to legal counsel from an attorney of your choice through interviews and correspondence.   | 7.  | It is your responsibility to use the services of an attorney honestly and fairly.   |
| 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.  | 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 in the use of the materials and assistance.  |
| 9.  | You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.        | 9.  | It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.   |
| 10. | You have the right to participate in education, vocational training and employment as far as resources   | 10. | You have the responsibility to take advantage of activities which may help you live a   |

are available, and in keeping with your interests, needs, and abilities.

successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.

- |   |   |
|---|---|
| <p>11. You have the right to use your funds for commissary and other purchases, consistent with the safety and security of the institution; opening bank and/or savings accounts, and for assisting your family, in accordance with Bureau rules.</p> | <p>11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and court imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.</p> |
|---|---|

## **PROHIBITED ACTS AND AVAILABLE SANCTIONS**

### GREATEST SEVERITY LEVEL PROHIBITED ACTS

- 100 Killing.
- 101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
- 102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, *e.g.*, in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).
- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
- 105 Rioting.
- 106 Encouraging others to riot.

- 107 Taking hostage(s).
- 108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; *e.g.*, hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
- 109 (Not to be used).
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 12 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (*e.g.*, visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

**HIGH SEVERITY LEVEL PROHIBITED ACTS**

- 200 Escape from a 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.
- 201 Fighting with another person.
- 202 (Not to be used).
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.

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

- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act. This code will be utilized for infractions to the Video Conferencing system, 299, most like 297.
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.

#### AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an

extra good time or good conduct time sanction may not be suspended).

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

#### MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.
- 301 (Not to be used).
- 302 Misuse of authorized medication.
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms

of greater severity, according to the nature of the order being disobeyed, *e.g.* failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).

- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, *e.g.*, counterfeiting release papers to effect escape, Code 102).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 322 (Not to be used).
- 323 (Not to be used).
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.

- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).
- 332 Smoking where prohibited.
- 333 Fraudulent or deceptive completion of a skills test (*e.g.*, cheating on a GED, or other educational or vocational skills test).
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.
- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336 Circulating a petition.
- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
- 397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
- 398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate.  
The offending conduct must be charged as “most like” one of the listed Moderate severity

prohibited acts.

- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate.

The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.

#### AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
  - B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 3 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (*e.g.*, visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate’s personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

#### LOW SEVERITY LEVEL PROHIBITED ACTS

- 400 (Not to be used).
- 401 (Not to be used).

- 402 Malingering, feigning illness.
- 403 (Not to be used).
- 404 Using abusive or obscene language.
- 405 (Not to be used).
- 406 (Not to be used).
- 407 Conduct with a visitor in violation of Bureau regulations.
- 408 (Not to be used).
- 409 Unauthorized physical contact (e.g., kissing, embracing).
- 498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.
- 499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.

#### AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

- B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).
- C. Make monetary restitution.
- D. Monetary fine.
- E. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- F. Change housing (quarters).
- G. Remove from program and/or group activity.
- H. Loss of job.

- I. Impound inmate's personal property.
- J. Confiscate contraband
- K. Restrict to quarters.
- L. Extra duty.

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

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

Severity (100 level)		offense	
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**U.S. Department of Justice**  
Federal Bureau of Prisons

**Sexually Abusive Behavior  
Prevention and Intervention**



*An Overview for Offenders*

March 2015

### **You Have the Right to be Safe from Sexually Abusive Behavior.**

The Federal Bureau of Prisons has a zero tolerance policy against sexual abuse and sexual harassment. 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/ harassing 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.

### **What Can You Do To Prevent Sexually Abusive Behavior?**

Here are some things you can do to protect yourself and others against sexually abusive behavior:

- Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- 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.

### **What Can You Do if You Are Afraid or Feel Threatened?**

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.

### **What Can You Do if You Are Sexually Assaulted?**

If you become a victim of a sexually abusive behavior, you should report it immediately to staff who 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. The 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.**

### **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 or have been a victim of sexual harassment. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes. There are other means to confidentiality report sexually abusive behavior if you are not comfortable talking with staff.

- **Write directly to the Warden, Regional Director or Director.** You can send the Warden an Inmate Request to Staff Member (Cop-out) 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 staff.
- **Write the Office of the Inspector General (OIG)** which investigates certain allegations of staff misconduct by employees of the U.S. Department of Justice; all other sexual abuse/harassment allegations will be forwarded by the OIG to the BOP. 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  
U.S. Department of Justice  
Investigations Division  
950 Pennsylvania Avenue, N.W.  
Room 4706  
Washington, D.C. 20530**

- **E-mail OIG.** You can send an e-mail directly to OIG by clicking on the TRULINCS Request to Staff tab and selecting the Department Mailbox titled, DOJ Sexual Abuse Reporting. This method of reporting is processed by OIG during normal business hours, Monday – Friday. It is not a 24-hour hotline. For immediate assistance, contact institution staff.

Note: These e-mails:

- are untraceable at the local institution,
  - are forwarded directly to OIG
  - will not be saved in your e-mail 'Sent' list
  - do not allow for a reply from OIG,
  - If you want to remain anonymous to the BOP, you must request it in the e-mail to OIG.
- **Third-party Reporting.** Anyone can report such abuse on your behalf by accessing the BOP's public website, specifically [http://www.bop.gov/inmate\\_programs/sa\\_prevention\\_reporting.jsp](http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp).

### **Understanding the Investigative Process**

Once the sexually abusive behavior is reported, the BOP 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.

**Counseling Programs for Victims of Sexually Abusive Behavior**

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.

Contact your local Rape Crisis Center (RCC): FPC Bryan has an MOU with the Sexual Assault Resource Center. You may contact them at 979-731-1000.

**Management Program for Inmate Assailants**

Anyone who sexually abuses/assaults/harasses others while in the custody of the BOP 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 be referred to Psychology Services for an assessment of risk and treatment and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be effected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

**Policy Definitions**

**Prohibited Acts:** Inmates who engage in inappropriate sexual behavior can be charged with the following Prohibited Acts under the Inmate Disciplinary Policy:

**Code 114/ (A): Sexual Assault By Force**

**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 229/ (A): Sexual Assault Without Force**

**Code 300/ (A): Indecent Exposure**

**Code 404/ (A): Using Abusive or Obscene Language**

**Staff Misconduct:** The Standards of Employee Conduct prohibit employees from engaging in, or allowing another person to engage in sexual, indecent, profane or abusive language or gestures, and inappropriate visual surveillance of inmates. Influencing, promising or threatening an inmate's safety, custody, privacy, housing, privileges, work detail or program status in exchange for sexual favors is also prohibited.

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

**Rape:** the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person **FORCIBLY** or against that person's will;

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim is **incapable of giving consent** because of his/her youth or his/her temporary or permanent mental or physical incapacity; or

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the **exploitation of the fear or threat** of physical violence or bodily injury.

Carnal Knowledge: contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight.

Oral Sodomy: contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus.

**Sexual Assault with an Object:** the use of any hand, finger, object, or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person (**NOTE:** This does NOT apply to custodial or medical personnel engaged in evidence gathering or legitimate medical treatment, nor to health care provider's performing body cavity searches in order to maintain security and safety within the prison).

**Sexual Fondling:** the touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thigh, or buttocks) for the purpose of sexual gratification.

**Sexual Harassment:** repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate/detainee/resident to another; or repeated verbal comments or gestures of a sexual nature to an inmate/detainee/resident by a staff member/contractor/volunteer, including demeaning references to gender, sexually suggestive, or derogatory comments about body or clothing, or obscene language or gestures.

**Sexual Misconduct** (staff only): the use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification.

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.

**NOTE: Sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts, and may be 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 will be penalized for knowingly filing any false report.**

**\*\* Please be aware that both male and female staff routinely work and visit inmate housing areas. \*\***

**Contact Offices:**

**U.S. Department of Justice  
Office of the Inspector General  
Investigations Division  
950 Pennsylvania Avenue, NW Suite 4706  
Washington, D.C. 20530**

**Federal Bureau of Prisons  
Central Office  
National PREA Coordinator**  
320 First Street, NW, Room 554  
Washington, D.C. 20534

**Federal Bureau of Prisons  
Mid-Atlantic Regional Office  
Regional PREA Coordinator**  
302 Sentinel Drive, Suite 200  
Annapolis Junction, Maryland 20701

**Federal Bureau of Prisons  
North Central Regional Office  
Regional PREA Coordinator**  
Gateway Complex Tower II, 8th Floor  
400 State Avenue  
Kansas City, KS 66101-2492

**Federal Bureau of Prisons  
Northeast Regional Office  
Regional PREA Coordinator**  
U.S. Customs House, 7th Floor  
2nd and Chestnut Streets  
Philadelphia, Pennsylvania 19106

**Federal Bureau of Prisons  
South Central Regional Office  
Regional PREA Coordinator**  
U.S. Armed Forces Reserve Complex  
344 Marine Forces Drive  
Grand Prairie, Texas 75051

**Federal Bureau of Prisons  
Southeast Regional Office  
Regional PREA Coordinator**  
3800 North Camp Creek Parkway, SW  
Building 2000  
Atlanta, GA 30331-5099

**Federal Bureau of Prisons  
Western Regional Office**

**Regional PREA Coordinator**  
7338 Shoreline Drive  
Stockton, CA 95219

**Third-party reporting (outside of institution):**

[http://www.bop.gov/inmate\\_programs/sa\\_prevention\\_reporting.jsp](http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp)