

FEDERAL TRANSFER CENTER
CADRE
ADMISSION AND ORIENTATION HANDBOOK



FEDERAL TRANSFER CENTER
P.O. BOX 898801
OKLAHOMA CITY, OK 73189-8801

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INTRODUCTION: You have been designated to the Federal Transfer Center, Oklahoma City, Oklahoma. One of our primary goals is to provide a constant workforce for the institution. The institution houses other inmates such as in-transit holdovers and parole violators. This booklet is designed to give you some basic information about how we operate and what resources are available to meet your legitimate needs. It will also describe what we expect of you. You are expected to follow the rules, conduct yourself in a responsible fashion, and respect the rights of others. Staff are expected to be respectful toward you and extend fair treatment to all inmates.

The information contained in this booklet will give you a brief overview of the programs and services offered at this facility. The information is kept as current as possible however, changes in Federal Bureau of Prisons and institution policy or procedure will prevail in all instances.

The Federal Transfer Center, Oklahoma City, Oklahoma, is a smoke/tobacco free facility for inmates. Inmates violating this policy will receive an incident report for smoking and/or the possession of tobacco. This incident report must be heard by the Disciplinary Hearing Officer.

MISSION STATEMENT: The mission of the Federal Transfer Center, Oklahoma City is to provide a safe, secure and humane environment for individuals placed here either as a Holdover or Cadre inmate. Staff will make every effort to respond to legitimate needs of the inmate population, while enforcing rules and regulations in a firm, consistent and fair manner.

WARDEN: The Warden is the Chief Executive Officer and is responsible for the total operation of the facility. In order to perform this function most effectively, the Warden delegates authority to senior staff members.

ASSOCIATE WARDEN PROGRAMS: The Associate Warden of Programs (AW-P) reports directly to the Warden. The (AW-P) maintains direct oversight of the following departments: Inmate Systems (ISM), Unit Management, Religious Services, Safety, Education, and Psychology Services.

ASSOCIATE WARDEN OPERATIONS: The Associate Warden of Operations (AWO) reports directly to the Warden. The (AWO) maintains direct oversight of the following departments: Food Service, Hospital, Correctional Services, Employee Services, Facilities, Financial Management, and Computer Services.

ATTORNEY ADVISOR: The Attorney Advisor reports directly to the Regional Supervisory Attorney. He or she is responsible for the regional administrative remedy process, litigation, and other court action coordination.

ADMINISTRATIVE DUTY OFFICER: The Administrative Duty Officer is a member of the executive staff. In the absence of the Warden, he or she assists the Institution Duty Officer in decision making.

INSTITUTION DUTY OFFICER: The Duty Officer reports directly to the Administrative Duty Officer. During the Warden's off duty hours, the Duty Officer makes decisions pertaining to out-of-the-ordinary institution operations. This is a rotated position among institution Department Heads.

CAPTAIN: The Captain is responsible for the overall security of the institution. The Captain is the Department Head for all Correctional Services staff.

DISCIPLINE HEARING OFFICER: The Disciplinary Hearing Officer (DHO) conducts fact-finding hearings covering alleged inmate acts of misconduct and/or violation of prohibited acts.

UNIT MANAGER: The Unit Manager maintains oversight of the Case Managers, Counselors, and Unit Secretaries. You should try to first resolve issues with your Counselor or Case Manager. If you are unable to solve legitimate problems through these staff members, you may seek assistance from the Unit Manager. The Unit Manager is responsible for the overall operation of the unit.

CASE MANAGEMENT COORDINATOR (CMC): The CMC duties include the Financial Responsibility Program, Release Preparation Program, and Central Inmate Monitoring.

CASE MANAGER: The Case Manager has the responsibility of analyzing all resource information about you. The Case Manager and other Unit Team members will plan a number of programs designed to benefit you during your stay at this institution. He or she will also assist in determining release preparation needs you may require.

COUNSELOR: The Counselor has the important function of assisting inmates in their day-to-day activities. He or she will keep the Unit Team informed of your progress in assigned work programs, unit sanitation, individual counseling, living conditions, be a functioning member of the disciplinary hearing process and monitor your participation in the Financial Responsibilities Program. The Unit Counselor reviews inmate visitation and other program areas to ensure inmate and institution needs are met.

LIEUTENANT: Each shift of Correctional Officers is supervised by one or more Lieutenants. The Shift Lieutenant is responsible to the Captain, who ensures the security aspects of the institution are intact at all times. They are also responsible for the investigation of most incidents, reported by staff, alleging an inmate committed an act of misconduct. After normal business hours, the Operations Lieutenant on duty is responsible for the overall operation of the institution.

UNIT OFFICER: The Unit Officer works directly for the Lieutenant but is also an active participant in the unit team concept. He or she enforces institution rules and regulations as well as implementing programs and procedures established by the Unit Manager. The Unit Officer conducts continuous searches of both persons and property, assigns orderly duties, makes cell changes when appropriate, conducts official counts and various other duties directly related to the daily operation of the unit and in maintaining institution security and sanitation.

INMATE ACCOUNTABILITY: In a correctional setting, accountability of inmates is essential. Due to the mission of this facility, all inmate movement will be supervised and inmates will be escorted by staff.

Official counts are conducted to ensure accurate accountability of inmates throughout the day. The counts are as follows: 1:00 a.m., 3:00 a.m., 5:00 a.m., (10:00 a.m. Saturday, Sunday, and Federal Holidays only) 4:00 p.m. and 10:00 p.m.. The **mandatory** standing counts are 10:00a.m., 4:00 p.m., 10:00 p.m.. You must stand and remain standing in your room or assigned area. Inmates will remain still and eliminate all noise during institution counts. Interfering in any way with the count procedures will result in disciplinary action.

The call-out system is the official means of establishing appointments for inmates with a specific staff member or department. This system is the only authorized appointment system. The call-out sheet will be posted on the unit bulletin board each evening showing appointments for the following day. Those posted on Fridays will be appointments for the following Monday or first work day following a federal holiday. It is your responsibility to read the call-out sheet and report to the Unit Officer or Work Supervisor prior to the actual appointment time.

CELL ASSIGNMENTS: The Unit Officer and R&D staff (initial placement) will make room assignments based on security and program needs. Unit staff may have input into cell assignments. Inmate's failing to properly program will not be placed in preferred housing. Cells are not held open for inmates who are transferred (example: writ, SHU placement, etc.). Inmates returning to the Cadre Unit are assigned a cell based on availability and program participation.

EMERGENCIES - FIRE EVACUATION: Emergency evacuation plans will detail the relocation of inmates to fire-safe, secure areas of the institution. These plans are posted in all living areas. If an emergency develops, you are to follow staff instructions to ensure your safety. If staff are not available, you are to assist others and follow the posted evacuation plan. Emergency drills are conducted in the units periodically. These are intended to make everyone aware of emergency procedures and to ensure everyone's safety in the event of an actual emergency.

UNIT VISITING: An inmate who visits another cadre inmate may do so in the common area. Cell visitations are prohibited unless both inmates assigned to the cell are present. After the 10:00pm count, inmates will stay within their assigned range until lock down. Visits with holdover inmates are prohibited.

CONTRABAND: Contraband is defined as anything not purchased in the institution commissary, issued by a staff member, or approved through Receiving and Discharge (R&D). Items that have been altered or belong to another individual are also considered contraband. Possession of contraband will result in disciplinary action. Common areas within an assigned cell are the responsibility of both inmates to maintain as a contraband free environment. Inmates are

not authorized to give anything of value to another inmate, to include having a third party transfer or send funds to another inmate in your behalf.

CLOTHING: Upon arrival, you will be issued clothing along with a standard bed roll consisting of required bedding, towels and wash cloths. The replacement clothing will be done on an exchange (one for one) basis only. The laundry department will exchange all issued clothes. Any furlough or release clothing must be coordinated through the Unit Counselor and receive prior approval by the Unit Manager. Personal clothing (purchased through approved channels) will be laundered twice weekly through the institution laundry.

DRESS CODE: Inmates are to be fully dressed in institution work clothes when exiting their respective housing unit during normal hours (6 a.m. to 4 p.m.) of work (weekdays). This includes the hallway connecting housing units, team meeting room, etc. After normal hours of work (weekends and federal holidays), inmates may wear other items of clothing purchased through approved channels. An inmate will be fully clothed when exiting their assigned cell. Altered clothing, institution or personal, is prohibited.

SAFETY & SANITATION: Inmates are responsible to review and follow the standardized guidelines for living quarters, sanitation, and control of personal property. This information is provided, to the inmate, during the unit A&O and is posted on the inmate bulletin board.

GROOMING PROCEDURES/BARBERSHOP: Barbershop equipment is maintained by the unit officer. Only a designated inmate barber will administer haircuts. Inmates other than assigned barbers are not authorized to use barber tools or equipment.

Shower facilities are available in each housing unit and hours of use are posted within the unit. Showers may be closed for short periods of time by staff for cleaning, maintenance and sanitation inspections. Basic institution hygiene items are available for inmates through the unit officer. Supplemental hygiene items may be purchased through the institution commissary.

COMMISSARY: If you have Trust Fund Account funds available, you may shop at the commissary once per week with an additional short line for stamps, hygiene and special purpose orders only. You will be required to submit a commissary list with a spending limit of \$320.00 per month.

MONEY: Upon commitment, all U.S. currency in your possession is credited to your Trust Fund Account. You may receive funds via the Lockbox program, Western Union Quick Collect Program, or MoneyGram Express Payment Program. (Federal Bureau of Prisons, inmate register number, inmate name, P.O. Box 474701, Des Moines, IA, 50947-0001) and it will be credited to your account provided you sign the acknowledgment, at Intake Screening, stating Bureau staff have the authority to do so. The following are approved types of negotiable instruments, money orders, government checks, foreign negotiable instruments {U.S. Currency Only}, cash, and business checks. Funds received without your full committed name and register number will be returned to the sender. Funds are posted by 2:00PM EST daily, Monday - Friday.

FINANCIAL RESPONSIBILITY PROGRAM: During Initial Classification, court ordered financial obligations will be thoroughly discussed. A viable payment schedule will be developed by your Unit Team. We will establish the payment schedule after consulting you and informing you of the payment type and amount. It will be expected that you make satisfactory payments based on the established schedule. This can be accomplished through your performance pay and/or community resources. Payments can be made by outside sources provided you submit a copy of any receipt in accordance with the established schedule of payments. Failure to adhere to the payment schedule will adversely affect participation in some institution and community-based programs.

PERFORMANCE PAY: Inmates assigned to institutional jobs will receive performance pay based on the job description, pay grade, individual performance, and amount of hours worked. The supervisor for each detail will determine the amount of pay you will receive. Your pay will also be affected by lack of participation in the Financial Responsibility Program, Drug Education or the GED program.

Inmate Performance Pay Scale

Grade 1 - \$0.40 per hour
Grade 2 - \$0.29 per hour
Grade 3 - \$0.17 per hour
Grade 4 - \$0.12 per hour
Maintenance pay - \$5.25 per month

CLASSIFICATION PROCESS AND PROGRAM REVIEWS: Inmates designated to serve their sentence at FTC, Oklahoma City, will receive an initial classification within 28 days of arrival. Transfers, Parole Violators, Mandatory Release Violators and Supervised Release Violators will be classified within two weeks of arrival. All relevant information pertaining to releases, drug education, program involvement, financial responsibility and court orders will be discussed. Subsequent reviews (Program Reviews) are held every 90 days when your sentence length is one year or less and every 180 days when your sentence length is more than one year.

TOWN HALL MEETINGS: Town hall meetings are held by staff to communicate changes in inmate programs or to provide generalized information. These meetings are generally held monthly or more frequently if needed.

COMMUNITY PROGRAMS: The primary community program available at this institution is Residential RE-Entry Center (halfway house) placement. This program is based on your eligibility and is **not** a right. Even though you may qualify for the placement, there may be other issues which will influence the staff decision making process.

LEGAL MATERIALS: The Electronic Law Library (ELL) is your source of access to law library materials. The ELL is available during open unit hours. Typewriters are available in the Cadre Unit for legal document preparation only. Typewriter ribbons and print wheels are issued government property that is not authorized to be possessed by an individual inmate for personal use. Should you desire to reproduce legal materials, please submit an "Inmate Request to Staff Member" to the Education Department. If an inmate has a pending court deadline and law research is required, arrangements can be made with approval by the Warden, through the work detail supervisor, and the Unit Manager for additional research time.

EDUCATION PROGRAMS: If a GED or high school diploma cannot be verified, inmates will participate in GED programming. Inmates with limited English skills will participate in English as a Second Language (ESL). Inmates sentenced under the Violent Crime Control Law Enforcement Act (VCCLEA) or the Prison Litigation Reform Act (PLRA), who have not obtained their GED or high school diploma, are highly encouraged to continue in GED programming. If convicted under VCCLEA or PLRA and an inmate decides to drop out of school after 240 hours and has not obtained his GED, he could lose good conduct time.

Additional educational programming includes Adult Continuing Education (ACE) classes and Release Preparation classes. Although there are several different classes offered, the main focus is release preparation classes such as interview skills, resume writing, cultural diversity, locating jobs, etc.

A bulletin board is located in the Cadre Unit to keep inmates informed regarding education/recreation opportunities.

RECREATION PROGRAMS: There are several hobby craft programs offered to cadre inmates. If an inmate would like to participate in a hobby craft program, he must submit a Request to Staff Member (copout) addressed to the Recreation Department. Upon receipt of the request, recreation staff will contact the inmate to arrange for enrollment. Class participants will receive materials in beginning classes to achieve basic skills. Inmates may remain in the advanced hobby craft classes but must purchase their own materials from the Commissary. Inmates will mail out completed projects at their own expense. All hobby craft materials will be stored in the designated hobby craft boxes located in the cadre unit. Any materials not stored in the hobby craft room are subject to confiscation, and could result in disciplinary action. Specific hobby craft procedures will be reviewed and signed by the participants prior to enrollment in the hobby craft program. Additional programming may take place in the education/recreation departmental area for programs such as recreation, ACE, etc. Use of homemade recreation devices or use of government equipment for other than its intended use is prohibited. Cadre inmates may also participate in structured fitness programs and activities such as basketball, handball, Unit walking, and utilizing fitness equipment. Fitness programming is also part of the Release Preparation Program.

QUIET HOURS AND LIGHTS OUT: At 9:15 p.m., all common area and recreation decks, hobby craft/recreation room

activities will cease except for TV viewing and letter writing. All noise making activities such as group discussions, basketball, handball, board, and card games, etc., will stop at 9:15 p.m. All common area lights will be turned off at 11:30 p.m. on weekdays and 1:00 a.m. on weekends and the day preceding an approved federal holiday.

TV VIEWING: The Unit Officer will control channel selection and the remote control. TV viewing is made available through the use of headphones.

OPEN HOUSE: Unit staff offices are located in the housing units. Ordinarily, Unit Team members are available on their scheduled work days.

VISITING: Designated visiting days are Saturdays, Sundays, and federal holidays from 8:00 a.m. to 3:00 p.m. Notification of other visiting days will be made via a memorandum. During visits, inmates are required to wear prescribed institutional clothing. Visitors will not be allowed into the institution during official counts at 9:00 a.m. until the count is completed (approximately 10:20 a.m.). Visitors will not be allowed to start a visit if they arrive after 2:15 p.m. Prohibited clothing for visitors includes but is not limited to Khaki, hunter green or orange clothing, shorts, miniskirts, sheer or revealing clothing, tight fitting or provocative clothing and under wire bras. Female visitors must wear a bra. All visitors over the age of 16 must provide at least one photo identification card issued by the state or federal government. Attorneys require additional identification (i.e., state bar card). Foreign national inmates have access to their diplomatic representative by initiating an inmate request to the unit counselor. Once verified, the diplomatic representative will be added to the approved visiting list. Visitors are authorized to bring, into the visiting room, one small coin purse (transparent) with coins, one small-quilted blanket (2X2), three disposable diapers per child, and a baby bib. Children will sit with the visiting adult or watch TV in the play area. Children are not authorized to visit with other visitors, play in areas other than designated, and may be limited to sitting next to the supervising adult. Visitors are not authorized to bring any items or receive any item from an inmate. Authorized inmate items are purchased through the commissary or are approved by staff to be received via the mail. Special visits for clergy, attorney, and institution-based programs may be approved by staff. Visiting is limited via a point system. You receive five points per month, one point is used for each visit on normal visiting days and two points are used per visit on federal holidays. Requests for special visits will be submitted to their Unit Team when family emergencies exist. The Counselor will coordinate the visit after consulting with the Chaplain to determine if the request is legitimate, forwarding legitimate request's to the Captain for final approval. Additional visiting points can only be approved by the Captain.

TELEPHONES: FTC, Oklahoma City utilizes the Inmate Telephone System (ITS). With the ITS system, you are able to access up to 30 approved telephone numbers. Each inmate is assigned a nine-digit Phone Access Code (PAC) and Personal Identification Number (PIN). The PAC and PIN is your personal confidential code to access your approved phone numbers. Inmates are not authorized to share PAC and PIN numbers.

Program Statement 5264.08, sec 8: To ensure the safety and security of the institution and community, inmates must place all personal telephone calls through the ITS and must not circumvent it via call forwarding, including automatic electronic forwarding (i.e. Google Voice, etc.) or any similar telephone function. The electronic transfer of a phone call/message (example: call forwarding, 3-way calling, the initial party talking to a third party via a separate telephone, cell phone, etc.) is prohibited. Additionally toll-free or credit card calls are not authorized, examples include telephone calls to 1-800, 1-888, 1-877, 1-866, 1-900, 1-976, or to credit card access numbers.

Inmates needing to make an unmonitored telephone call to their attorney may do so via a written request to their Unit Counselor. The Unit Counselor will then approve or deny the request after verifying the information on the request.

LOCATION OF THE INSTITUTION: The mailing address to the Federal Transfer Center: Inmate's full name; register number; P.O. Box 898801, Oklahoma City, OK 73189-8801. The street address is; Federal Transfer Center, 7410 South MacArthur Blvd., Oklahoma City, OK 73169. The institution phone number is (405)682-4075.

Local public transportation consists of several cab companies such as Yellow Cab at (405) 340-6161 and Checker Cab at (405) 239-7710.

The institution is located seven miles, south of I-40. Exit I-40 at MacArthur Road and proceed south. Continue south to the stop light at 74th street and turn left. Continue to the stop sign and the FTC is directly in front of you (across the street).

From I-44, exit on 104th Street and travel west to MacArthur. Turn right and the institution will be on the right approximately two miles. Signs are posted for visitors to properly park their vehicle. Visitors are to ensure that their vehicle is locked at all times.

RELEASE PREPARATION PROGRAM: The Release Preparation Program is monitored through the Cadre Unit Team and provides inmates with programs, on a voluntary basis, which enable them to be more productive upon release. The Case Manager Coordinator is responsible for this program. The two-year process incorporates numerous release preparation skills, including resume writing, job opportunities, stress management, and other related topics. The Unit Team strongly encourages inmates to participate in all programs.

FOOD SERVICE: The Food Service Program's mission is to provide three nutritionally adequate meals daily, prepared in a clean, sanitary environment and attractively served.

Meal schedules are as follows:

- Breakfast - 6:00 a.m. to 7:00 a.m.
- Lunch - 11:00 a.m. to 12:00 p.m.
- Dinner - Upon the completion of the 4:00 p.m. count, until complete.

The following rules are strictly observed in Food Service.

1. No food items are to be taken out of the dining facility.
2. Only authorized Food Service hats or authorized religious head gear are to be worn in Food Service.
3. No personal articles will be brought into Food Service.
4. Proper attire will be worn at all times in Food Service. No tank tops, shorts or sleeveless shirts are authorized to be worn in Food Service. Solid toe shoes will be worn at all times in Food Service.

The Food Service Department is a multiple shift operation. All shifts are scheduled to rotate days off.

PERSONAL PROPERTY: Authorized personal property items are outlined in Program Statement 5580.07, Inmate Personal Property and the corresponding Institution Supplement. These items, along with items sold at the FTC's commissary, are authorized for possession by the purchasing inmate. Additional space may be provided for legal materials at the approval of the unit manager. If approved by the unit manager, the inmate will be provided an additional storage container and will be responsible for providing the additional pad lock.

All personal property will be stored in your assigned locker. Inmates' are responsible for purchasing a lock for your locker and securing it when you are not present. Locker contents, locked or unlocked, are the responsibility of each individual inmate.

RELIGIOUS SERVICES: Religious services are provided at the institution for the inmate population. Contract employees, volunteers, and other visitors assist in meeting the religious needs of those persons incarcerated at FTC. Opportunities for worship services are offered weekly. Please consult the bulletin board in the housing unit for a schedule of worship and religious activity times and the chaplain's schedule. The institution chapel (education department area) and religious activities room (unit) are available with prior approval by the Chaplain.

PSYCHOLOGY SERVICES: Psychology staff will provide a full range of Psychological Services on an as-needed basis. Brief clinical assessments are completed on all newly committed Cadre inmates. These reports are completed with the understanding that they will be part of the official record. Brief counseling is available and these communications are considered confidential. However, there are limits to confidentiality which will be explained by the therapist prior to counseling. Specialty programs such as stress management, rational thinking and dealing with grief will be periodically offered and available to inmates. All Psychology Services programs are voluntary.

One special concern is that of suicide prevention. You may find yourself feeling depressed and hopeless during the time of your incarceration. We know from experience that given an opportunity to talk with someone about these issues can

help the person see additional alternatives to the irreversible choice of suicide. Psychologists are available 24 hours a day, 365 days a year to respond to these emergencies and, you should not hesitate to talk to any staff member who will immediately contact appropriate mental health resources to help you deal with suicidal issues. You do not have to engage in dramatic, potentially life-threatening actions in order to get the attention of Psychology Services staff. All you have to do is tell a staff member that you are thinking about self-harm or suicide and we will respond.

Psychologists also work very closely with the medical department and the consulting psychiatrist. If there are problems with psychiatric medications or concerns in this area, please contact Psychology Services staff with an Inmate Request to Staff Member (Copout) form or via e-mail. Medication requests are handled by the hospital staff and you would generally be directed to go to sick call for this assessment.

DRUG ABUSE TREATMENT: Psychology Services offers a Drug Education Class as part of the national drug treatment initiative. This 12 week program requires successful completion of a final examination for documentation of completion. The Non-Residential Drug Abuse Program (NRDAP) is also available to those who volunteer. To receive drug abuse treatment services requires a formal application and screening by Psychology Services and drug abuse program staff. The Case Managers' screening process will also identify those whom policy identifies as required to complete the Drug Education Class.

If you are interested in this 9-month intensive treatment program, please contact Psychology Services. However, if following a review of necessary records and a formal eligibility interview you are determined to meet RDAP criteria, you will be re-designated to a BOP institution which offers RDAP. FTC Oklahoma City does not provide the Residential Drug Abuse Program (RDAP).

MEDICAL CARE: Medical services are available on a 24-hour basis through routine medical programs and urgent emergency care. Medical Services are provided by FTC Medical staff and community consultants. If you are a new commitment, you will be given a medical examination and necessary immunization shots. If you are returning from a writ or a BOP medical facility, your medical files will be reviewed to determine if another physical is necessary. You will be cleared for work when medical requirements have been met.

Sick call sign-up is conducted in the unit's medical exam room between 7:15 A.M. and 7:30 A.M., Monday, Tuesday, Thursday, and Friday.

Occasionally, it may become necessary to restrict an individual's activity due to health reasons. In these cases, individuals are placed on idle or convalescent status. When placed on a medical idle status, you must stay on your assigned unit except for meals, sick call, medical call-outs, or religious services. When placed on convalescence status, you may not go to work; however, you may participate in other, nonphysical activities. You may not participate in recreational activities on either status.

GENERAL MEDICAL INFORMATION: All new inmates in the Bureau of Prisons will receive a preventive health screening and dental screening as part of the A&O process. Transfers from other Bureau facilities may not require the entire examination. The medical files of these inmates will be reviewed and only those evaluations which were not done at another facility will be completed. You may request a preventive health screening by sending an inmate request to staff to health services. A review of your medical record will be conducted to determine the last preventive health screening and schedule your request. Check the institution call-outs for the date and time you are scheduled.

Preventive Health Screening:

- Viral Hepatitis: If you are at risk of Hepatitis B or C viral infections or report prior infections.
- HIV: If you are at risk of infection or report prior infection.
- TB Skin Test: Every year unless you had a positive test in the past.
- Colon Cancer: Testing for blood in your stool every year beginning at age 50 - sooner if you are at a higher risk for colon cancer.
- Diabetes: If you are at risk, screening every three years beginning at age 45.
- Cholesterol: Beginning at age 45, screen every five years (sooner if you are at risk).

Information on AIDS/ HIV will be provided to you by health service staff during A&O period. Additional information on

sexually transmitted diseases will be discussed. During your incarceration, if there are any questions about sexually transmitted diseases, you should sign up for sick call.

Inmates who are interested in completing an Advanced Directive or Living Will should complete an inmate request to staff to the Health Services Administrator. Procedures and forms for the proper completion of these legal documents are available. The completed forms will become a permanent part of your medical record.

DENTAL CARE: Dental sick call is for emergency care only, such as severe toothaches, abscesses, temporary fillings, etc. To obtain routine dental treatment, such as permanent fillings, dentures, and cleaning, etc. you must submit an inmate request to staff to the dental department. During the medical A&O lecture, each inmate will have the opportunity to ask questions and receive additional information.

Dental treatment is prioritized by treating inmates with severe dental pain and infections first. Routine dental care (such as simple fillings and dentures) will be done only as time and resources permit.

ON THE JOB INJURIES: If an inmate is injured while performing an assigned duty, he must immediately report to his work supervisor. Failure to report immediately to your supervisor may result in disqualification from eligibility for lost time/wages or compensation.

INMATE CO-PAYMENT PROGRAM: October 3, 2005, PS 6031.01 implements the Federal Prisoner Health Care co-payment Act of 2000, Public Law 106-294, 18 U.S.C. S4048. The program statement explains the Bureau of Prisons may, under certain circumstances, charge you, an inmate under our care and custody, a fee for providing you with health care services. You must pay a fee of \$2.00 for a health care service, if you receive health care services in connection with a health care visit that you requested. Co-payment fees are waived when appointments or services, including follow-up appointments, are initiated by medical staff. Needed health care is not denied due to lack of available funds. If you are not satisfied with the treatment you are receiving write a cop out to Health Services Administrator for informal resolution.

IDIGNET MEDICAL CARE:

An inmate without funds is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days. Health Services will provide up to two OTC medications per week for an inmate without funds.

RECORDS OFFICE: Open house hours are 11:00 a.m. to 12:00 p.m., Tuesday through Thursday, call-out basis only. Submit an Inmate Request to Staff addressed to Inmate Systems (IS) if you wish to be placed on a call-out.

Questions regarding any individual Sentence Computation, detainer status, release date, etc., will be handled through an Inmate Request to Staff Member addressed to the IS Department. You will then be placed on a call-out to the unit and IS staff will come to the unit to discuss your concerns.

INDIGENT POSTAGE: An inmate may be eligible for indigent inmate postage after the counselor verifies that you have not had sufficient funds available and with the unit manager's approval.

MAIL REGULATIONS: Mail room open house hours are 11:00 A.M. to 12:00 P.M., Tuesday through Thursday, call-out basis only. Mail is processed Monday through Friday, except legal holidays. All mail must include your committed name, register number, and quarters. Do not use aliases. Inmates are not allowed certain types of mail privileges, i.e., overnight delivery services, express mail, etc. Questions concerning certified mail and insured mail should be directed to Mail Room staff. Authorized mail includes letters, magazines and paperback books. Newspapers and hardcover books must come directly from the publisher.

Incoming general correspondence mail will be opened and inspected for funds, contraband, etc. Generally, general correspondence is passed out by the evening watch unit officer. Upon commitment you will be asked to sign a Form 407/408 for this purpose. If you choose not to sign a Form 407/408, your incoming mail will be returned to the Post Office.

If you transferred from another federal institution, your property is usually mailed from the previous institution. When it arrives at the FTC, you will be placed on a call-out to receive the property authorized for retention. Different institutions

allow different personal property. If your property is not allowed here, it will be mailed out at your expense.

Unauthorized mail includes correspondence with other inmates without proper written approval, musical greeting cards, Polaroid photos, nude personal photos, plant material, non-inspectable items, etc. All unauthorized mail will be returned to the sender along with a rejection form explaining why the mail was rejected. Inmates need written authorization before they may mail or receive packages. The authorization to receive a package must be approved by the Unit Team. Package permits will generally be limited to release clothing. Only those items that were approved may be included in the package.

There are general correspondence and special mail boxes located in the unit. All general correspondence will be placed in the mail boxes, unsealed. All legal/special correspondence may be sealed prior to depositing in the mail box but must be handed to a staff member for identification purposes first. Staff will verify that the inmates name and register number is on the envelope and that the inmate placing the mail in the box is that person.

Outgoing mail will be picked up during the morning watch. The Mail Room staff will process all outgoing mail Monday through Friday, excluding federal holidays.

If you are released on a writ, you will be asked to sign a form allowing institution staff to hold your mail for 30 days or return your mail to the Postal Service.

SPECIAL MAIL: All special mail received at this institution will be delivered to you by staff; however, staff will open the mail and conduct a contraband search in your presence. Special Mail is that which can be identified as forwarded from the President or Vice President of the United States, attorneys, members of the U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons but including U.S. Attorneys), other federal law enforcement officers, State Attorney Generals, Prosecuting Officers and State Courts, but must be clearly identified on the envelope marked "Special Mail - Open only in the presence of the inmate.". If this statement is not clearly stated on the incoming mail, it will be considered as general correspondence, and will be opened by mail room staff. Mail received from the chambers of a judge or from a member of the United States Congress will not require Special Mail marking.

COURT SECURITY IMPROVEMENT ACT OF 2007: Title 18 U.S.C. § 1521 established a criminal offense for filing, attempting to file, or conspiring to file, a false lien or encumbrance against the real or personal property of a Federal Judge or Federal law enforcement officer. Title 18 U.S.C. § 119 established a criminal offense for making publicly available "restricted personal information" about a "covered person" with the intent to threaten, intimidate, or incite a crime of violence against such person. "Covered person" includes court officers, jurors, witnesses, informants, and Federal law enforcement officers, including Bureau of Prisons staff. **Documents which can be used to harass or threaten "covered persons," including the filing of a lien against such persons, can constitute violations of these criminal statutes. Such documents are contraband and are not authorized for inmate possession.**

All inmates are prohibited from obtaining, possessing, or creating UCC financing statements and similar forms. All inmates are also prohibited from obtaining or possessing any documents which contain unauthorized personal information, including, but not limited to, home address, home telephone number, social security number, personal email, or home fax number of any "Covered Person" or their immediate family members. If you have a legitimate reason for possession of such information, e.g., you are a relative of a "Covered Person," you should notify your Unit Staff of this fact. **If you are found to be in possession of these types of documents or information without authorization, the items will be confiscated. You will be subject to inmate discipline, and your case may be referred for possible federal criminal prosecution.** You may use the administrative remedy process to challenge the confiscation or rejection of such materials.

ADMINISTRATIVE REMEDY PROCEDURES: You are encouraged to address concerns and resolve problems on an informal basis. Staff is available to assist you with the process. You must attempt informal resolution, with staff, before you file an Administrative Remedy (excluding UDC and DHO sanctions). To file an Administrative Remedy, you must request a form BP-DIR 229 (BP-9) from your Counselor. Utilize separate Administrative Remedy forms for different issues. The completed form should be returned to the Counselor who will log and deliver it to the Administrative Remedy Coordinator. Additional copies will be requested through the Education Department. The administrative remedy form BP-9 is initially utilized to appeal UDC decisions or sanctions while the BP-10 is initially utilized to appeal DHO decisions or sanctions.

CONSULATES: You may request the phone number and address from the Unit Team via an Inmate Request to Staff form.

UPDATES: The A&O Handbook may be up-dated periodically with minor changes. This will be done via a posted memorandum which outlines the new procedure. Significant changes will include the total revision of this booklet.

**Federal Bureau of Prisons
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 cooperate with your health care plans and respect the basic human rights of your health care providers.

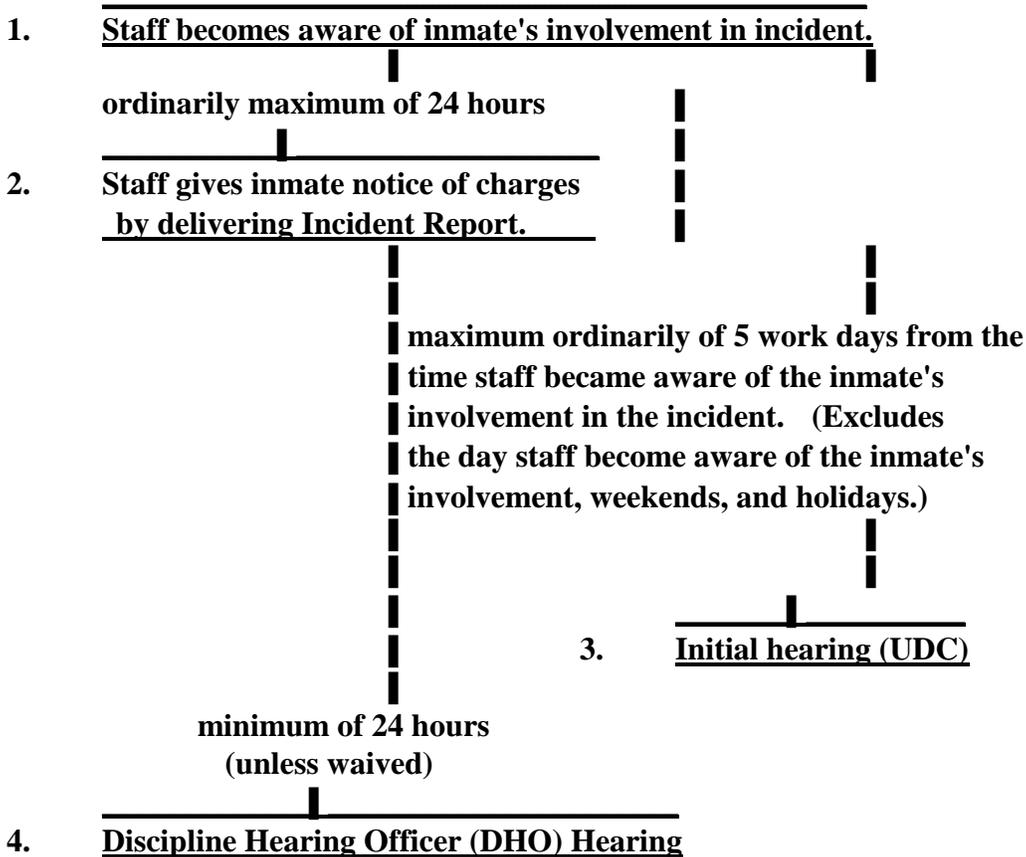
Your Health Care Rights:	Your Responsibilities:
1. You have the right to access health care services based on the local procedures at your institution. Health services include medical, dental and all support services. If inmate co-pay system exists in your institution, Health Services cannot be denied due to lack (verified)of personal funds to pay for your care.	1. You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.
2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.	2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
3. You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden and the Warden.	3. You have the responsibility to address your concerns in the accepted format, such as the <i>Inmate Request to Staff Member</i> form, main line, or the accepted <i>Inmate Grievance Procedures</i> .
4. You have the right to provide the Bureau of Prisons with Advance Directives or a Living Will that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.	4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the right to be provided with information regarding your diagnosis, treatment and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.	5. You have the responsibility to keep this information confidential.
6. You have the right to obtain copies of certain releasable portions of your health record.	6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the right to be examined in privacy.	7. You have the responsibility to comply with security procedures should security be required during your examination.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.	8. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.
9. You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.	9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.	10. You have the responsibility to be honest with your health care provider(s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.

Your Health Care Rights:	Your Responsibilities:
11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.	11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).	12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative services, emergency care and routine care.	13. You have the responsibility to maintain your oral hygiene and health.
14. You have the right to a safe, clean and healthy environment, including smoke-free living areas.	14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.
15. You have the right to refuse medical treatment in accordance with Bureau of Prisons' Policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.	15. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

DISCIPLINARY PROCEDURES:

[TIME LIMITS IN DISCIPLINARY PROCESS

TABLE 2



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

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

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

1. PROHIBITED ACTS AND DISCIPLINARY SCALE 541.13

a. There are four categories of prohibited acts - Greatest, High, Moderate, and Low Moderate (see Table 3 for identification of the prohibited acts within each category). Specific sanctions are authorized for each category (see Table 4 for a discussion of each sanction). Imposition of a sanction requires that the inmate first is found to have committed prohibited act.]

(1) Greatest Category Offenses. The Discipline Hearing Officer (DHO) shall impose and execute one or more of sanctions A through E. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent (i.e., an inmate who, as specified in the Violent Crime Control and Law Enforcement Act of 1994, committed a crime of violence on or after September 13, 1994) and for a PLRA inmate (i.e, an inmate who has been sentenced for an offense committed on or after April 26, 1996). The DHO may impose and execute sanction F and/or G only in addition to execution of one or more additional sanctions A through G.

(2) High Category Offenses. The Discipline Hearing Officer shall impose and execute one or more of sanctions A through M, and, except as noted in the sanction, may also suspend one or more additional sanctions A through M. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. The Unit Discipline Committee shall impose and execute one or more of sanctions G through M, and may also suspend one or more additional sanctions G through M. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. The Unit Discipline Committee shall impose and execute one or more of sanctions G through M, except for a VCCLEA inmate rated as violent. All high category offense charges for a VCCLEA inmate rated as violent and for a PLRA inmate must be referred to the DHO.

(3) Moderate Category Offenses. The Discipline Hearing Officer shall impose at least one sanction A through N, but, except as noted in the sanction, may suspend any sanction or sanctions imposed. Sanction B.1 ordinarily must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate.

Except for charges referred to the DHO, the Unit Discipline Committee (UDC) shall impose at least one sanction G through N, but may suspend any sanction or sanctions imposed. The UDC ordinarily shall refer to the DHO a moderate category charge for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate had been found to have committed a moderate category offense during the inmate's current anniversary year. (i.e., the twelve month period of time for which an inmate may be eligible to earn good conduct time). The UDC must thoroughly document in writing the reasons why the charge for such an inmate was not referred to the DHO.

(4) Low Moderate Category Offenses. The Discipline Hearing Officer shall impose at least one sanction B.1, or E through P. The Discipline Hearing Officer may suspend any E through P sanction or sanctions imposed (a B.1 sanction may not be suspended). Except for charges referred to the DHO, the Unit Discipline Committee shall impose at least one sanction G through P, but may suspend any sanction or sanctions imposed. The UDC ordinarily shall refer to the DHO a low moderate category charge for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate had been found to have committed two low moderate category offense during the inmates current anniversary year (i.e, the twelve month period of time for which an inmate may be eligible to earn good conduct time). The UDC must thoroughly document in writing the reasons why the charge for such an inmate was not referred to the DHO.

b. Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offense itself. In these cases, the letter "A" is combined with the offense code. For example, planning an escape would be considered as Escape and coded 102A. Likewise, attempting the adulteration of any food or drink would be coded 209A.

c. Suspensions of any sanction cannot exceed six months. Revocation and execution of a suspended sanction require that the inmate first is found to have committed any subsequent prohibited act. Only the Discipline Hearing Officer (DHO) may execute, suspend, or revoke and execute suspension of sanctions A through F. The Discipline Hearing Officer (DHO) or Unit Discipline Committee (UDC) may execute, suspend, or revoke and

execute suspensions of sanctions G through P. Revocations and execution of suspensions may be made only at the level (DHO or UDC) which originally imposed the sanction. The DHO now has that authority for suspensions which were earlier imposed by the Inmate Discipline Committee (IDC).]

When an inmate receives an Incident Report while on a DHO imposed, but suspended sanction, the new Incident Report is to be forwarded by the UDC to the DHO both for a final disposition on the new Incident Report, and for a disposition on the suspended sanction. This procedure is not necessary when the UDC informally resolves the new Incident Report.

d. If the Unit Discipline Committee has previously imposed a suspended sanction and subsequently refers a case to the Discipline Hearing Officer, the referral shall include an advisement to the DHO of any intent to revoke that suspension if the DHO finds that the prohibited act was committed. If the DHO then finds that the prohibited act was committed, the DHO shall so advise the Unit Discipline Committee who may then revoke the previous suspension.

e. The Unit Discipline Committee or Discipline Hearing Officer may impose increased sanctions for repeated, frequent offenses according to the guidelines presented in Table 5.]

f. Sanctions by severity of prohibited act, with eligibility for restoration of forfeited and withheld statutory good time are presented in Table 6.]

[NOTE: In Table 6 headings, "GT" represents both good conduct and statutory good time and "SGT" represents statutory good time. Forfeited good conduct time is not eligible for restoration. Restoration of statutory good time will be approved at the time of initial eligibility only when the inmate has shown a period of time with improved good behavior. When the Warden or his delegated representative denies restoration of forfeited or withheld statutory good time, the unit team shall notify the inmate of the reasons for denial. The unit team shall establish a new eligibility date, not to exceed six months from the date of denial.]

To ensure an inmate's case is not overlooked when statutory good time has been forfeited or withheld, the unit team must review the eligibility requirements for restoration in accordance with the time frames established by the Program Statement on Classification and Program Review of Inmates. A recommendation of the unit team, whether for or against restoration, must be forwarded (on BP-389/Record Form 84) to the Warden, through the DHO and Captain for disposition. Except as noted below, eligibility for restoration of withheld or forfeited statutory good time is computed from the date of the withholding or forfeiture action by the DHO. An inmate who has escaped and receives forfeiture at a subsequent in absentia hearing begins the eligibility for restoration period upon return to custody of the Bureau of Prisons. The Warden will refer for approval of the Regional Director a case where the Warden determines exceptional circumstances support restoration of statutory good time prior to completion of the eligibility requirements.

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

INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS

1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right of freedom of religious affiliation, and voluntary religious worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.
5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
9. You have the right to a wide range of reading materials for materials for educational purpose and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
10. You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities.
11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.

RESPONSIBILITIES

1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. It is your responsibility to use the services of an attorney honestly and fairly.
8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9. It is your responsibility to keep and utilize such material for your personal benefit, without depriving others of their equal rights to the use of this material.
10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for any other obligations that you may have.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

GREATEST CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>
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, <i>e.g.</i> , 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; <i>e.g.</i> , hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
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

CODE 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.
- 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.
- 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.
- 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.
- 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

CODE PROHIBITED ACTS

- 300 Indecent Exposure.
- 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.
- 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

CODE PROHIBITED ACTS

- 402 Malingering, feigning illness.
- 404 Using abusive or obscene language.
- 407 Conduct with a visitor in violation of Bureau regulations.
- 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.

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): Your institution may have a Memo of Understanding (MOU) with a local RCC. If so, Psychology Services can provide you with the contact information. If no MOU exists, you may seek services through Psychology Services.

Management Program for Inmate Assaultants

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

**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
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
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
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