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VICTORVILLE

Satellite Prison Camp



Inmate

Handbook

Approved By

Richard B. Ives
Complex Warden

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Satellite Prison Camp (SPC)

INMATE HANDBOOK
UPDATED AS OF
September 2015

The information contained in this handbook is current as of the date of publication. It contains summaries of national and local policies and is subject to change. The purpose of this handbook is to provide incoming inmates with general information regarding the Bureau of Prisons, institution programs, and the rules and regulations inmates will encounter during incarceration. The purpose of this handbook is to help inmates understand their responsibilities when they arrive at SPC Victorville and assist them in their adjustment to institution life.

Organizational Structure

Under the direction of the Warden, the Associate Warden of Programs, Associate Warden of Operations, and Associate Warden Of Industries oversee the management of their respective divisions. Within each division there are several departments which are detailed below. There is a department head responsible for supervising the staff who carry out the mission of their respective departments.

Introduction

Welcome to the SPC, Victorville, California. The SPC Victorville is a minimum security institution. The purpose of this booklet is to provide you with general information about the facility, as well as programs and activities available here. You are presently enrolled in the Admission and Orientation Program (A & O). You will remain in this program until the unit staff have compiled sufficient information and documentation to complete your initial institutional classification. During your enrollment in A & O, much of the general information contained in this booklet will be explained to you in detail by staff. This booklet is yours to keep. We encourage you to make your stay here a rewarding experience, one which will lead to a more fulfilling life following release.

Admission

When you first arrive at SPC Victorville, you will be processed by Receiving and Discharge (R & D) staff on duty, medical staff, and the unit team. In general, this interviewing process involves obtaining a summary of your social and medical history, filling out identification forms, completing personal property inventories and the issuance of institutional bedding and supplies.

Orientation

You will be provided with a schedule which will indicate the time and place of A&O lectures.

Generally, lectures will be held in Religious Services. The purpose of this orientation process is to enable you to familiarize yourself with the programs and operations of the institution. You are expected to attend all lectures and appointments during your orientation week.

SPC Victorville is located in Victorville, California.

The physical address is:
13777 Air Expressway Blvd.
Victorville, California 92394.

The mailing address is:
YOUR NAME, REGISTER NUMBER
Federal Prison Camp
P.O. Box 5300
Adelanto, CA 92301

SPC Victorville has Unit Staff located within the housing unit, making them available for problem solving, information, case management, etc.

ADMINISTRATIVE STAFF

Wardens: The Warden is Chief Executive Officer of the institution and is responsible for its total operation. In order to perform this function most effectively, the Warden delegates some of his/her authority to senior staff members. He/she evaluates the advice of staff and committees appointed by him/her and is the final authority for approval for all major activities, including transfers, furloughs, and other community activities. If you have a problem which cannot be solved, and you have exhausted all other resources, you may submit an Inmate Request to a Staff Member Form to the Warden.

Associate Wardens: The Associate Wardens report directly to the Warden. He/she has delegated responsibility to oversee and supervise the day-to-day operations of the following departments: Food Services, Health Services, Safety and Sanitation, Mechanical Services, Business Office, Commissary, Laundry, Inmate Systems Management (Records Office, Receiving and Discharge, and Mail Room), Case Management, Correctional Services, Unit Management, Psychology Services and Religious Services. Should you have a problem which concerns one of his/her areas of responsibility, and you have exhausted all other resources, you may submit an Inmate Request to a Staff Member Form or speak with him/her at the noon meal, Monday through Friday.

Discipline Hearing Officer (DHO): The DHO conducts Administrative Fact-Finding Hearings covering alleged acts of misconduct and violations of prohibited acts. This term refers to a one-person, independent, discipline hearing officer who is responsible for conducting Institution Discipline Hearings. The DHO imposes appropriate sanctions for incidents for inmate misconduct referred for disposition following the unit discipline hearing as required by 28 CFR 541.15.

Complex Captain: The Complex Captain reports directly to the Associate Warden. He/she has been delegated the responsibility for the overall security of the complex, and the safety of those who live and work here. He/she supervises the Deputy Captains, Lieutenants and Correctional Officers. Each institution has a Deputy Captain. Any questions concerning his/her areas of responsibility should be addressed to him/her directly, or to one of the Lieutenants.

Complex Case Management Coordinator: The Complex Case Management Coordinator (CCMC) reports directly to the Associate Warden. Each institution has a Deputy Case Management Coordinator (DCMC) that reports directly to the Complex CMC. He/she is considered an expert regarding case management and is delegated the responsibility of coordinating this area. You may request to see him/her by submitting an Inmate Request to a Staff Member Form, after attempting to resolve programming issues with your Unit Team members.

Quarters Assignments

Upon your arrival, you will be assigned to Unit G-North or Unit G-South. All living quarters will have a locker for you to store your property. Combination locks are available for purchase from the commissary. When inmates share a living area, there will be mutual responsibility to ensure that the area is kept clean and free of any contraband items. You will be held responsible for any contraband found in your assigned area and/or found amongst your personal property.

Unit Management

The institution is organized into two (2) Housing Units with a multi-discipline group of staff who will make decisions concerning work programs and inmate supervision. Each inmate will be assigned to a Unit Team. All new commitments, transferring inmates, or supervised release violators will be seen within four weeks.

Unit Staff: Each unit has a Unit Team which is made up of the following Staff Members:

Unit Manager: Is responsible for the development, operation, and supervision of the entire unit.

Case Manager: Is responsible for matters pertaining to inmate management such as parole, classification, release, transfer, community correction center referrals, etc.

Correctional Counselor: Is primarily concerned with your day-to-day issues. When you need assistance regarding personal matters, you should initially contact your assigned Correctional Counselor. Correctional Counselors act as a liaison between you and your Unit Team, as well as other staff within the institution...

Secretary: Is responsible for the clerical work within the housing unit.

Unit Officer: Is responsible for inmate supervision within the unit. Many times, he or she will be the only staff member on duty and available to answer questions relative to your adjustment in

the housing unit.

Education: Acts as an advisor to the Unit Team for all matters pertaining to your educational and/or vocational training needs.

Psychologist: Is qualified to determine if emotional/psychological problems may be affecting your incarceration. The psychologist further suggests and/or participates in treatment plans.

UNIT RULES

After receiving a unit assignment, you should become familiar with the unit rules. The following are standard rules for each housing unit:

1. Lights in the units will be turned on at 5:30 a.m. and the lights will be turned out at 9:30 p.m. Laundry rooms, TV rooms, and salons will not be in use during lights-out.
2. There will be no visiting between cubicles.
3. There will be no visiting between living units. Inmates assigned to a work crew will be allowed in the living units if in possession of a work pass. Any unauthorized entrance to a housing unit will result in disciplinary action. Inmates not assigned to a specific unit must remain outside the unit on the compound immediately exiting the unit. Inmates found within the unit will be considered out of bounds.
4. Floors will be swept and mopped daily, paying close attention to the areas beneath the beds and under the lockers.
5. Walls, doors, and windows will be cleaned daily, assuring that any spills are cleaned off those areas. Pay close attention to the corners in order to prevent formation of cobwebs.
6. The only covering permitted for outside windows will be that which is provided by the institution. Beds will be tightly made, military style, with the blanket being the top cover. Your extra blanket will be neatly folded at the foot of the bed and nothing will be left lying on the bed or hanging from the bedposts or frame. All beds will be made by 7:30 a.m. during weekdays. On weekends and holidays, the bed will be made when the inmate is up for the day. Only one mattress is allowed per bed. When linen is being exchanged, the mattress may be left lying flat on the bed. Other than for linen exchange, sheets, pillows, blankets and towels will not be taken out of the housing unit.
7. Shoes will be neatly arranged underneath the bed.
8. Boxes and paper bags will be considered contraband in the quarters area. Personal property is limited to that which can be stored neatly in your locker or on the desk. Excess boxes, paper bags, magazines and newspapers will be considered a fire hazard. No more than five (5)

magazines and five (5) books are allowed in property.

9. Windows will be cleaned daily. Orderlies are responsible for cleaning all outside first floor windows.

10. Room furniture will be cleaned daily, assuring that stains, spills and dust are removed.

11. Baseboard areas will be cleaned daily, assuring that dust does not accumulate.

12. All vents found in the cell quarters will be kept clean. All light fixtures in your quarters will also be kept clean and free of any stored items. The practice of covering vents and lights in the cells is prohibited.

13. Dirty clothing will be properly stored in a clothing bag between laundry exchanges, and will be stored in your locker or hanging from the side of your locker, out of sight.

14. Trash cans will be cleaned daily. They will be emptied prior to departing the room.

15. Pictures, posters, and other materials will not be attached to the walls in any manner. Non-personal pictures may only be displayed inside the locker doors.

16. Cardboard materials will not be kept inside the cell.

17. Lockers and desks will be maintained in a neat and orderly fashion at all times. One picture and one religious item or book may be stored on top of each locker. No food/fruit items will be permitted outside your lockers.

18. In addition to your personal living area, you are expected to do your part in helping to maintain the highest possible sanitation level for the overall institution. You are to refrain from littering and may be required to work on a crew to pick up litter on the compound.

19. Inmates must be properly dressed in uniform Monday through Friday 7:30 am to 4:00 pm (shoes, shirts, pants, etc.) before entering any housing unit offices and exiting the unit, with the exception of recreation.

20. The Commissary Card will be issued to you during intake screening and will also serve as your inmate identification card. If you leave your housing unit, you must have your commissary I.D. Card in your possession. This card may also be used for checking out books, games, athletic equipment, etc.

21. Inmates may only use the inmate telephone system during their off duty work hours.

22. Hats and sunglasses may not be worn in Religious Services, ISM, Education, Psychology, Visiting Room, Health Services, or by non-workers in Food Service. When worn, the bill will be

facing forward.

23. Inmate radios will not be worn in the visiting room, dining facility, classrooms, medical facility, or other areas where official business is conducted.

24. Combination locks are sold in the Commissary for use in securing inmate lockers and will only be used for that purpose. A combination lock found attached to any item other than the locker handle, will be viewed as a weapon and an incident report will be issued. Any inmate in possession of more than one lock may be issued an incident report. Inmates are prohibited from carrying a combination lock on their person except in the following instances:

- a) Transporting of the lock from Commissary after the initial purchase with the receipt in hand, directly to the assigned cell; or
- b) The return of a defective/non-working lock to the Commissary for exchange/new procedures and the inmate's immediate return to the assigned cell with the new lock and receipt.

Prior to leaving the assigned cell with a combination lock, all inmates are required to notify the Camp OIC.

INTAKE PROCESSING

Medical and social screenings are conducted upon an inmate's arrival to the institution. Arriving inmates are immediately provided with the institution's rules and regulations, as well as information on their rights and responsibilities. Psychological screening is conducted on an as-needed basis. Within four weeks of arrival, inmates will be scheduled to attend the institution's A&O Program. A&O provides inmates with information about the programs, services, policies, and procedures of the institution. Inmates will receive work assignments following medical clearance and completion of Institutional A&O.

Classification and Program Reviews: The unit team develops programs suited to the individual needs of each inmate. Initial Classification and Program Review meetings are referred to as "team." The purpose of this meeting is to facilitate communication and ensure that all staff have input into developing a program plan for each inmate, as well as evaluate suitability for the institution. Inmates initially meet with their unit team within four weeks of arrival; this also includes inmates on Supervised Release Violations. Program Review meetings are conducted every 180 days until an inmate is within one year of release. Then, Program Review meetings are conducted every 90 days to facilitate release planning activities. Transfer requests will be addressed during these meetings.

Town Hall Meetings: Town Hall meetings are held in each unit on an as needed basis. These meetings are conducted to make announcements and discuss changes in unit/institution procedures. Inmates are encouraged to ask questions that pertain to the unit as a whole, rather

than personal questions. Personal issues are to be addressed to unit staff members during their regular working hours which are posted in each unit.

Unit-Based Counseling: A variety of counseling group sessions are provided by the Correctional Counselors. Groups are on-going and all inmates are encouraged to participate in these program opportunities.

Central Inmate Monitoring System: The Central Inmate Monitoring (CIM) System refers to procedures by which the Bureau of Prisons monitors and controls the activities of inmates who present specific management considerations. The assignment as a CIM case does not prevent an inmate from transferring or participating in community activities. All inmates assigned as a CIM case will be notified in writing. A CIM assignment may be appealed using the Administrative Remedy process.

Financial Responsibility: Inmates are obligated to pay assessments, fines, and restitution as ordered by the sentencing court. Inmates who fail to make payments commensurate with their ability to pay will be subject to certain programming and activity restrictions, and monthly performance pay will be limited to maintenance pay (\$5.25 a month).

Treaty Transfer: An inmate who is a citizen of a treaty nation shall be informed and provided an opportunity to inquire about a transfer to the county of citizenship. A treaty provides for an individual who is convicted of a crime and sentenced to imprisonment or some form of conditional release (probation, parole, etc.), in a country other than his/her country of citizenship, to be transferred to the county of citizenship for sentence completion. The inmate will be given an opportunity to indicate on an appropriate form whether he or she is interested in a treaty transfer.

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 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). Inmates should contact their assigned Unit Manager for additional information regarding this program.

INMATE GROOMING

Clothing: The authorized uniform for inmates is a proper fitting green trouser, long or short sleeved green shirts, socks, and issued safety shoes. Shirts must be worn on all work details. Between the hours of 7:30 a.m. and 4:00 p.m., outer shirts must be buttoned up. Tank tops are not authorized to be worn on the center compound, the unit, or unit court yard areas. Food Service work clothing may not be worn during non-duty hours. With the exception of food service workers, caps or hats are not to be worn in the Dining Room.

House and shower shoes may be worn in the housing units and the unit's outside court yard area only.

Any issued or purchased items that have been altered are considered contraband and will be confiscated. Clothing in excess of authorized limits will be considered contraband and the excess will be confiscated. Severe or repeated violations of these rules may result in disciplinary action.

Hair: Hair will be clean and neatly groomed at all times. If it is likely that long hair will result in a work injury, hair nets or caps will be worn. Hair nets will be required for persons working around food. Sweat bands are permitted only in the recreation department. Hair curlers and "doo rags" may be used in the housing unit and the unit's outside court yard area only. The inmate Barbershop is located on the south side of the institution, next to the Commissary. Hair cutting is not permitted in any area except for the institution barbershop.

Cleanliness: Inmates are expected to shower daily, and maintain a high level of personal hygiene.

SANITATION

Inmates are responsible for inspecting their cell and reporting any damage to the unit officer. Inmates may be held financially liable for any damage to their cell and disciplinary action may be taken for any contraband found in their cell.

Inmates are responsible for making their beds in accordance with unit standards before work call (except weekends and holidays). Inmates will immediately make their beds when they rise on weekdays, but no later than 7:30 am Monday through Friday. Inmate lockers must be clean and neatly arranged. Inmates are expected to store their possessions in their lockers. Shoes may be stored neatly under the bed. One 8"x10" picture in a frame and one book or religious item may be placed on top of the locker. Inmates are responsible for ensuring that their lockers are secured. One towel, one laundry bag, one shower kit and uniforms are the only items allowed to be hung on the side of the locker. Inmates are prohibited from growing plants in their cell.

There will be no brooms, cleaning supplies, etc., left in the individual cubicles or multi-purpose dormitories. No shelves or any unauthorized articles will be installed in the cells or lockers. No items will be placed on light fixtures, vents, or walls. Window coverings or clotheslines are prohibited.

INMATE ACCOUNTABILITY

Count Procedures: It is necessary for staff to count inmates on a regular basis. During count, inmates are expected to stay silent and in their assigned areas or cells until the institution count is cleared by the Control Center. Count times are as follows:

12:00 Midnight
3:00 a.m.
5:00 a.m.
10:00 a.m. (Weekends/Holidays- Stand Up Count)
4:00 p.m. (Stand Up Count)
9:30 p.m. (Stand Up Count)

**** Emergency Counts may occur at any time ****

Staff will take disciplinary action if inmates are not in their assigned areas during count, if inmates are not standing during Stand-Up Counts, or if the count is disrupted in any manner.

Authorized Movement: Monday through Friday the Unit Team will post a Change Sheet which reflects inmate work and quarter changes, and a Call Out Sheet that indicates when an inmate is to report to areas such as R&D, Chapel, Education, Health Services, etc. Inmates are responsible for reviewing changes and call-outs to ensure they are in an authorized area at the prescribed time (as

posted on the call-outs). Inmates are considered out of bounds when they are somewhere other than an authorized area. Inmates found out of bounds are subject to disciplinary action. Out of bounds areas will be posted on the inmate bulletin boards. All areas on the compound that are marked with YELLOW or RED paint are considered “Out of Bounds” or restricted areas. At NO time are inmates to leave or return to camp grounds without going to the message center and checking in with the Officer in charge. All inmate run government work vehicles are to be parked in front of the message center for inspection prior to entering the camp grounds.

FOOD SERVICE

Food Service provides inmates with meals that are nutritionally adequate, properly prepared, and attractively served.

Schedule of Meals:

Monday through Friday:

Breakfast - 6:00 am - 7:00 am

Lunch – 10:30 am – 12:30 *

* Or until the last unit is called*

Dinner immediately following the 4:00 pm Stand Up Count

Saturday and Sunday:

Coffee Hour 7:00 am - 8:00 am

Brunch Immediately following the 10:00 am Stand Up Count

Dinner Immediately following the 4:00 pm Stand Up Count

**** All times for Meal Schedules are approximate****

Rules and Regulations of the Dining Area:

1. Items on the menu marked with a star (*) denote foods prepared with pork or pork seasoning. The pound (#) indicates a no-flesh alternate choice item is available.
2. While in the serving line, inmates cannot trade food items with other inmates.
3. Inmates will leave nothing on the table and will clean up after themselves.
4. Inmates must dress properly in the dining area. Institution issued clothing is mandatory in the dining area during the afternoon meal on weekdays. Leisure wear is permitted during morning and evening meals, and on weekends and holidays. Inmates may not wear shorts, t-shirts, shower shoes, house shoes, hair curlers, “doo rags” or hats in the dining area.

5. Personal items, including but not limited to books, writing material, and legal material, are prohibited in the dining area.

6. Inmates are permitted to bring only one personal condiment to the dining area.

Religious Diets: The religious diet program was implemented to accommodate the nutritional needs of various religious groups. The Chaplain is the approving official for inmate participation or removal from the religious diet program. Once inmates are approved for a religious diet, the Food Service Administrator (FSA) will monitor participation. If an inmate misses six consecutive religious diet meals, the FSA will recommend the inmate be removed from the program. The Chaplain makes the final decision to remove an inmate from the program.

Food Service Employment: Inmates interested in working in the food service department are required to receive medical clearance prior to assignment.

Education Department

Our **mission** is to empower inmates to apply their acquired skills and knowledge, and to rely upon their personal attributes by providing high-quality, comprehensive, and meaningful education for all inmates. Each inmate will be expected to succeed within the bounds of their abilities and chosen educational goals. Each inmate will be treated and respected as an individual. Inmates will be afforded the opportunity to become lifelong learners and productive citizens in their communities upon release.

Our **vision** is to provide inmates with the highest quality of adult education to include literacy services, General Education Development (GED), English as-a-Second language, vocational, occupational, college courses, release preparation, technological awareness and library services. Our staff will demonstrate success by designing and planning programs which assist inmates in achieving their educational, employment, family and community goals in order to prepare inmates for release.

Facilities and Operational Hours

The Education Department is open from 7:30 a.m. to 8:30 p.m. Monday – Thursday, and 7:30 a.m. to 3:30 p.m. on Friday and Sunday. Education is closed on Saturday (each institution may have slightly different operating hours which are posted on bulletin boards). The department is closed on federal holidays. Scheduling of classrooms is reserved for all mandatory programs, followed by non-mandatory programs. Scheduling for other programs may be requested through each institution's ASOE. Posted evening and weekend schedules will be strictly adhered to.

An out-count is conducted on Sundays. Inmates who wish to stay during the out-count on Sundays must be present in the Education Department and placed on the out-count no later than 7:45 a.m. The out-count must be submitted to the Control Center before 8:00 a.m. to allow Control to process the inmates who are to be counted in the Education Department. Inmates on

the out-count will remain in the Education Department until the “last call” for mainline. The Education Department will provide library services to the inmate population until 3:30 p.m./re-call.

Rules and Regulations

The rules and regulations of the Education Department and its related facilities are expected to be followed and include all safety and sanitation guidelines established for the institution. No food, beverages, or personal radios are permitted inside the Education Department. Head phones may be used for viewing and listening to educational video materials. Shirts will be buttoned and tucked in, and no sun glasses or non-religious headgear is to be worn inside the Education Department. Personal or legal materials should not be left unattended in the library. Inmates should periodically refer to the bulletin boards located in the Education Department for updates and a complete listing of the Inmate Law and Leisure Library rules. Any deviation from the rules, misuse of equipment and materials, and/or failure to return checked out items may result in immediate dismissal, loss of library privileges, incident reports, and sanctions.

Library Services

A Leisure/Law Library is available for the inmate population complex-wide. The Inmate Law Library is to be used by those engaged in legal activities. It is a place for serious study and concentrated work. The hours of operation are the same as the Education Department’s listed above (**see Facilities and Operational Hours**). Inmates in the Special Housing Unit must submit an “Inmate Request to Staff” or to the Special Housing Unit Officer to utilize the SHU Law Library, and to the Education Department for access to any law materials not available to them in the SHU Law Library. An Electronic Law Library is also available at the USP, FCI I, FCI II, Satellite Camp and the Special Housing Units/Hold-Over Units. The ELL system allows inmates to view and print law materials. In order to access the ELL system, inmates must have a register or PAC number, which is assigned by their Unit Team. Inmates are encouraged to contact Trust Fund or their Unit Team whenever having problems with signing on or operating the ELL system. An on-line ELL operator’s tutorial guide is available for the ELL system.

The Inmate Leisure Library contains a variety of reading materials designed to meet educational, cultural, and social needs of the inmate population. The library is available to all off-duty inmates whenever the department is open. The development and care of the library collection is a responsibility shared by the Education staff and the inmate population. If inmates have suggestions for book purchases, newspaper or magazine subscriptions, inmates must submit an “Inmate Request to Staff Member” via cop-out to the library coordinator.

A Leisure Library has also been established in the Recreation Department for the general population. Inmates are allowed to access leisure materials such as magazines, newspapers, brochures, pamphlets, etc. seven (7) days a week during the Recreation Department’s scheduled hours. This provides inmates weekend access to the Leisure Library a minimum of 20 hours over the weekends.

Inmates may also participate in the Inter-Library Loan program. Inmates can request to participate in the Inter-Library Loan program by contacting the library coordinator or Supervisor

of Education by submitting a Request to Staff Member's form/cop-out. The Interlibrary Loan (ILL) program is conducted through the San Bernardino County Library system. Through this program, inmates can request non-fiction or fiction books in different languages from over 30 library branches.

A copy machine is also available for **legal use** at the inmate's expense. **Typewriters are available for legal needs only.**

Initial Orientation

An initial education consultation will be conducted during Admissions and Orientation with a representative from the Education Department. A follow-up, individual consultation is used to review inmates will be conducted with all inmates within (60) days of arrival to the institution. This initial consultation is used to review inmates' current educational status and to make recommendations for program involvement. The recommendations made by staff and the desires expressed by inmates will be incorporated into the inmates' educational program plan. Inmates are encouraged to use the consultation session to ask questions and to develop plans for their educational pursuits.

Mandatory Programs

The **Literacy Program** is designed to help inmates develop foundational knowledge and skill in reading, math, and written expression, and to prepare inmates to get a General Educational Development (GED) credential. A high school diploma is the basic academic requirement for most entry-level jobs. People who function below this level often find it very difficult to get a job and carry out daily activities.

The completion of the literacy program is often only the first step towards adequate preparation for successful post-release reintegration into society. Additional educational programs such as advanced occupational training or college are increasingly needed in today's technical world. Our literacy standard reflects those in communities where we will release Federal inmates. Through our literacy program, we help inmates develop the skills needed to compete for available jobs and cope with post-release community, family, and other responsibilities.

The **Literacy Program** Statement (5350.28), GED Standard, requires inmates who do not have a GED credential or a high school diploma to complete one period (240 instructional hours) of literacy program participation during their confinement (**P.S. 5350.28**). **Except as provided for in §544.71, an inmate confined in a federal institution who does not have a verified General Educational Development (GED) credential or high school diploma is required to attend an adult literacy program for a minimum of 240 instructional hours or until a GED is achieved, whichever occurs first.**

The **Literacy Program** is designed to provide inmates who do not have a verified GED or high school diploma with an opportunity to obtain an equivalency certificate (GED). Inmates who do not have a verified high school diploma or a General Education Development (GED) certificate, or do not meet the exemptions as described in Program Statement 5350.28 shall be required to take the Adult Basic Literacy Exam must enroll in a literacy program for 240 institutional hours or until a GED is achieved, whichever occurs first. Inmates may ask to be released from this

program after 240 institutional hours; however, all promotions in the Federal Prison Industries (UNICOR) and institutional job assignments beyond entry-level grade are dependent upon successful completion of the Literacy Program. Failure to enroll for the minimum 240-hour literacy program may result in an Incident Report and/or loss of **Good Conduct Time (GCT) Credits**, as outlined below.

The Violent Crime Control Law Enforcement Act (**VCCLEA**) mandates that an inmate with a date of offense on or after September 13, 1994 but before April 26, 1996, lacking a high school diploma, participate in and make satisfactory progress toward obtaining a General Education Development certificate in order to earn vested Good Conduct Time (GCT).

The **Prison Litigation Reform Act (PLRA)** of 1995 (P.L. 104-134;) requires the Bureau to consider whether inmates earned, or are making satisfactory progress towards earning a GED credential before awarding Good Conduct Time (GCT).

For the Purpose of 18 U.S.C.A. 3624, an inmate subject to the **VCCLEA/PLRA** shall be deemed to be making satisfactory progress towards earning a GED credential unless any of the following events occur:

1. The inmate refuses to enroll in the literacy program;
2. The inmate has been found to have committed a prohibited act that occurred a literacy program during the last 240 hours of the inmate's most recent enrollment in the literacy program; or
3. The inmate has withdrawn from the literacy program.

Failure to attend or make satisfactory progress in the GED program may result in the loss of Good Conduct Time and sanctions. Inmates may not decline the GED program when participation is mandated by statute.

Deportable aliens sentenced under VCCLEA/PLRA who do not have a verified high school diploma or GED and are sentenced under the VCCLEA/PLRA must follow the satisfactory progress provision of these laws (P.S. 5350.28).

English as a Second Language Program (ESL) is a program designed to assist students whose primary functional language is one other than English. Excepts as provided under the exemptions outlined in Program Statement 5350.24, limited English proficient inmates are required to attend the ESL program until they function at the equivalence of the eighth grade in competency skills as measured by their reading score of 225 and listening score 215 (level B/C) on the Comprehensive Adult Assessment System Test (CASAS).

All incoming U.S. citizen inmates, with certain exceptions, who have been determined to have limited proficiency in the English language, will be required to take the CASAS placement test measuring English comprehension. Inmates who are required to take the CASAS test and who score less than an eighth grade level (e.g. a score less than 225) will be required to attend ESL classes until they achieve a score of 225 upon retesting. (P.S. 5350.24).

Education's Program Participation Incentives

Incentives are offered for achieving a GED certificate or successful completion of the ESL program. Additionally, both programs offer a "Student of the Month" incentive to students who show exemplary effort in their respective program. The specific incentives awarded are determined by education staff commensurate with the level of the student's progress and/or accomplishment. Incentive for successful completion of the GED is \$25.00. Additional incentives may also be awarded, such as Student of the Month or certificates for exceptional performance. (P.S. 5300.21/5350.28)

District of Columbia Education Good Conduct Time (DCEGT)

Educational good time sentence credit is authorized by District of Columbia (D.C.) Code § 24-429, and reduces the amount of time to serve under a term of imprisonment. In these rules, we refer to D.C. educational good time as "DCEGT."

[Who is eligible for DCEGT? You are eligible for DCEGT if:

- a.** You are incarcerated in a Bureau of Prisons' (Bureau) institution or a Bureau contract facility;] Program Statement 5884.02 does not cover D.C. Code offenders in custody at a DCDC institution or a DCDC contract facility, because they are not in Bureau custody.
- b.** You are serving a term of imprisonment for a D.C. criminal code violation committed before August 5, 2000;] D.C. Code offenders who committed their offenses on or after August 5, 2000, are not eligible for **DCEGT** (see D.C. Code § 24-203.1(d)).
- c.** Your Unit Team approved or designed a plan for you to complete a program designated by the Bureau as eligible for **DCEGT**;
- d.** The Supervisor of Education (SOE) finds that you successfully completed a Bureau-designated education **program on or after August 5, 1997; and**
- e. You did not violate prison discipline rules while enrolled in the program (see § 523.33).]**
28 CFR 523.33 refers to Section 9 of this Program Statement.

LITERACY PROGRAM - EXCEPTION FOR SPECIAL LEARNING NEEDS (DCEGT)

D.C. Code offenders who participated in the literacy program and whom the Bureau later exempted because of special learning needs (GED ZP), are eligible for DCEGT for the time enrolled in the program, if otherwise eligible for DCEGT under PS 5884.02.

AMOUNT OF AVAILABLE DCEGT (§ 523.32.)

How much DCEGT can be earned?

- a.** D.C. inmates can earn 5 days DCEGT for each month you were enrolled in a designated program, up to the maximum amount designated by the Bureau for the type of program successfully completed.

- b. D. C. inmates are limited to 5 days per month DCEGT, even if enrolled in more than one designated program.
- c. Enrollment in a designated program for any portion of a calendar month earns one full month's worth of DCEGT.
- d. You are not eligible for DCEGT which, if awarded, would make you past due for release.

Additional Programs

The **Parenting Program** is an 8 to 12-week program designed to empower and strengthen a loving and nurturing relationship between the parent and child. The program will help encourage a supportive relationship with those involved in the child's daily life. Topics to be discussed include: empowering parents to be active, nurturing role models; stages of child development; nurturing the parent/ child relationship emotionally, morally, spiritually, psychologically, and financially; positive discipline to promote learning; communications and listening skills; and, establishing parenting resources both inside and outside the prison environment. Upon completion of the program, inmates receive a certificate. (P.S. 5355.03)

Coastline Community College is a (post-secondary) program which enables inmates to obtain an Associate's Degree in either liberal arts or specialized business. Inmates are responsible for the cost of tuition, books, and any additional fees. A high school diploma or GED is a prerequisite to participate in this program. Education will post updates for this program on department bulletin boards. (P.S. 5300.21).

Correspondence Courses require inmates to submit application forms and mail completed correspondence paper work. All courses must be approved by the Post-Secondary Education Coordinator, an Education staff member, prior to enrollment. This will help ensure the inmate does not receive unauthorized materials and assists with arranging proctored exams for the student. Costs and other correspondence requirements for these programs will be borne by the inmate. (P.S. 5300.01)

Adult Continuing Education (ACE) classes are offered quarterly throughout the year, during evening weekday hours, and sometimes on weekends. All ACE classes must be reviewed by the ACE Coordinator and approved by the SOE or ASOE. Prospective inmate instructors must submit an approved course outline, curriculum, and lesson plans prior to the start date of each class. Participation in ACE classes is voluntary and will be available on a first come, first serve basis. Inmates who want to participate should submit an "Inmate Request to Staff" form (Cop Out) or sign up on fliers posted on bulletin boards. Inmates must meet the criteria established in the curriculum to receive credit for completing the program. Upon satisfactory completion of an ACE class, inmates will receive a certificate of completion (P.S. 5300.21).

Vocational Training /Occupational Programs

Vocational Training (VT) programs are available to those inmates who have a high school diploma or GED, or who are enrolled in GED programs. Priority is given to inmates who have an early projected release date. Inmates should contact the VT instructor for further information on programs and enrollment for the following programs:

Automotive Service Excellence (ASE) program is designed to give the student a thorough and complete knowledge of the basics of the modern automobile. The ASE program is capable of training the student to entry-level performance on the latest industry approved equipment.

Building Trades is a ground-up construction course that gives students an overview of the individual trades involved in residential and commercial construction with a primary focus on framing work. Inmates become familiar with hand and power tools, and receive hands-on experience in design and framing to help prepare them for work in general construction. Live work projects include construction of “mini-houses” and special projects requested by departments.

Horticulture introduces students to the principles underlying present-day horticulture practice(s) with special emphasis on applying basic discoveries in plant science. Students receive a multitude of hands-on horticulture training, including opportunity to work with hydroponics or green house equipment. At the conclusion of the program students will know how to classify plants, plant development and parts, identify common effects of environment and resources, understand how to sustain and maintain agriculture, and identifying employment opportunities in horticulture and agriculture.

Recycling / Solid Waste Management this program introduces students to methods used in collection of solid waste materials. Ultimate disposal of solid waste matter as well as projections concerning future collection and disposal operations. Special emphasis on vermiculture and using the finished product as a soil conditioner helps students understand waste to energy conservation.

Solar Panel Installation will prepare inmate students with basic knowledge on site equipment, design, configuration and installation of standalone, grid-tie and hybrid solar photovoltaic residential and commercial systems. Final certification will be NABCEP PV certification.

Microsoft Office is a computer program designed to introduce the student to the basic functions and applications of computers as used in a business environment. The program teaches word processing applications such as Word, Excel, and Power Point. Additionally, a keyboarding/typing skills class is available and recommended to be completed prior to enrollment.

ServSafe is a nationally recognized food handler’s accreditation course honored by the National Restaurant Association throughout the United States and is recognized internationally at U.S. owned and operated food establishments such as hotels, restaurants, and cruise lines. This course teaches students correct food handling procedures including proper refrigeration, sanitation, physical and biological food hazards, avoiding cross contamination, and proper handling of chemicals. Students must pass food handler’s exam to become certified.

Wheels of the World and Bicycle repair are training programs designed to enhance the inmate student’s ability to learn comprehensive information involving wheel chairs and bicycles. These programs provide students the skills necessary to master the basic concepts of repairing wheel-

chair/bicycle equipment, home medical equipment care (HME), basic physiology, sanitation, and how to treat people with disabilities. Live work projects include wheelchair and bicycle repair involving identification of parts and tools, and design of this equipment. All repaired items are donated to community programs.

The **Forklift** program helps individuals who are responsible for Lift Truck Operations. Students continue their education in safety practices through their employment. The program is Cal-OSHA compliant and meets OSHA's requirements under California Code of Regulations Title 8 General Industrial Safety Orders for Forklift Operations 29 CFR 1910.178.

Apprenticeship training programs are designed to provide inmates with marketable skills and a journeyman level certificate through the U.S. Department of Labor (DOL), Bureau of Apprenticeship and Training. The apprenticeship programs include **Plumbing, HVAC, and Dental Assistant**. These programs are offered in conjunction with the student's work detail, whereby they learn the required skills on the job and via related trades' instruction. Certification of these programs is done through the Apprenticeship Coordinator, the inmate's work detail foreman, and the U.S. Department of Labor.

Release Preparation Programs (RPP) and resources are available to assist inmates with reintegrating back into the community as productive and law abiding citizens.

Ready-To-Work is an RPP **Program** offered quarterly consisting of four(4)- hour training sessions with the United States Probation Officers for inmates in a classroom setting. This is a component of the **Mock Job Fair**. The subjects discussed are **release preparation, resume writing, cover letters, job interview techniques, appropriate dress, how to address a criminal history on job applications** and during job interviews, motivation and goal setting, and changing inmates' previous negative lifestyle.

Several partnerships have been created with the U.S. Probations Office (USPO), community outreach centers, one-stop career centers, the Social Security Administrations, faith based organizations, and small businesses, who assist to provide information about local job markets, available programs and community resources. Additional partnerships have been formed with the Department of Veteran Affairs and the Mexican Consulate, who send representatives to provide seminars regarding services offered by their organizations. These seminars are usually scheduled quarterly or semi-annually. In addition, Education provides several quarterly adult continuing education (ACE) classes, including (but not limited to) personal finance, driver's license (preparation for written portion), and real estate, to assist inmates with their preparations for pre and post release.

An Employment Resource Center (ERC) has been established inside each Education area to provide inmates with video tutorials and research materials that include job search and interview techniques, resume writing, and general information about career opportunities.

RECREATION DEPARTMENT

PURPOSE

The purpose of the Recreation Department is to provide and to promote a large variety of recreational activities to the FCC Victorville (USP, FCI I, FCI II, and Camp) inmate population.

The Recreation programs are to provide gainful use of free time and to fulfill specific inmate's needs. Formal and informal programs offer a combination of competitive, recreational, and fitness type activities designed to reach a wide range of age, culture, ability, and interests. The Recreation Department ensures that the inmate population is made aware of all activities and programs available by displaying flyers and monthly calendar of events in not only the housing units but in the recreation area.

The Recreation Department's main goal is to provide inmates an opportunity to improve their health, fitness, development of mental and physical skills, and to be actively involved in leisure time activities.

RECREATION RULES & REGULATIONS

Recreation leisure programs are provided to help develop positive life styles and fitness/wellness programs to help develop positive self-image. Inmates are encouraged to participate in leisure and fitness programs and to abide by rules and regulations. Inappropriate behavior or un-sportsman conduct will not be tolerated. In order to meet these goals, Code of Conduct/Rules has been developed for leisure programs, fitness/wellness programs and hobby craft programs. It is the inmate's responsibility to read the Code of Conduct/Rules and abide to the written rules when using recreation facilities and/or register in a recreation leisure program and/or hobby craft program. Department Rules of Conduct are posted on bulletin boards. Inmates who register for a program are required to read and sign the Code of Conduct/Rules and failure to adhere to the requirement may result in Disciplinary Action.

The following rules are to be adhered to while using recreation areas and equipment. Failure to do so may result in suspension from the recreation department in general or from the specific program area in which the violation occurred.

Recreation Staff have the authority to refuse inmates access to recreation, if they believe it is not conducive and/or in the best interest of safety and security to allow inmates on the recreation yard.

Un-sportsman conduct and/or disruptive inmates will be asked to return to their respective housing units for that specific recreation yard movement for the day or evening. If the inmate continues to present a problem, an incident report may be written. In addition, incident reports that are written on inmates while in recreation or participating in a recreation sanctioned event may be reviewed by either the Unit Disciplinary Committee (UDC) or the Disciplinary Hearing Officer (DHO) depending on the severity of the offense. The UDC or DHO may impose sanctions that include the loss of recreation privileges for a specified time.

Please see recreation bulletin boards for specific rules and procedures at each institution.

RECREATION PROGRAMS

The Recreation Department offers a variety of hobby craft programs, sports programs and leagues, leisure and holiday programs, music programs, and structured exercise/wellness programs. Necessary equipment and tools are available on a check out basis to aid the inmate population to effectively participate in all of these venues. Additional materials for hobby craft participants may be obtained through a Special Purpose Order (SPO) upon staff verification and approval. Inmates participating in hobby craft programs will have access to lockers in which to keep their materials and ongoing projects. A request must be made to the Recreation Department on an Inmate Request to Staff Member form (BP148) to sign up for any of the Hobby Craft programs. Every participant is expected to follow all rules associated with the Hobby Craft program. Inmates not registered to be in possession of hobby craft materials/supplies and/or produce art projects, hobby craft projects may be subject to disciplinary action.

Aerobics Step Aerobics Low Impact Aerobics Jump Rope Fitness Endurance Circuit Training	Pilates Stretching Body Composition Abs Class Cross Training Yoga	Seniors Fitness Calisthenics Spinning Acrylic Painting Calligraphy Beading	Crochet Cartoon Drawing Landscape Painting Origami Leather Crafts Stability Ball	Greeting Cards Pencil Drawing Mural Painting Ceramics Stick Art Pilates	Yoga Anatomy Sports Injury Wellness Nutrition Diabetes
Guitar (English/Spanish) Accordion Drums Ukulele Song Writing Arrangement	Bass Guitar (English/Spanish) Guitar Tablature Guitar Theory Music Reading Saxophone	Music Appreciation I, II, III Voice Blues Guitar Music Scales Modes			

PRIZES AND AWARDS

The Recreation Department awards prizes to the winners of all holiday tournaments and structured sport leagues. Prizes will be distributed in recreation at scheduled times after the completion of each event. Prizes will be determined and distributed at the discretion of the Complex Supervisor of Recreation. Certificates of Completion and/or Achievement are presented to participants who successfully complete Physical Fitness and Health

Education classes and all structured programs to include Wellness, Music, Hobby Craft, and Sports Officiating. Incentive/Prize bags are in the form of consumable food items.

Holiday Events:

First Place in Each Event	Eligible for prize
Second Place in Each Event	Eligible for prize

Structured Sports/Leisure Leagues:

First Place in Each Event	Eligible for prize
Second Place in Each Event	Eligible for prize

Recreation Equipment

The recreation department will provide equipment for approved recreation activities/programs. Inmates may check-out available equipment from the recreation equipment issue room for leisure activities. I.D. is required to check-out equipment. All recreation equipment issued out for structured programs or checked-out for leisure activities must be returned to the department. The individual is responsible for reporting to staff damaged or missing equipment. Recreation equipment located in the common areas is available for general use by all inmates. An inmate removing recreation equipment from the department or intentionally damaging recreation equipment will receive an Incident Report and the UDC or DHO may impose sanctions that include the loss of recreation privileges for a specified time.

Housing Unit Art & Hobby Craft Program

In order to provide the inmate population with increased recreational opportunities, inmates are afforded the opportunity to enroll in a housing unit art/hobby craft program. Inmates interested in participating may see the Hobby Craft Coordinator for more information about the program in reference to available programs, program rules, authorized products, authorized projects, mail-out procedures, and mail-out procedures after completion of approved projects.

Participants must receive approval to work on a project from the Hobby Craft Coordinator. No completed projects are authorized to be retained by an inmate in the institution. Inmates are not authorized to produce projects for another inmate, sell, give, trade or lend any personal item or materials to another inmate under any circumstances. After project is completed the participant has 30 days to mail-out the completed project through the recreation department. Inmates not registered to be in possession of hobby craft materials/supplies and/or produce art projects, hobby craft projects may be subject to disciplinary action.

Health and Fitness Resource Library

The resource library offers literature, DVDs and videos related to fitness/wellness. If you are interested stop by the recreation department and speak to the department Fitness/Wellness Coordinator.

Inmate Photo Program

The program provides inmates the opportunity to have photos of themselves and their visitors on scheduled visiting days. Photo will not be taken without a photo ticket purchased through the commissary with the inmate's register number on it. The cost of a photo ticket is \$1.00 each. No other method of purchase will be accepted. (Absolutely no credit or IOU's). You may not use someone else's photo ticket to pay for a photo. Single print will be given for each photo ticket received. Schedule, location, photo pick-up and photo program rules are posted on recreation bulletin boards.

Communication

Any time you have questions, concerns or ideas about Recreation Services, please contact a Recreation staff member personally. If you do not have time to stop by and see a staff member please fill out the Inmate to Staff Member Request Form (cop-out) and submit it to the department. One of our staff members will either respond to you in writing or place you on the

call-out for a recreation consultation.

PSYCHOLOGY SERVICES

Initially all inmates are seen by Psychology services for an intake screening. This is a brief interview to determine any history of mental health treatment, current mental health needs and treatment program recommendations. If an inmate is not screened in R&D upon initial arrival, they will be placed on a call out to be seen by Psychology Services within 14-30 days or less. When inmates have emergencies which limit their abilities to cope with day-to-day activities, they should ask their detail supervisor or unit staff to notify a psychologist who will then see the inmate as soon as possible.

Trained inmate companions are used as observers during a suicide watch and assist inmates on the compound who may experience problems related to adjustment and various mental issues. You can request to become a companion by submitting an Inmate Request to a Staff Member to the Chief Psychologist.

All inmates can play a vital role in assisting to prevent inmate suicides by notifying staff immediately of any behavior or situations that may suggest another inmate is potentially suicidal, i.e., making direct statements, threats of self-harm, or displaying extreme emotional distress. Inmates may request a routine appointment via Inmate Request to a Staff Member form to the psychology department. An appointment will be scheduled on the call out sheet, generally within five working days. Inmates can also speak with psychologist briefly during open house hours. Times will be posted on the inmate bulletin boards and/or in Psychology Services. Psychologist will also conduct various groups and workshops for inmates. The Psychology Department is located on the west side of the compound between Education and Religious Services. A small inmate resource library of psychology related books and tapes, is also available.

Drug Abuse Program: Drug Abuse Program: Inmates with histories of drug and/or alcohol abuse are encouraged to discuss their interest in, and need for, substance abuse treatment programming with the psychologist during intake screening or to request a session with the drug treatment specialist or Drug Abuse Program Coordinator via an "Inmate Request to Staff" form. Individualized treatment programs and services will be designed to meet each inmate's needs and may consist of one or more of the following: support groups such as Alcoholics Anonymous (AA)/ Narcotics Anonymous (NA); drug education class; non-residential drug abuse program; non-residential transitional/follow-up treatment services; individual counseling/therapy; biblio-therapy; pre-release counseling; and assessment for and referral to the residential drug abuse program (RDAP) at another institution, when appropriate.

Within 45-days of your arrival here, your unit team will give you a drug education program assignment of: ED NONE, ED WAIT RC, ED WAIT RJ, ED WAIT RV, or ED WAIT HX. If you have an ED WAIT assignment, you are required to take the 15-hour Drug Education class, but you may decline. If you decline, you will be placed in drug education required-declined status (ED DECL R) whereby you will be restricted to the lowest inmate performance pay grade and you will not be eligible for participation in community programs, (i.e., placement in a RCC). Inmates who have an

ED NONE assignment who wish to enroll in the 15-hour Drug Education class may voluntarily participate by contacting the drug treatment specialist or Drug Abuse Program Coordinator to request their name be placed on the ED WAIT Volunteer (ED WAIT V) list.

Individuals desiring enrollment in the RDAP are instructed to submit an “Inmate Request To Staff” form (cop-out) requesting that their name be placed on the RDAP Eligibility Interview Wait List. To qualify for this program, you must have a documented, verifiable substance use disorder. Eligibility interviews for the RDAP are scheduled by nearest projected release date for those individuals who meet the criteria identified in Program Statement 5330.11, Psychology Treatment Programs, Chapter 2, dated March 16, 2009. A deportable inmate is unqualified for RDAP. An inmate with a detainer, warrant, and/or pending charges is also unqualified for RDAP.

Smoking and Smoking Cessation: The Federal Prison Camp is a non-smoking facility. Smoking is prohibited in all areas.

Note: All cigarettes and tobacco-related products found in the inmate’s possession will be considered contraband.

Psychology offers stress management groups and various associated pamphlets. Inmates must submit an Inmate Request To Staff form to request enrollment in a class.

Psychiatric Medications: These medicines, like all others, fall under Health Services. Psychologists may not prescribe any psychiatric medications in the Bureau of Prisons. If you need a psychiatric medication refilled, started or changed, please go to sick call to begin that process.

RELIGIOUS SERVICES

Bureau of Prisons Chaplains and religious volunteers are available to provide pastoral care to all Federal inmates. If there is a need during working hours to see a Chaplain, a detail supervisor should contact any Religious Services Department within the Complex.

INTRODUCTION:

During the time you are with us at FCC Victorville, the Religious Services Department would like to help you any way we can. Our Staff Chaplains’ are available to all residents at FCC Victorville.

If we have one main message that we would like to get across to you, it would be: **Please do not put your life on hold for the period of time that you are with us!** Anyone can fall, but the idea is to get up and begin again. We would like to help you do just that - to stand and start a new beginning.

The Chapel provides a variety of worship services, study groups, and prayer/meditation meetings each week. All residents are welcome to attend **any** religious programs without regard to their religion of record. In addition, throughout the year there are special activities such as seminars, liturgical meals, fasting periods, holidays, and other events that take place. Often-times, volunteers from the outside communities are involved with these special events as well as some of the weekly studies and worship. In order to take full advantage of all the programs offered through the chapel, it is important that you read the chapel schedules and posted bulletins inside the Chapel area for times and dates of

various programs and activities. In addition, there is also an up to date schedule of the duty hours for the chaplains assigned to each institution which can be helpful in planning when best to visit with them for religious requests, counseling, or other needs.

With a variety of services taking place in the chapels, it is also important to mention the importance of maintaining respect for the diversity of religious expressions being represented. At present, there are approximately fifteen (15) active groups represented within the chapels. You may look at the posted schedules to determine if a particular faith group is meeting as well as the days and times. With such diversity in the chapels, such behaviors as proselytizing, recruiting, or disparaging other religions cannot be tolerated. Moreover, any language deemed to be a threat to the orderly running of the institution or security also cannot be tolerated. The best way to avoid any perception of these behaviors is to remember the golden rule “treat others as you would like to be treated yourself.”

RELIGIOUS ISSUES:

Religious Diet: Recognizing that the followers of certain religious groups may require a specific diet, the Bureau of Prisons has instituted the religious diet program. **This diet is neither a medical diet nor a vegetarian option;** rather it is designed to accommodate those religions requiring special slaughtering of animals and food preparations. Anyone who is interested in participating in this program must make a request to the Chaplain and will be scheduled for an interview to determine appropriateness for the religious diet or mainline component. Once a determination has been made, a response to the request will be provided. Also note that those approved for the religious diet will be required to refrain from eating on the mainline which could result in receiving a violation and possible removal from the program.

Religious Medallions: Religious medallions representing one’s designated religious preference may be purchased through the Special Purchase Order (SPO) process. Anyone interested in ordering a medallion should see one of the chaplains to view catalogs containing approved items. There is purchase limit of \$100.00 on these purchases and the medallion must meet approved specifications in size, type, etc.

Religious Headwear: There are two types of religious headwear: religious and ceremonial. Religious headwear may be worn anywhere in the institution; however, ceremonial headwear may only be worn within the chapel. Most religious headwear approved for wear in the institution is available for purchase through commissary; however, anyone who wishes to purchase and wear the headwear of a particular faith group must have their religious preference reflecting that group.

Special Purchases of Religious Items: The Chaplains are available to assist in the purchase of religious items on a limited basis and must be purchased using personal funds. As mentioned, there is a limit of \$100.00 for each purchase. Orders that are approved by the Chaplains are forwarded to the Commissary for processing. In addition, R&D will review and record purchased items onto the inmate personal property list.

Weddings: The Bureau of Prisons considers marriage to be a civil (not religious) matter. Weddings are approved through procedures handled by the Unit Teams. If planning to request marriage, you may begin the process by requesting the initial forms from a Chaplain. All remaining processing will

completed by the Unit Team staff until the request is approved and the marriage actually scheduled.

Religious Literature: Periodically, the Chapel receives a supply of donated religious reading materials. Some of these publications are monthly periodicals, other are fliers or devotional booklets. The subject matter and religious orientation are constantly changing, so please check the displays weekly in the Chapel area.

Clergy Visits: Requests for a clergy visit by a religious representative from outside should be directed to a Chaplain who will verify the representative's credentials and begin the process. These visits will not be counted as social visits, and will take place in the visiting rooms during visiting hours. Such a clergy person is considered to be a "minister of record" for these purposes and will be placed on the visiting list of the one requesting the visits. In addition to outside clergy, Prisoner Visitation Support is also available at FCC Victorville as well. This is not a religious services program; however, the chaplain can assist in getting names on the list for visitation if they are requested. If anyone is interested in finding out more about the program or would like to be added to the list, please see a chaplain.

Emergency Messages: Emergencies are considered when an immediate family member (mother, father, sister, brother, son, daughter, or spouse) has suffered an unexpected accident, major illness, etc. Should such an unfortunate event happen, the calling party should be prepared to provide the following information at the time of the call:

- * Know your full name and register number.
- * A phone number where a family member can be reached.
- * Full name of the family member affected in the emergency and his/her relationship to you.
- * Name and phone number of a Hospital/Funeral Home.
- * A general statement about the nature of the emergency.

The Chaplains will verify the nature and seriousness of the emergency through a third party. Once verified, the chaplain will notify as soon as possible and offer pastoral care if desired.

Pastoral Care and Counseling: There is a Chaplain on the FCC Victorville Complex for some period of time each day. They are available for services, study groups, pastoral care and counseling. If you wish to speak with a Chaplain, you can either submit a written Request for a Staff Member or stop by the Chapel, where an appointment will be made for you. **For those housed at the FPC there is additional Religious Counseling available during pregnancy. If you need to speak to a Chaplain in regards to your pregnancy you may request an appointment or stop by when a chaplain is available.**

Religious Services Audio/Video Center & Library: The Religious Services Department offers a place to listen and/or watch religious and reentry resources on an individual basis. Also, you will find a broad variety of religious books for various faith groups in the chapel library as well. The schedule for this Center/Library is posted in the main hall of the Chapel area, as well as on the bulletin board in the dormitories. A catalogue of resources can be found as well to help you with your religious research or study.

Life Connections Introductory Video Presentation: Life Connections is a Bureau of Prisons Residential Re-entry program for individuals who wish to follow a spiritual pathway toward personal change and development. The Life Connections Program is unique in that it encourages you to address major life issues from the perspective of your own religious tradition. In this program, you will experience an intense program that includes: Opportunities for spiritual growth, deepening of religious roots, values and social responsibility training, personal mentoring, intensive journaling, victim impact programs and community service projects. To learn more about this program, you may check out a five minute video available in each chapel library. Also, you can speak with a chaplain who can further explain the program and facilitate initial application if interested.

The Threshold Program: Threshold is a non-residential spiritual/values based program taught by Chaplains and volunteers over a six to nine month time period. This program is designed to strengthen inmate community reentry and reduce recidivism. Please come to the chapel to see if Threshold is currently being held at your institution.

Chapel Rules: Although it is the desire of the staff at each institution to make everyone feel comfortable in the chapel, there are certainly rules that must be followed to ensure that an atmosphere of quiet enjoyment, study, and worship is maintained. Accordingly, those wishing to use the chapel must observe the following:

1. No food or beverages in the chapel
2. No board, card, or other games permitted while in the chapel
3. No non-religious headwear is to be worn inside the chapel
4. No personal radios should be playing while in the chapel
5. No "idle" loitering and discussions that not connected to study or worship
6. All classrooms are off-limits except to those scheduled activities or with permission of chapel staff
7. Head phones must be used when viewing or listening to equipment in the chapel library

In summary, the chapel is a place of quiet enjoyment to be shared by all. In order to keep it as such, everyone must respect the sanctity of the chapel by being considerate of others, and by keeping the chapel clean and safe. Otherwise, we welcome all to come and enjoy all of the programs offered by Religious Services.

Worship opportunities are available to the various faith groups. Chaplain's schedules and schedules of religious services and activities are posted on Chapel bulletin boards. If you have any specific religious needs please stop by the Chaplain's office or submit an "Inmate Request to a Staff Member form" to the Chaplains office.

VISITING

Visiting Hours/Regulations: Visiting hours are from 8:30 a.m. until 3:00 p.m. on Saturdays, Sundays, and federal holidays.

Inmates must be properly dressed in institutional issued clothing and shoes, and have their ID cards in order to be admitted into the visiting room. Clothing must be neat and clean. Inmates are to remain seated during visiting unless bathroom breaks are announced. Bathroom breaks are announced every hour. Approved items allowed to be taken into the visiting room include: Wedding band, approved religious head wear and/or medallion, and prescription eyeglasses (no eye glass case), and a pair of earrings. Note: There will be no tennis shoes allowed in the visiting room.

A maximum of thirty visitors will be authorized on an inmate's approved visiting list. A maximum of four visitors (which includes children over the age of two years) may visit an inmate at one time. Three additional children (under the age of two years) may visit as long as they do not occupy a seat. When conditions exist such as overcrowding, the number of visitors may be further limited to allow each visitor adequate space and time to conduct their visit.

Visitors must be properly dressed. Shorts, short dresses or skirts, halter tops or any clothes which exposes a bare back, a bare midriff or cleavage will not be permitted in the visiting room. Dresses and skirts must reach the middle of the knee cap as the visitor stands. Sleeves are required on all shirts, blouses, or tops. Jeans are allowed as long as they are in good repair. Foot wear must be worn by all visitors. Beach style footwear (i.e., flip flops, shoes without a back-strap, etc.) may not be worn. Footwear with rolling wheels are not permitted. Certain emergency medications (e.g., nitroglycerine, asthma inhalers, etc.) are allowed into the facility provided they can be thoroughly searched. Insulin and syringes are not allowed. Visitors with insulin pumps are permitted to enter the visiting rooms.

Visitors are permitted to bring no more than \$20.00 in \$1.00 dollar bills and coins to purchase items from vending machines. The money must be in a clear bag. Vending machines will be patronized by visitors only. Inmates will not accept money from visitors. Only food purchased by the visitor from the vending machines can be accepted by an inmate. Visitors are not allowed to give any other items to inmates. Inmates will not share food or beverages with visitors.

Supply of infant care items and sanitary napkins may be brought into the institution, and be limited to one each (i.e., baby bottle, diaper, etc.) provided that they can be thoroughly searched. Visitors are prohibited from bringing tobacco items inside the institution while visiting.

All visitors may be searched, and an electric drug and/or metal detection device may be used prior to entry into the facility.

Special Rules for Children: Children age fifteen and younger need not be on an approved visiting list, but must be accompanied by a visitor age eighteen or above. Visitors ages sixteen and seventeen, although required to be on an approved visiting list, must be accompanied by a visitor (parent or guardian) age eighteen or older. Children shall be kept under the supervision of a responsible adult at all times. Failure to maintain supervision and parental control of the visiting children may result in termination of the visit.

Identification of Visitors: Photo identification is required for all visitors over the age of sixteen. This includes a valid driver's license or official photo identification. Persons without proper

identification will not be permitted to visit.

Attorney Visits: Attorneys should make arrangements with the Unit team in advanced (normally seven days) before a visit. Attorneys are encouraged to visit during regular visiting hours. However, visits from an Attorney may be arranged for other times on a case by case basis. Attorney visits will be subject to visual monitoring. During Attorney visits, a reasonable amount of legal materials may be transferred during the visit, but is subject to inspection for contraband.

DIRECTIONS TO SPC VICTORVILLE:

From the North: Interstate 15 South. Exit Mojave Dr., turn right on Mojave Dr., go to Village Dr., turn right on Village Dr., go to Air Expressway Blvd., turn left on Air Expressway Blvd., go to George Blvd., turn left to arrive at SPC Victorville.

From the South: Interstate 15 North. Exit Mojave Dr., turn left on Mojave Dr., go to Village Dr., turn right on Village Dr., go to Air Expressway Blvd., turn left on Air Expressway Blvd., go to George Blvd., turn left to arrive at SPC Victorville.

From the East: Interstate 10 West to Interstate 215 North to Interstate 15 North. Exit Mojave Dr., turn left on Mojave Dr., go to Village Dr., turn right on Village Dr., go to Air Expressway Blvd., turn left on Air Expressway Blvd., go to George Blvd., turn left to arrive at SPC Victorville.

From the West: Interstate 10 East to Interstate 15 North. Exit Mojave Dr., turn left on Mojave Dr., go to Village Dr., turn right on Village Dr., go to Air Expressway Blvd., turn left on Air Expressway Blvd., go to George Blvd., turn left to arrive at SPC Victorville.

Local Transportation: There are several hotels and restaurants in the nearby cities of Hesperia, Victorville and Apple Valley:

Super 8 Motel - Hesperia (800) 800-8000, Howard Johnson Hotel - Victorville (800) 315-2225 and Apple Valley Motel - Apple Valley (760) 247-7455. Restaurants close by, Bob's Big Boy - Hesperia (760) 947-2330, Marie Calendars - Victorville (760) 241-6973 and Viva Maria - Apple Valley (760) 946-3087. There is also a Greyhound Bus Station located in downtown Victorville (800) 231-2222, approximately a 10 minute taxi ride away. Taxi Service for Hesperia, Victorville, Apple Valley, and Adelanto - (760) 246-7752. Amtrak Train schedules (800) 872-7245.

HEALTH SERVICES

Emergency medical care is available 24 hours a day. Any emergencies that occur when Health Services is closed may be reported to any available staff member.

INTRODUCTION

FCC Victorville has a wide range of medical and dental services available. Emergency Medical Care is available 24 hours a day. The Medical staff are available from 6:00 a.m. to 10:00 p.m., Monday through Sunday and holidays. From 10:00 p.m. to 6:00 a.m. on Monday through Sunday and holidays, the Health Services Staff Physicians are on call. Any emergencies outside these times will be reported to the Custody Staff responsible for you.

PRIMARY CARE PROVIDER TEAMS

The Primary Care Provider Teams (PCPT) has been established to improve health care services delivery by enhancing continuity of care and promoting preventive health care measures. The PCPT is designed to function in the same manner as a medical office in a community setting. Under the PCPT model, each inmate is assigned to a medical team of health care providers and support staff who are responsible for managing the inmate's health care needs.

All the inmate population at the FCC Victorville has been assigned to a specific Health Services Provider, based on the inmate Register Number. Therefore, every new commitment inmate will be assigned to his/her Practitioner Provider.

INMATE CO-PAYMENT PROGRAM

Pursuant to the Federal Prisoner Health Care Co-payment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. 4048), the Federal Bureau of Prisons and the FCC Victorville provide notice of the Inmate Co-payment Program for health care, effective October 3, 2005.

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

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

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

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

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

C. **Health Care Visits with no Fee:**

We will not charge a fee for:

1. Health care services based on health care staff referrals;
2. Health care staff-approved follow-up treatment for a chronic condition;
3. Preventive health care services;
4. Emergency services;

5. Prenatal care;
6. Diagnosis or treatment of chronic infectious diseases;
7. Mental health care; or
8. Substance abuse treatment.

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

- Blood pressure monitoring;
- Glucose monitoring;
- Insulin injections;
- Chronic Care Clinics;
- TB testing;
- Vaccinations;
- Wound Care; or
- Patient education.

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

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

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

If you are NOT indigent, but you do 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 your Inmate Commissary Account.

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

SICK CALL

Daily Sick Call sign up is achieved by filling out a Sick Call form, which can be obtained in and returned to the Health Services Unit. You may sign up for both medical or dental Sick Call. You will be triaged and scheduled to be seen the same day or later in the week. If you have an emergency situation (i.e., bleeding, chest pain, nausea, and vomiting), contact the Unit Officer and have him/her call the Duty PA. The Duty PA will assess your condition and see you immediately, if necessary. Failure to report to your scheduled Sick Call appointment or any other Call Out will result in an incident report being written. Your Sick Call appointment may not be scheduled on the same date as you present your form.

You are responsible for notifying your Detail Supervisor or Unit Officer of your upcoming appointment. It is your responsibility to arrive for your appointment on time. If you arrive more than fifteen (15) minutes late, your scheduled appointment may be cancelled.

Wednesdays are set aside for Special Housing Unit inmates. Only inmates with emergencies are seen on Wednesdays and after normal working hours. If you have an emergency, a Detail Supervisor or Unit Officer must notify the Medical staff of such. Routine headaches, pulled muscles, backaches, etc. are not emergencies. For such conditions, you should wait until the next Sick Call to be seen by a Medical staff. Should you come to the Health Service Unit during non-Sick Call hours, you will be triaged, and if your complaint is determined by the Medical staff to be a non-emergency, you will be referred to your unit to return to the Health Services Unit the following day.

The dental and optometry waiting lists are posted in the waiting area of the Health Services Units.

PHYSICAL EXAMINATIONS

New commitments to the Bureau of Prisons will receive a complete physical examination within fourteen (14) calendar days of their arrival, if they have not been medically cleared by another BOP facility. This examination includes eye screening. Dental screening exam is done within 30 days of your arrival, if you were not cleared at another BOP facility. The Health Services Staff will schedule all physicals for those inmates requesting these examinations.

METHICILLIN-RESISTANT *STAPHYLOCOCCUS AUREUS* (MRSA) INFECTION

Within the federal prison system, community-onset MRSA infections have been associated with illicit, unsanitary tattoo practices and poor inmate hygiene. MRSA infections often present as mild skin or soft tissue infections, such as furuncles, that occur spontaneously without an obvious source. Inmates with MRSA skin infections commonly complain of “an infected pimple”, an insect bite, a spider bite, or a sore. Many MRSA infections cause minor inflammation without pain and infected inmates may not seek medical attention. Persons with complicating medical conditions, such as diabetes, HIV infection, chronic skin conditions, indwelling catheters, post-surgical wounds, and skin ulcers are at an increased risk of MRSA infections; however, even otherwise healthy individuals can develop very serious MRSA infections, such as cellulitis, abscesses, necrotizing fasciitis, septic arthritis, necrotizing pneumonia, and sepsis.

ANNUAL TB SKIN TESTING

Annual TB skin testing (PPD) is mandatory for all inmates **except** those who had a previously documented positive TB skin test and a history of INH treatment which can be verified. A chest X-ray will be ordered for these inmates to determine the presence of active TB disease. Inmates who have a positive TB skin test will be followed up in the Infectious Disease Chronic Care Clinic.

PILL LINES

Pill Line will be offered two (2) times daily. Times will be posted in the units and in the Health Services Unit. (Diabetic lines will be offered at 6:15 a.m. - 6:30 a. m. and approximately 5:15 p.m. -5:30 p.m.). Any medication received via the Pill Line will be subject to being crushed, according to Policy, and the inmate will be under direct observation during the administration of the medication. You can pick up self-dispensed medication during the morning and the afternoon Pill Lines. You will not be able to pick up medication at any other time, nor on the weekends. It is the responsibility of the individual to be present at the Pill Lines to receive his/her medication.

Over the counter (OTC) medications are available for purchase at the Complex Commissary

Department. Consult the Commissary Shopping List for the OTC medication available. **Note:** Inmates may request OTC medications based on an urgent medical need. In such circumstances, inmates will be allowed access to the Commissary on a day other than that regularly scheduled for the housing unit. Inmates requesting OTC medication will be allowed to fill a Commissary slip request; Commissary will process the order the same day. During this process, inmates will not be allowed to request any other items beside OTC medication. Indigent inmates will be allowed to request OTC medication through the Health Services Pharmacy using the regular Sick Call procedure. Also inmates requesting OTC medication through Commissary can obtain the OTC medication through the Health Services Department during Commissary closures (FCC Victorville Commissary is closed every Friday).

To pick up any medication, you must show your ID card.

DENTAL SERVICES

For routine dental care, such as fillings and cleaning, you must submit a copout to the Dentist. You will then be scheduled on a first-come basis. The length of the wait for routine dental care is dependent upon the number of dental emergencies, which will take priority over routine care.

If you have a bona fide dental emergency, i.e., severe pain, swelling, etc., you may sign up for dental Sick Call at the same times and on the same days as medical Sick Call.

EYEGASSES

Those inmates requiring to see the Optometrist must request an appointment through routine sick call for an initial eye screening and a referral. You will be scheduled at the earliest possible date. After the optometry exam, all glasses will be ordered by the Health Services Unit staff from Unicor. Inmates will be placed on call-out to receive these glasses when they arrive at the Complex (usually within 6 to 8 weeks).

CONTACT LENSES

The complex will provide prescription eyeglasses. Inmates are not allowed to purchase eyeglasses from an outside provider, optometrist office, or from a web site.

MEDICAL DIETS

Inmates will pick and choose from available items on the serving lines. The Federal Bureau of Prisons does not have or offer Medical Diets.

INJURIES

Injuries will be seen by the on-duty Physician Assistant, or the Duty medical staff if after normal working hours. The inmate must report the injury to his Work Supervisor or Unit Officer. The Supervisor will contact the Health Services Unit staff and the inmate will be evaluated.

UNAUTHORIZED VISITS TO THE HEALTH SERVICES UNIT

All inmates who are in the Health Services Unit must be on the daily call out list or have an appointment to be there. If you are found to be in this area without an appointment or are not on the call out list, an incident report will be completed indicating that you are "out of bounds."

PHYSICIAN VISITS

If you wish to see the doctor specifically, you must submit a copout requesting that the physician place you on call out. Otherwise, you will be referred to Sick Call and will be evaluated by one of the Physician Assistants. Also, by Policy, you have the right to see the Physician if your Physician's Assistant is unable to resolve your health issues after three visits with the same complaint.

HEALTH SERVICES ADMINISTRATOR

If you have a problem with any of the Health Services Unit staff, or you wish to discuss a medical condition, you can visit with the Health Services Administrator or the Assistant Health Services Administrators without an appointment during Mainlines. If you wish to make an appointment to see the Health Services Administrator for any other reason or at another time, you must submit a copout to the Medical Records Office staff.

LOWER BUNKS, EXTRA MATTRESS OR SOFT SHOES

Housing assignments are the responsibility of the Unit staff. If you have a medical condition which you feel requires a lower bunk, extra mattress, or soft shoes, you may make a Sick Call appointment to discuss this with the Medical staff, who will determine your need for a lower bunk, extra mattress, or soft shoes.

PRE-EXISTING MEDICAL CONDITIONS

In accordance with Bureau of Prisons Policy, if you are incarcerated with a pre-existing medical condition (i.e., hernia, hearing deficiency, etc.), and it will not be detrimental to your health and wellbeing during your confinement, the Bureau of Prisons will not take action to correct that problem. If it becomes a detriment to your health during your confinement, then corrective action will be taken. This determination will be made during the Weekly Utilization Review Committee Meeting and must be approved by the Central Office. This includes Dental Procedures.

JOB ASSIGNMENTS

Job assignments are the responsibility of the Unit staff who make specific job assignments. The Health Services Unit staff issue information regarding any physical duty restrictions to the Unit staff. The Unit staff are then responsible for placement in a position which takes these limitations into consideration. If you have a problem with your job assignment, see the Unit staff, not the Health Services Unit staff.

If any inmate has job restrictions placed on him during confinement at this Complex, athletic restrictions also will be considered, if medically indicated. If an inmate is under medical care for medical conditions such as Joint Pain, Back Pain or other muscle skeleton conditions, they would be precluded from participating in recreational activities, in other words will be issued with recreation restrictions.

MEDICAL STATUS DEFINED

MEDICAL IDLE STATUS: An inmate on medical idle status will remain in his assigned quarters for the duration of this status. Exceptions are: meals, regularly scheduled church services, necessary call outs, and medical appointments. Medical idles are given for minor medical problems and will not be given for more than three (3) days.

WORK STATUS: There are three (3) conditions for work status.

NO DUTY: Inmates placed on a no duty status will not be assigned to a work detail.

REGULAR DUTY WITH RESTRICTIONS: Inmates with restrictions will be assigned to a work detail, but will be restricted from certain activities, based on their medical condition.

REGULAR DUTY: As indicated, inmates will be assigned to a work detail without restrictions

CONVALESCENT STATUS: An inmate assigned to convalescent status will have regular compound privileges, but will not be required to work. He may not participate in sports or other strenuous activities. Convalescence will be given for a period of not less than three (3) days, and not more than thirty (30) days.

MEDICALLY UNASSIGNED: In the event of a serious medical problem or disability which would require an extensive period of convalescence, the inmate will be recommended for transfer to a long-term care facility.

HEALTH PROMOTION/DISEASE PREVENTION (HPDP) PROGRAM

The HPDP program guidelines established by the Health Services Unit will address health promotion as well as primary and secondary disease prevention. Those inmates with risk factors (e.g., smoking, obesity, hypertension, diabetes, etc.) will be identified and appropriately referred for counseling/ treatment. The overall success of this program depends on active participation of both the inmates and staff at this Complex.

Hand washing Information

Keeping hands clean through improved hand hygiene is one of the most important steps we can take to avoid getting sick and spreading germs to our co-workers, family and friends. Many diseases and conditions are spread as a result of poor hand hygiene.

Hand washing is easy to do and it's one of the most effective ways to prevent the spread of many types of infection and illness in all settings, from your home and workplace to child care facilities and hospitals. Clean hands can stop germs from spreading from one person to another and throughout an entire community.

LEARN MORE ABOUT WHEN AND HOW TO WASH YOUR HANDS.

When should you wash your hands?

- Before, during and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound

- After using the toilet
- After blowing your nose, coughing, or sneezing
- After touching garbage

WHAT IS THE RIGHT WAY TO WASH YOUR HANDS?

- Wet your hands with clean running water (warm or cold) and apply soap
- Rub your hands together to make a lather and scrub them well; be sure to scrub the backs of your hands, between your fingers, and under your nails
- Continue rubbing your hands for at least 20 seconds
- Rinse your hands well under running water
- Dry your hands using a towel

Washing hands with soap and water is the best way to reduce the number of germs on them.

Social Work Services

Social Work Duties: The social worker will meet with the inmate and collaborate with outside agencies to ensure continuity of care. (i.e. CSOSA, Federal Probation, Veterans Affairs, and Social Security Administration) The inmate has an opportunity to be educated about health care (Social Security/Medicaid) benefit applications.

Making a Referral to Social Work: Any department could identify the inmates with significant medical/mental health issues who are going to be released, and provide information on the needs of those inmates. A referral is made in a reasonable amount of time prior to release date (approximately 90 days) explaining what services are needed. An inmate can make his/her own referral by submitting “An Inmate Request to Staff Member” (form BP-S148), commonly called a Cop-Out, to the social work department. There are no open house hours at this time.

Inappropriate Referrals: There are several examples of inappropriate referrals: civil matters (i.e., divorce, child support, or custody issues), housing, employment, locating family members, benefits applications for able-bodied inmates, or requests for Care 1 inmates.

HEALTH CARE RIGHTS AND RESPONSIBILITIES

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

RIGHTS

1. You have the right to health care services, based on the local procedures at your institution. Health Care Services include medical sick call, dental sick call and all support services. Sick call at this institution is conducted as posted.
2. You have the right to be offered a "Living Will", or to provide the Bureau of Prisons with "Advance Directives" that would provide the Bureau of Prisons with instructions **if you are admitted, as an inpatient, to a hospital in the local community, or the Bureau of Prisons.**
3. You have the right to participate in health promotion and disease prevention programs including education regarding infectious diseases.
4. Status of your health care providers.
5. You have the right to be treated with respect, consideration and dignity.
6. You have the right to be provided with information regarding your diagnosis, treatment and prognosis.
7. You have the right to be examined in privacy.
8. You have the right to obtain copies of certain releasable portions of your health record.
9. You have the right to address any concern regarding your health care to any member of the institution staff including your physician, the Health Services Administrator, members of your Unit Team and the Warden.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.
12. You have a right to request a routine physical examination, as defined by B.O.P. policy. If you are under the age of 50, once every two years; over the age of 50, once a year.
13. You have the right to dental care as defined in B.O.P. policy to include preventative services, emergency care and routine care.
14. You have the right to a safe, clean, and healthy environment, include smoke free living areas.
15. You have the right to refuse medical treatment in accordance with B.O.P. policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.
16. You have the right to complain of pain, have your pain assessed by medical staff, and have pain treated accordingly.
17. You have the right as an offender to health care and will not be denied due to lack of funds.

RESPONSIBILITIES

1. You have the responsibility to comply with the health care policies of your institution. You have the responsibility to follow recommended treatment plans that have been established for you by institution health care staff, to include proper use of medications, proper diet, and following all health related instructions with which you are provided.
2. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
3. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in spreading or contracting of an infectious disease.
4. You have the responsibility to respect these providers as professional and follow their instructions to maintain and improve your overall health.
5. You have the responsibility to treat staff in the same manner.
6. You have the responsibility to keep this information confidential.
7. You have the responsibility to comply with security procedures.
8. You have the responsibility of being familiar with the current policy to obtain these records.
9. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open houses, or the accepted Inmate Grievance Procedures.
10. You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the responsibility to maintain your oral hygiene and health.
14. You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.
15. You have the responsibility to be counseled regarding the possible ill effects that may occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.
16. You have the responsibility to be truthful and not overstate your complaint of pain and to adhere to the prescribed treatment plan.
17. You have the responsibility for co-pay if you are not indigent when seeking medical/dental care.

SAFETY DEPARTMENT

To ensure the safety of inmates certain rules and regulations apply while on the job. All inmates will be provided with a safe work area, proper equipment with which to work, and detailed instruction in the safe procedure in which to do the work.

Initial Job Orientation Training: Upon assignment to a job or detail, each inmate will receive initial training concerning safe work methods and hazardous materials communication utilizing the Globally Harmonized System (GHS), through the Hazard Communication Standard (HCS). The training shall include demonstration of safety features and practices. Workers will be trained to recognize the hazards involved in the workplace, understand the protective devices and clothing available, and to report deficiencies to their supervisors. It is our policy not to accept “lack of knowledge or skills” as a cause of an accident.

Federal Tort Claims: If you believe the negligence of institution staff results in personal injury or other damage to you, other than property damage, you may submit a written claim for compensation to the Western Regional Office under the Federal Tort Claims Act. Standard Form 95 is available from your Unit Team for your use in submitting a claim. You may also submit the claim without a using Standard Form 95 as long as your written claim provides all of the information specified in Program Statement 1320.06, Federal Tort Claims Act.

Property Claims: If you believe the negligence of institution staff results in the loss of or damage to your personal property, you may submit a written claim for compensation to the Western Regional Office under 31 U.S.C. §3723(a)(1). Form BP-A0943, Small Claims for Property Damage or Loss (31 U.S.C. 3723) is available from the law library or from your Unit Team for your use in submitting a personal property claim.

On-the-Job Injuries: Inmate injuries while performing an assigned duty must be immediately reported to the work supervisor. The work supervisor will then report the injury to the Safety Administrator and Health Services department. Inmates may be disqualified from eligibility for lost time wages or compensation if they fail to report a work injury to the supervisor within 24 hours of the injury.

Fire Safety: Emergency evacuation signs are posted throughout the institution. These signs illustrate the primary and secondary routes to take during an emergency such as fire or earthquake. The sign will have directional arrows leading to the exit. Follow staff directions.

Inmate Access to Upper Bunks: When accessing or departing the upper bunk, always use the attached ladder. Never step on anything other than the attached ladder or jump from the bed.

MAIL

The Correctional Systems Department (CSD) department will conduct open house for the inmate

population at the following times:

SCP Records, and R&D: Tuesday and Thursdays from 11:00 a.m. until 12:00 p.m., and Mail Room Monday through Friday 11:00 a.m. until 12:00 p.m.

Outgoing Correspondence: All general outgoing correspondence will be sealed and placed in the mail box located on the compound. Special or Legal Mail will be sealed and taken to the R&D department during open house hours. Inmates must present their ID cards when delivering special or legal mail. The institutional address for inmates is:

Committed Name
Register Number
Federal Prison Camp
P.O. Box 5300
Adelanto, CA 92301.

Plain white envelopes are available for purchase in the commissary. Plain white envelopes will be provided to inmates who are deemed indigent. Inmates must put their return address to include: committed name, register number, and institutional address in the upper left corner of the envelope. Inmates assume responsibility for the contents of their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of federal laws or disciplinary action.

All outgoing mail, for institutions with a TRULINCS-generated mailing label system, must utilize these mailing labels on all outgoing correspondence, in accordance with the Program Statement **Trust Fund Limited Inmate Computer System (TRULINCS) — Electronic Messaging.**

Incoming Correspondence: Mail is ordinarily distributed Monday through Friday (except holidays) by the unit officer. Newspapers and magazines will also be delivered at this time. Inmates will be called to R&D for the receipt of special, legal or certified mail within 24 hours of receipt.

Special Mail: Bureau of Prisons staff have the authority to open all mail addressed to you before it is delivered to you. Special mail (mail from the President and Vice President of the United States, attorneys, members of the United States Congress, Embassies, and Consulates, the United States Department of Justice, excluding Bureau of Prisons, but including United States Attorneys, other federal law enforcement officers, State Attorney Generals, prosecuting attorneys, Governors, United States Courts, and State Courts) may be opened only in your presence to be checked for contraband.

This procedure occurs only if the sender adequately identifies himself (full name and title) on the envelope and the envelope is marked Special Mail: Open Only in the Presence of the Inmate. Other mail may be opened by staff.

Inmate Correspondence with Representatives of News Media:

Correspondence from news media representatives will be opened and inspected for contraband, qualification as media correspondence, and content. Correspondence sent to the news media is treated

as Special Mail if marked as noted above, but mail received from the news media is not.

Contact with the News Media: An inmate may not receive compensation or anything of value for interviews with the news media. Requests for personal interviews may be made by either the inmate or the representative of the news media. These requests must be made within a reasonable time before the personal interview. The Warden will normally approve or disapprove an interview request within 24 to 48 hours of the time the request is made.

Correspondence Between Confined Inmates: Correspondence with an inmate confined in another penal or correctional institution is limited to immediate family members and co-defendants with a current and active case, excluding civil lawsuits. Prior approval is required and inmates should contact the unit team regarding such correspondence.

Common-law marriages are not recognized in the State of California; therefore, common-law partners are not considered immediate family.

Rejection of Correspondence: The Warden may reject certain correspondence sent by and to an inmate. The Warden will give written notice to the sender concerning the reasons for rejection, as authorized in Program Statement 5265.14, Correspondence.

Certified Mail/Registered Mail: Your unit staff will assist in obtaining certification, weighing, and any receipt requirements.

INMATE PERSONAL PROPERTY

The amount of personal property each inmate may have is limited. Inmates are not authorized to possess certain items due to institutional security or safety reasons. Refer to Bureau of Prisons' Program Statement 5580.08, Inmate Personal Property, and the Institution Supplement for national and local directives for additional information concerning property restrictions. Any item found in an inmate's possession that is not authorized by national or local directives is considered to be contraband and will be confiscated. Inmates in possession of unauthorized items are also subject to disciplinary actions.

Legal Material: Inmates are authorized to maintain legal materials in their assigned locker. Unit staff will assist inmates in maintaining excess legal material and alternative storage areas, provided the material is for current/active legal proceedings.

COMMISSARY

The Satellite Prison Camp operates a Commissary which provides inmates an opportunity to purchase articles not issued or delivered as basic care by the institution or of a different quality. The use of Trust Fund services is a controllable privilege. The Warden or an authorized representative may limit or deny the privilege of a particular inmate.

A list of available items and current prices can be obtained from Commissary staff. Inmates are allowed the opportunity to spend the current national limit for Commissary sales of \$360.00 per month. The spending limitation is automatically re-validated once per month for each inmate. An inmate's re-validation date can be determined by multiplying the 5th digit of their register number by 3 and then adding 1 to that total. The only items excluded from the spending limitation are:

- Postage stamps.
- Nicotine Replacement Therapy (NRT) Patches.
- Over-the-counter medications.
- Kosher/Halal shelf-stable entrees for inmates who are FRP Refuse.
- Copy cards and copy paper.

The shopping schedule will be posted in the Commissary Sales Unit as well as the TRULINCS Electronic Bulletin Board. Sales are considered final after the inmate accepts the item(s), receives the sales receipt, and leaves the sales window. All items are sold with no warranty implied, with the exception of MP3 players. Ordinarily, no more than one Special Purchase Order (SPO) is processed per month for any inmate. The maximum dollar amount allowed for an SPO is \$300 per quarter. All SPO's will have a 30% markup with the exception of Religious Articles.

Inmates are instructed to use TRULINCS to view their account transactions or to use the Inmate Telephone System to access their account balance.

INMATE TELEPHONE SYSTEM

An Inmate Telephone System is provided in the housing units for inmates to maintain family and community ties. For institution security purposes, inmates must place all personal telephone calls through the Inmate Telephone System and may not circumvent it via call forwarding/automatic electronic forwarding, three-way calling, or any other means. The only exceptions are identified in the Program Statement **Inmate Telephone Regulations**. All personal telephone calls processed through the Inmate Telephone System are recorded. Handing another inmate the phone to converse with your telephone party is prohibited and disciplinary action may be taken.

Inmates are given a nine-digit Personal Access Code(PAC) for access to their individual account and instructions on using the Inmate Telephone System. PACs are given to Unit Management Staff within 24 hours after an inmate's arrival to the institution. A \$5 fee will be charged when a replacement PAC is requested. Inmates will process a Request for Withdrawal of Inmate's Personal Funds (BP-199) for this purpose.

Upon initial use of the Inmate Telephone System, inmates will be required to complete the Inmate Voice Verification System ((V-Pin) registration process. V-PIN is a security feature designed to work with an inmate's Telephone PAC Number to prevent his/her telephone account from being accessed by other inmates. Unit Management staff will notify Trust Fund staff to

enable an inmate's telephone account prior to registering. During the registration process, inmates will be prompted to state their first and last name as this recording will be matched when placing telephone calls. Inmates will not be able to use the Inmate Telephone System until this process is successfully completed.

Inmates are limited to 300 ITS minutes per calendar month. ITS minutes will reset on an inmate's commissary re-validation date. The maximum length of a telephone call is limited to 15 minutes per call. Once a call is completed, an inmate must wait 30 minutes prior to initiating another call.

Telephone rates are posted in all housing units and the TRULINCS Electronic Bulletin Board. Inmates may transfer funds in whole dollar amounts only, from their commissary account to their ITS account via the ITS interactive voice response system (Telephone Teller). The maximum number of times an inmate may transfer funds is limited to two transfers per day. Once funds are transferred to your TRUFONE account, funds may not be transferred back to an inmate's Commissary account except for:

- Inmates that are releasing.
- Inmates on telephone restriction for more than 60 days.
- Inmates will have the ability to transfer **all** funds from their ITS account to their Commissary account using the "118" inquiry feature. The inmate will press "7" to transfer **all** funds to their Commissary account with a confirmation option to verify the transfer.
- The transfer of funds from the ITS account to the Commissary account will count against the two allowed transfers per day currently set as a parameter in the Inmate Class of Service.
- There will be a \$400 limit on the amount of funds allowed in the ITS account. Inmate accounts with funds over \$400 will remain with their current balance but inmates will not be allowed to transfer any additional funds to their ITS account.
- The message that is played to the called party will now include "This call is being recorded and subject to monitoring" before the call can be accepted or denied.
- There will be a change to the collect call message that is played to the called party. The message will change from "This is a V.A.C. collect call from..." to "This is a Global Tel Link collect call from..."

Inmates may also access the cost of their last completed telephone call and the amount of minutes remaining for the month via the Telephone Teller.

Inmates are responsible for managing their approved telephone numbers via the contact list within TRULINCS. There is no limit on the frequency an inmate may update his telephone list, however telephone lists may not exceed 30 active numbers. Inmates will be required to key name and address information related to each telephone number.

Trust Fund Limited Inmate Computer System (TRULINCS)

TRULINCS is the infrastructure that provides inmates access to multiple services. Inmates are provided with individual TRULINCS accounts similar to their ITS accounts. Inmates are normally allowed a maximum TRULINCS session length of 60 minutes before being automatically logged out for 15 minutes to allow other inmates access to the system. Inmates may only have 100 active postal contacts on their contact list. Staff is not obligated to print inmate-related materials that can be printed from TRULINCS. Inmates on Messaging Restriction for more than 60 days may request in writing that their TRU-Unit balance be returned to their Commissary account.

Electronic Messaging: Inmate participation in the TRULINCS Electronic Messaging Program is solely voluntary. The TRULINCS inmate login screen will require Acceptance of the Warning/Responsibility and Acknowledgment form on each login before inmates can access Public Messaging.

Account Transactions: Inmates are responsible for tracking their Commissary, TRUFONE, and TRULINCS account balances. Inmates have access to view account information and transactions for free. Inmates have the ability to print transactional information for a fee. Inmates that have access to the Account Transactions Service are responsible for printing their own account statement.

LAUNDRY

Inmates may visit the Central Laundry for clothing issue/exchange twice per week, excluding the first **full** week of every month. According to the inmate's register number, the last 2 digits of the first 5 digits of the inmate's register number will be used. Monday and Wednesday 00-49 and Tuesday and Thursday 50-99. Laundry will not be open for exchange on Friday. Only linen exchange and hygiene distribution will be conducted during this week. Additionally, laundering of institution clothing will still be available. Self-serve laundry facilities are also available in the housing units. Inmates who utilize this service must purchase laundry detergent through the Commissary.

Inmates will drop off soiled laundry in the morning and pick up in the afternoon, the same day. The cleaning and repair of personal clothing purchased through the Commissary will be the responsibility of the inmate.

Inmates are required to sign for the receipt of institution clothing/ linen and instructed that items shall be returned prior to release. The return of Government-furnished items at the time of release will be recorded on the inmate's record.

Disciplinary action may be taken against inmates who willfully damage or alter Government-furnished items.

DEPOSITS TO INMATE ACCOUNTS

Inmates' family, friends, or other sources choosing to send funds to through the mail must those funds to the following address:

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

The deposit must be in the form of a money order, U.S. Government check (Federal, state, county, municipal), Foreign negotiable instrument payable in U.S. dollars only, or a business check. Personal checks or cash will not be accepted. Funds received through the mail at the institution for deposit to an inmate's account will be returned to the sender with a letter containing the LockBox address.

Inmates' families and friends may also send inmates funds through Western Union's Quick Collect Program and MoneyGram's Express Payment Program. Funds will not be received locally from inmate visitors for deposit to an inmate's account.

Inmates transferring to or from other BOP facilities should have their personal funds available within 24 hours of arrival to the facility. Inmates who transfer from non-BOP facilities (State, County, Local) should seek the assistance of Unit Management staff to help locate any personal funds from their previous institution if not posted to their account within 3-4 weeks.

UNICOR

Overview:

UNICOR at FCC Victorville is a vehicular component factory that rebuilds and reconditions various types of motorized and non-motorized equipment such as but not limited to; trailers, forklifts, HMMWVs', 5 tons and various other Military and commercial vehicles and equipment. UNICOR provides this service for the Department of Defense, Department of Homeland Security, and the Department of United Sates Forest Service.

There are two factories, one at the FCI-I and an Annex Factory at the USP, an outside Paint\Wash\Blast operation, as well as a Warehouse operation. All operations are managed by the Associate Warden, Factory Manager, and the Assistant Factory Manager.

Content:

1. Vehicular component factory:

Assembly and rebuilding of trailers, forklifts, HMMWVs, radiators, and various types of sub components.

2. Support Operations:

UNICOR Business / Production Office, Inside / Outside Warehouse, Maintenance Department and Quality Assurance Department.

3. Hiring Procedures:

All Hiring Procedures are done in reference to Program Statement 8120.02 and by obtaining a UNICOR application from your counselor, completing it, and submitting it to UNICOR or Unit Team. You will then be placed on one of five waiting lists; Two Year or Less, Financial Responsibility, Prior Veteran, Non-Prior UNICOR, and Prior UNICOR.

4. Hours of Operations:

We work a 7 hour day from 7:10am until 3:15pm, Monday thru Friday, there is a Thirty five minute lunch period.

5. UNICOR Pay:

Normal entry level grade 5 is for those inmates who have never worked at UNICOR before. Those inmates with prior UNICOR work experience will enter at grade 4. All inmates will be promoted according to ability, seniority, attendance and grade availability. The pay rate is as follows:

Grade 5 = .23 per hr.	Grade 2 = .92 per hr.
Grade 4 = .46 per hr.	Grade 1 = 1.15 per hr.
Grade 3 = .69 per hr.	Premium = 1.35 per hr.

Non prior UNICOR employees will earn a half day vacation per month their first year of employment and 1 day vacation per month thereafter. Prior UNICOR employees will earn 1 day vacation per month. Longevity pay of .10 per hr. will be awarded after 18 months. An additional .05 per hr. will be added at 30, 42, 60, and 84 months. All the information about UNICOR pay and time in grade requirements is contained in Program Statement #8120.02.

6. Education Requirements / FRP Requirements

Education: UNICOR encourages all inmates to continue their education. Inmates that do not possess a High School diploma or GED will be restricted to a grade 4 until their completion and passing of their GED.

FRP Requirements for employment: You must make arrangements for financial obligations with your Unit Team.

7. Work standards/Clear Conduct:

Each inmate assigned to FPI shall comply with all work standards pertaining to his or her work assignment. Adherence to the standards should be considered in evaluating the inmate's work performance and documented in individual hiring, retention, and promotion/demotion situations.

INMATE WORKER STANDARDS

In general, inmate industrial workers should engage in all activities that promote workplace safety and avoid all activities that could result in injury to self or others.

a. Inmate Worker Safety: Minimum Acceptable Standards. Staff is to advise inmates to:

- 1) Follow posted safety rules and procedures at all times while on work assignment;
- 2) Report all injuries to the work supervisor immediately, no matter how minor or trivial the injury may appear to be;
- 3) Use equipment, tools, or machinery only when directed by the work supervisor and only in the manner told to use them;
- 4) Keep the work area neat and orderly as required by local safety rules and by the work supervisor, so as to not pose a safety hazard to self or to others;
- 5) Always use required protective equipment provided at the work site. Such equipment includes, but is not limited to, safety shoes, eye protection, ear protection, respirators or face masks, protective clothing, and other items which may be designated by the factory management.
- 6) Actively participate in regularly-scheduled safety talks and other safety-related training; and
- 7) Maintain a personal appearance that meets FPI factory safety requirements, e.g. hair may not be so long as to create an unnecessary safety hazard in the judgment of the AW/SOI.

b. Quality Assurance Activities: Minimum Acceptable Standards. Staff are to advise inmates to:

- 1) Perform the work exactly to the specifications the supervisor assigns;
- 2) Be attentive in performing the work so as to minimize the chance of error(s);
- 3) Make no changes in materials and/or production procedures without the work supervisor's explicit permission for each change made; and
- 4) Repair or correct product defects resulting from defective workmanship; whether done by oneself or by others.

c. Personal Conduct and Hygiene: Minimum Acceptable Standards. Staff are to advise inmates to:

- 1) Work without causing friction with other inmate workers, and cooperate fully with peers;
- 2) Obey and cooperate fully with the work supervisor and/or training instructor by successfully completing assigned tasks in the manner prescribed;
- 3) Not bring prohibited items to the work area; and
- 4) Observe basic standards of grooming and good hygiene.

d. Punctuality and Productivity: Minimum Acceptable Standards. Staff are to advise inmates to:

- 1) Report to the assigned work or training area promptly when coming to work at the beginning of a shift, after meal(s) and/or after breaks;
- 2) Remain at work during the time designated by the local work schedule;
- 3) Use work time efficiently and keep nonproductive time to a minimum during hours of FPI factory operation;
- 4) Meet work requirements (production) the work supervisor establishes for those work stations having no specific production standards;
- 5) Meet all established production standards;
- 6) Demonstrate an ability to adapt to changing work conditions to meet the goals of the FPI factory (including job reassignments); and
- 7) Demonstrate a willingness to develop additional skills through participation in, and
- 8) completion of, on-the-job training and formal education and training programs.

Your employment in UNICOR is dependent upon clear conduct. If you receive an incident report your employment at UNICOR can be terminated. If you do any Disciplinary Segregation time, your employment can be terminated. It's important that you follow the rules of UNICOR and the institution to remain employed by UNICOR. Four things you will need to remember if you intend to work for UNICOR:

1. Report to work wearing SAFETY SHOES.
2. Report to work ON TIME.
3. Be ready to WORK when you arrive.
4. Wear SAFETY GLASSES while in production areas.

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 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. 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, he may file an appeal to the Regional Director. This appeal must be received in the Regional Office within twenty (20) calendar days from the date of the BP-9 response. The regional appeal is 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, he 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 he would be adversely affected if the complaint became known to the institution, he 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 of 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 1330.16, Administrative Remedy Program.

TIME LIMITS IN THE DISCIPLINARY PROCESS

Staff become aware of inmate’s involvement in incident.

The Incident Report is ordinarily written within 24 hours.

Staff give inmate notice of charges by delivering Incident Report.

Ordinarily given within 24 hours from the time staff become aware of the incident.

Initial Hearing (UDC)

Ordinarily within 5 working days from the time staff become aware of the incident excluding weekends, holidays and the day staff become aware of the inmate’s involvement in the incident.

Discipline Hearing Officer (DHO)

Minimum of 24 hours, unless waived by inmate.

<u>THE DISCIPLINARY PROCESS: PROCEDURES</u>	<u>DISPOSITIONS</u>
Incident involving possible commission of prohibited act.	Except for prohibited acts in the greatest or high severity categories, the writer of the report may resolve informally or drop the charges.
Staff prepares Incident Report and forwards it to Lieutenant	Except for prohibited acts in the greatest or high severity categories, the Lieutenant may resolve informally, or drop the charges.
Appointment of investigator who conducts investigation and forwards material to Unit Discipline Committee.	
Initial hearing before Unit Discipline Committee	Unit Discipline Committee may drop or resolve informally any Moderate or Low Moderate charge, impose allowable sanctions or refer to the Discipline Hearing Officer.
Hearing before Discipline Hearing Officer	The Discipline Hearing Officer may impose allowable sanctions, or drop the charges.
Appeals through Administrative Remedy Procedure	The appropriate reviewing official (the Warden, Regional Director, or General Counsel) may approve, modify, reverse, or send back with directions, including ordering a rehearing, but may not increase the sanctions imposed in any valid disciplinary action taken.

NOTE: DHO Appeals are to be filed directly to the Regional Office.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE
GREATEST CATEGORY

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

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.

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).

- 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.

ADDITIONAL AVAILABLE SANCTIONS FOR REPEATED PROHIBITED ACTS WITHIN THE

SAME SEVERITY LEVEL

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

Moderate Severity (300 level)	12 months	2nd offense	1. Disciplinary segregation (up to 6 months). 2. Forfeit earned SGT or non-vested GCT up to 37 1/2% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3rd or more offense	Any available High severity level sanction (200 series).
High Severity (200 level)	18 months	2nd offense	1. Disciplinary segregation (up to 12 months). 2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3rd or more offense	Any available Greatest severity level sanction (100 series).
Greatest Severity (100 level)	24 months	2nd or more offense	Disciplinary Segregation (up to 18 months).

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

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

Example: "We find the act of _____ to be of High severity, most comparable to prohibited act Engaging in a Group demonstration."

Sanction B.1 may be imposed on the Low Moderate category only where the inmate has committed the same low moderate prohibited act more than one time within a six-month period except for a VCCLEA inmate rated as violent or a PLRA inmate (See Chapter 4, Page 16).

INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS

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

RESPONSIBILITIES

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

counsel from an attorney of your choice by interviews and correspondence.

8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.

9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.

10. You have the right to participate in educational, vocational training, counseling, and employment programs as resources permit, and in keeping with your interests, needs, and abilities.

11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family, in accordance with Bureau rules.

use the services of an attorney honestly and fairly.

8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.

9. It is your responsibility to seek and use such materials for your personal benefit, without depriving others of their equal rights to the use of this material.

10. You have the responsibility to take advantage of activities which will aid you to live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the participation in such activities.

11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

U.S. Department of Justice
Federal Bureau of Prisons

**Sexually Abusive Behavior
Prevention and Intervention**



An Overview for Offenders

March 2014

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.

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): San Bernardino Sexual Assault Services, 15437 Anacapa Road, Suite 8, Victorville, CA 92393, or the **National Sexual Assault Hotline: 800-656-4673.**

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



U.S. Department of Justice

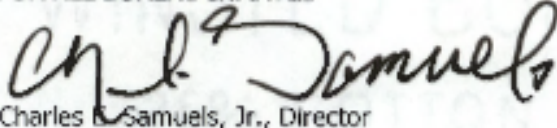
Federal Bureau of Prisons

Office of the Director

Washington, DC 20534

July 20, 2012

MEMORANDUM FOR ALL BUREAU INMATES

FROM:  Charles L. Samuels, Jr., Director

SUBJECT: Suicide Prevention

As Director of the Federal Bureau of Prisons, I am committed to ensuring your safety, the safety of staff and the public. I am also committed to providing you with programs and services that can contribute to your ability to successfully reenter society. In this message, I would like to specifically address your state of mind, an important part of your overall well-being.

Incarceration is difficult for many people; many individuals experience a wide range of emotions – sadness, anxiety, fear, loneliness, anger, or shame. At times you may feel hopeless about your future and your thoughts may turn to suicide. If you are unable to think of solutions other than suicide, it is not because solutions do not exist; it is because you are currently unable to see them. Do not lose hope. Solutions can be found, feelings change, unanticipated positive events occur. Look for meaning and purpose in educational and treatment programs, faith, work, family, and friends.

Bureau staff are a key resource available to you. Every institution is staffed with psychologists who provide counseling and other supportive mental health services. Anytime you want to speak with a psychologist, let staff know and they will contact Psychology Services to make the necessary arrangements. Psychologists are not the only Bureau staff available to provide you support. Your unit officer, counselor or case manager, work supervisor, teacher, and treatment specialist are available to speak with you and provide assistance, as are the other staff in the institution, including recreation specialists and lieutenants. Help is available.

Every day, inmates across the Bureau find the strength and support to move ahead in a positive direction, despite their challenging circumstances. You may be reading this message while in a Special Housing Unit or Special Management Unit cell, thinking your life is moving in the wrong direction. But wherever you are, whatever your circumstances, my commitment to you is the same. I want you to succeed. I want your life to go forward in a positive direction – a direction personally fulfilling to you, but also a direction which ensures the safety of the staff and inmates who interact with you each day.

I know your road ahead is not an easy one. Be willing to request help from those around you.

"Learn from yesterday, live for today, hope for tomorrow."

~ Albert Einstein