

**INMATE INFORMATION  
HANDBOOK  
2013-2014**

U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Correctional Institution

Big Spring, Texas



Myron L. Batts  
Warden

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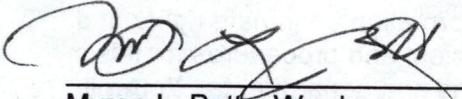
## Introduction to Inmate Handbook

This Inmate Handbook will provide you with information about programs, operations, rules and regulations at the Federal Correctional Institution in Big Spring. The handbook is a condensed version of information available to you from Bureau of Prisons Program Statements, Institution Supplements (local policies), and memoranda from the Administration and your Unit Team. It is your responsibility to seek clarification of any issues which you find unclear.

Hopefully, this information will assist you in your first days at F.C.I. Big Spring. You should feel free to ask any staff member for assistance, particularly your Unit Staff. For individuals who are not yet in custody, and who have been given this book to prepare for commitment, the Bureau's Community Corrections Manager, or the staff at the institution to which you have been designated, can help answer your questions.

Your designation to a Federal Correctional Institution is based, in part, on your anticipated ability to function appropriately in a low security facility. Your strict compliance to the rules and regulations of this facility is essential to exhibiting the responsible behavior required at this institution.

This booklet is intended to be a guide. Changes in procedures may occur that affect this booklet and every effort will be made to inform the general population of these changes. You should attend announced town hall meetings and check bulletin boards frequently for staff memoranda informing you of any changes.

  
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Myron L. Batts, Warden

5/7/13  
\_\_\_\_\_  
Date

## **Fire Exits and Fire Extinguisher Locations**

All fire exits are identified by a Fire Exit Sign and are noted on the Emergency Evacuation Diagram located throughout each floor of the unit. Please take the time to become familiar with emergency exit locations and procedures.

The units are equipped with fire extinguishers capable of extinguishing class A, B, or C type fires. These extinguishers are located in the Unit Officer=s station. All fires or suspected fires will be reported immediately to the nearest staff member.

Fire Drills/Fire Evacuation Alarms: Fire drills will be conducted at a minimum of once per quarter. Upon hearing the fire alarm, you will immediately exit the facility using the nearest exit. It is imperative that you follow the directions of staff members and that this exit be orderly and quick. Once you have evacuated the building, you will assemble at the fence between Sunset Unit and Sunrise Unit unless directed to another location by a staff member.

## **Admission & Orientation (A&O)**

A&O: Upon commitment, you will be initially assigned to a housing unit. You will participate in an Admission & Orientation (A&O) program in the Chapel prior to receiving a work assignment. You will immediately be provided with a copy of the institution's rules and regulations, which includes information on inmate rights and responsibilities. While in A&O, you will learn about the programs, services, policies, and procedures for this facility. Also, you will receive lectures from staff regarding their specific programs and departments. You will undergo a case management and medical screening at the time of arrival and will also be screened by the mental health staff upon request. You will be assigned a unit, as well as a Unit Manager, Case Manager, and Correctional Counselor.

## **Unit Teams**

The Bureau of Prisons utilizes a Unit Management System. A unit is a self-contained inmate living area that includes both housing sections and office space for Unit Staff. Each unit is staffed by Unit Teams directly responsible for those inmates living in that unit. The Unit Staff offices are located in the units so staff and inmates can be accessible to each other. The Unit Team includes the Unit Manager, Case Managers, Correctional Counselors, and a Unit Secretary. When available, the Staff Psychologist, Education Advisor, and Unit Officer will participate in Unit Team meetings. Generally, the resolution of issues or matters of interest while at the institution are most appropriately initiated with your Unit Team. Unit Team members are available to assist in many areas, including release planning, personal and family problems, counseling, and assistance in setting and attaining goals while in prison.

## **General Function of the Staff**

Unit Manager: The Unit Manager is the administrative head of the general unit and oversees all unit programs and activities. He or she is a Department Head at the institution and has a close working relationship with other departments and personnel. The Unit Manager is the "Chairperson" of the team, reviews all team decisions, and may be a member of the Unit Discipline Committee.

Case Manager: Your Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence and other materials relating to your commitment. He or she is responsible to the Unit Manager on a daily basis and the Case Management Coordinator (a specialist department head who provides technical assistance to Unit Staff in case management affairs) with reference to specialized training and duties. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager is a member of the Unit Discipline Committee.

Correctional Counselor: The Unit Counselor provides counseling and guidance in areas of institutional adjustment, personal difficulties and plans for the future. He or she plays a leading role in all segments of unit programs and is a voting member of the Unit Team. The Unit Counselor will visit inmate work assignments regularly and is the individual to approach to help you solve daily problems. The Unit Counselor is a member of the Unit Discipline Committee.

Unit Secretary: The Unit Secretary performs clerical, and administrative duties. The Secretary functions as a member of the Unit Team.

Unit Officer: The Unit Officer has the direct responsibility for the day-to-day supervision of inmates and the enforcement of rules and regulations. They have the safety, security, and sanitation responsibilities of the unit.

Unit Schedules: Ordinarily, a member of the Unit Staff will be at the institution weekdays from 6:30 a.m. to 9:00 p.m., and 6:30 a.m. to 5:00 p.m. weekends and holidays. Unit Team members usually schedule their working hours so that at least one of them will be available. The unit bulletin boards contain written communication of interest to inmates. Unit Staff will assist with the resolution of inmate concerns and facilitate communication.

Program Reviews: Inmates with a projected release date of more than one year will be seen every 180 days, while inmates with release dates of one year or less will be seen every 90 days. You will meet with your Unit Team at this time to review programs, work assignments, transfers, custody, institutional adjustment, financial responsibility, etc.

Town Hall Meetings: Town Hall meetings are held as necessary to make announcements and to discuss changes in the policy and procedures of the unit. Inmates are encouraged to ask pertinent questions of the staff and any guest speakers who are present. These questions should pertain to the unit as a whole, rather than personal questions or problems. Personal problems/questions should be brought to the attention of your Unit Staff.

## **Daily Inmate Life**

Sanitation: It is your responsibility to check your living area immediately after being assigned there, and to report all damages to the Correctional Officer, Case Manager, or Counselor. You may be held financially liable for any damage to your personal living area.

You are responsible for making your bed in accordance with regulations before work call (including weekends and holidays when you leave the area). You are also responsible for sweeping and mopping your personal living area, to insure it is clean and sanitary. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. No pictures of any kind are to be affixed to the walls or taped to the outside walls of the lockers or beds. Nude pictures are unauthorized and will not be permitted to be displayed in any areas. Toothpaste, toothbrushes, combs, razors, and soap are issued by the institution and are available from the institution laundry.

In order to ensure sanitation supplies are available for inmates for cleaning, all brooms, dust pans, mop buckets and cleaning supplies that are not currently being used will be secured in the utility closets. The utility closets will remain secure at all times. An inmate orderly will be assigned to shifts. The Unit Team has created a Utility Closet Inventory form to track all mops (mop handles). The inmate orderly will ensure all items identified in the Utility Closet Inventory form are present prior to issuing and/or are accounted for upon receiving sanitation supplies every time the utility closet is opened by the Unit Officer. Once opened by the Correctional Officer, the sanitation supplies will be issued to orderlies by the assigned Utility Closet Orderly:

Morning Watch - 7:15 a.m., or as time permits  
Evening Watch - 4:45 p.m., or as time permits

Hour sanitation supplies must be returned to the utility closet:

Day Watch - 2:45 p.m., or as time permits  
Evening Watch - 9:45 p.m., or as time permits

The Unit Team will conduct at a minimum, one weekly inventory check of the utility closets prior to the 4:00 p.m., count to ensure all items identified on the Utility Closet Inventory form are present and or accounted for. If an item is identified as missing, the assigned Unit Manager will have the Unit Officer call all the orderlies together and commence a search for the missing item (not to interfere with official count times). If the item is not found, it will be noted on the Utility Closet Inventory form by the identifying staff member. Unit staff will update the Utility Closet Inventory form as changes occur.

Movement Within the Housing Units: The stairwells will be locked between the hours of 4:00 p.m. to 6:00 a.m. with the exception of the 10 minute moves. From 8:00 a.m. to 4:00 p.m., the stairwells will remain opened as normal. Inmates are required to remain within the housing unit floor they are assigned and not visit other inmates within other unit floors at any time.

Storage Space: Storage space consists of an individual locker. Locks may be purchased in the Commissary. The amount of personal property allowed is limited to those items which can be neatly and safely placed in the locker space designated. Under no circumstance will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard. Wooden shelves and pieces of cardboard are **not permitted** to be affixed to the inside of the lockers for added storage space. Additional lockers are not authorized and will result in disciplinary action being taken.

Quarters And/or Bed Assignment Changes: All bed assignment changes should be requested via a cop-out<sup>@</sup> through the counselor assigned to perform bed assignment changes in your assigned unit. All inmates are subject to be reassigned to another bed at the discretion of the Unit Team. Also, the Unit Team has the discretion to deny any request for change in bed assignment.

## **Job Assignments**

Job Assignments: All inmates will maintain a regular job assignment. Job assignments are controlled through a Performance Pay System which provides monetary payment for work. Only Unit Staff will make the final approval for job changes and see that the changes are entered on the Daily Change Sheet which is posted daily on the Unit Bulletin Board. Work details will ordinarily only be changed on the 1st and 15<sup>th</sup> (only for Vocational Training) of the month after initial assignment. Inmates will ordinarily be required to stay in a job assignment a minimum of 90 days prior to reassigning.

The first work assignment you will usually receive is Sunset A&O or Sunrise A&O, and you will be kept on this assignment while medical and other screening is accomplished. If you have any specialized skills, your Unit Team will want to be made aware of those as they consider a permanent job assignment for you. In the event you have a work-related injury, ensure you report it immediately to your work detail supervisor. Information on procedures for work-related injuries can be located in the <sup>@</sup>Inmate Accident Compensation Procedures<sup>@</sup>, which is handed out during Admission & Orientation.

## **Counseling Activities**

There are many alternatives for inmates who have personal problems and desire to address them. These options include Alcoholics/Narcotics Anonymous, drug abuse counseling, and other special interest groups

upon request. We have professional staff who are trained in the various social science fields. Inmate participation in these activities will be encouraged upon the staff's assessment of inmate needs. Participation in such activities is voluntary and/or mandatory if specified by a certified court document. The staff of each unit are available for informal counseling sessions, and they conduct formal group counseling activities.

### **Release Preparation Program**

At each inmate's initial classification, Unit Staff will determine whether he is an exception under policy to participate in the Release Preparation Program (RPP). Inmates with the Public Safety Factor, "Alien," are not required to participate in the program. In all cases where an inmate who is classified "RPP need" and is within 30 months of his release, the unit team shall discuss Release Program recommendations with the inmate, which is normally recommended during an inmate's initial classification or Program Review. It is the inmate's responsibility to request enrollment in recommended courses directly to the course facilitators by submitting an Inmate Request to Staff. Inmates refusing to participate may affect recommendations for community programming.

### **Escorted Trips**

Bedside visits and funeral trips may be authorized for inmates in lower custody categories when an immediate family member is seriously ill, in critical condition, or has passed away. Depending on the inmate's custody classification, one or two staff will escort the inmate. All expenses will be borne by the inmate. There are occasions when an escorted trip is not approved, even when all policy required conditions have been met, based on a determination that the perceived danger to Bureau of Prisons staff during the proposed visit is too great or the security concerns about the individual inmate outweigh the need to visit the community.

### **Central Inmate Monitoring System**

The Central Inmate Monitoring System (CIMS) is a method for the BOP to monitor and control the transfer, temporary release, and participation in community activities of inmates who pose special management considerations. Designees as a CIMS case will be notified by their Case Manager in writing and have the opportunity to appeal the classification via the Administrative Remedy process.

### **Inmate Financial Responsibility Program**

The Bureau of Prisons works closely with the Administrative Office of the Courts and the Department of Justice to administer a systematic payment program for court-imposed fines, fees, costs and other legal responsibilities. All designated inmates are required to develop a financial plan to meet their financial responsibilities. These responsibilities may include: special assessments imposed under 18 U.S.C. 3013, court-ordered restitution, fines and court costs, judgments in favor of the U.S., other debts owed the federal government, and other court-ordered responsibilities (e.g., child support, alimony, other judgments).

Institution staff assists in planning, but you are responsible for making all payments required from earnings within the institution and/or from outside resources. You must provide documentation of compliance and payment. If you refuse to meet your responsibilities, you cannot participate in Vocational Training, use Special Purchase Orders, reside in preferred housing nor receive Performance Pay above the maintenance pay level (\$5.25). The status of any financial plan will be included in all progress reports and will be considered by staff when determining security/custody level, job assignments, eligibility for community activities, and institutional program changes. \*\*\*In addition, if an inmate receives an incident report for a 100 level drug-related or 200 level alcohol-related incident report, and is found to have committed the prohibited act, he will not receive Performance Pay above the maintenance pay level for one full year from the date of finding of having committed the prohibited act.\*\*\* The U.S. Parole Commission will also review financial responsibility progress

at parole hearings. Inmates that are placed in "FRP Refuse" status will be limited to a \$25.00 spending limit per month in the Commissary Sales Unit, which does not include stamps.

## **Inmate Access to Central Files**

You may request access to portions of your central file and medical records which may be disclosed to you by submitting an Inmate Request to Staff Member to your Unit Team or medical records.

## **Legal Issues**

Legal Correspondence - Legal correspondence from attorneys will be treated as special mail if it is properly marked. The envelope must be marked with the attorney's name and an indication that he/she is an attorney, and the front of the envelope must be marked "*Special Mail - Open Only in the Presence of the Inmate.*" It is the responsibility of the inmate to advise his attorney of the policy. If legal mail is not properly marked, it will be opened as general correspondence.

To the Inmate: It is suggested that you provide the following information, pertaining to special mail privileges, to your attorney(s) who may represent you at the earliest opportunity: The Bureau of Prisons Program Statement on Correspondence provides the opportunity for an attorney who is representing an inmate to request that attorney-client correspondence be opened only in the presence of the inmate. For this to occur, Bureau policy requires that you adequately identify yourself as an attorney on the envelope and that the front of the envelope be marked "Special Mail - Open Only in the Presence of the Inmate" or with similar language clearly indicating that your correspondence qualifies as special mail and that you are requesting that this correspondence be opened only in the presence of the inmate. Provided the correspondence has this marking, Bureau staff will open the mail only in the inmate's presence for inspection for physical contraband and the qualification of any enclosure as special mail. The correspondence will not be read or copied if these procedures are followed. If your correspondence does not contain the required identification that you are an attorney, a statement that your correspondence qualifies as special mail, and a request that the correspondence be opened only in the presence of the inmate, staff may treat the mail as general correspondence and may open, inspect, and read the mail. **A copy for your attorney is attached on the next page.**

Attorney Visits: Attorneys should ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during the regular visiting hours. However, visits from an attorney can be arranged at other times based on the circumstances of each case and available staff. Attorney visits will be subject to visual monitoring, but not audio monitoring. Arrangements should be made through your unit counselor.

Legal Material: During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Legal material may be transferred during attorney visits, but it is subject to inspection for contraband, and must be coordinated through the Unit Team. This material will be treated in a similar manner as the special mail procedures described above. Inmates are expected to handle the transfer of legal materials through the mail as often as possible.

Law Library: The Law Library is located in the east end of the Education building. Hours are 7:45 a.m. to 10:30 a.m., 12:00 p.m. to 3:30 p.m., 5:30 p.m. to 8:45 p.m., Monday through Friday, and 6:30 a.m. to 9:45 a.m., 11:00 a.m. to 3:45 p.m. on Saturday. Closed Sundays and federal holidays. Legal reference material is available for preparation of legal documents in the law library. Legal materials are expensive and for everyone's benefit. Unauthorized possession of library materials constitutes a prohibited act and warrants disciplinary action. Inmate assistance is available.

Notary Public: Under the provisions of 18 U.S.C. 4004, case managers and secretaries are authorized to notarize documents. The law allows that a statement to the effect that papers which an inmate signs are "true

and correct under penalty or perjury" will suffice in federal courts and other federal agencies, unless specifically directed to do otherwise. Some states will not accept a government notarization for real estate transactions, automobile sales, etc. In these cases, it will be necessary to contact unit staff for notary arrangements. Notaries will only be provided if required by the receiving agent. Any others will be stamped by your case manager as stated above.

Copies of Legal Materials: Inmates may copy materials necessary for their research or legal matters. A Debitec copy machine is available in the Education Department. Indigent individuals who request unit staff to make copies of legal materials must demonstrate why copies cannot be made with the use of carbon paper. If it is determined copying is necessary, staff will determine if the amount is reasonable and may waive duplicating fees.

Federal Tort Claims: Under 31 U.S.C section 3723, an inmate may file a claim for damage to or loss of inmate property that has been detained by staff that is caused by the negligence, wrongful act or omission by institution staff acting within the scope of employment. A claim may be filed by completing Form BP-AO943, Small Claims for Property Damage or Loss, which is available in the law library or from your unit team. The claim form must be filed within one year after the claim accrues and mailed to the regional office in the region where the claim occurred. Under the Federal Tort Claims Act, an inmate or person acting on their behalf as an agent, parent, guardian, or other representative to act on their behalf, may file a claim for personal injury or wrongful death by submitting two (2) copies of the completed standard form 95, Claim for Damage, Injury, or Death. The tort claim form should be mailed directly by you or your representative to the regional counsel, attention: Legal, for the region in which your claim occurred, not where you are now confined. Inmate work-related claims are not compensable under the FTCA=s provisions. Such claims should be processed under the Inmate Accident Compensation Act, 28 CFR 301.301-301.317.

Freedom of Information Act / Privacy Act of 1974: The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the prior written consent of, the individual to whom the record pertains, except for specific instances. All formal requests for access to BOP records (including program statements and operations memoranda) shall be processed through the Freedom of Information Act, 5 U.S.C. 552, the Privacy Act, 5 U.S.C. 552a, and 28 CFR 513.30 B 513.68. A Freedom of Information Request must be made in writing and addressed to the Director of the BOP, 320 First Street, NW, Washington, D.C. 20534. The requestor shall clearly mark on the face of the letter and the envelope Freedom of Information Request.

## **Problem Resolution**

Inmate Requests to Staff Member: The Bureau form BP-148 (70) Inmate Request to Staff Member, commonly called a "cop-out," is used to make written requests to a staff member. "Cop-outs" may be obtained in the living units from the Unit Officer. Staff members who receive a "cop-out" will answer the request in a "reasonable" period of time. The answer will normally be written on the bottom of the request form.

Administrative Remedy Process: The Bureau of Prisons has an internal grievance procedure which the prisoners must use before bringing an action in federal court. This Administrative Remedy process is a method by which an inmate may seek formal review of a complaint related to any aspect of his imprisonment.

Before beginning the Administrative Remedy process, you shall first attempt an informal resolution through your Unit Counselor. You shall verbally present your complaint to your Unit Counselor. An informal resolution form may be requested and then submitted. If you filled out an informal resolution form, you will be referred to the appropriate staff or department to try to resolve your problem. The staff or appropriate department will have 10 days to attempt to resolve the issue. Additional time can be granted in certain circumstances. If the issue cannot be informally resolved, you may request an Administrative Remedy (BP-9) through the Unit

Counselor within 20 days of the date of the answer to the informal resolution. If you can demonstrate that you have tried to resolve the problem informally (cop-out or other staff confirmation), it can be attached to the informal resolution form and you can proceed to the BP-9. The informal resolution form should still be filled out and verified by the Unit Counselor. The Unit Counselor will attach the original Informal Resolution Form to the BP-9 and promptly forward to the Administrative Remedy Clerk. However, you are responsible for providing one (1) copy of any continuation page and/or any attachments to the BP-9. You shall only place a single complaint or issue on each form.

In the event you are not satisfied with the response from the institution and you want to appeal, you may do so within 20 calendar days of the date of the warden=s response by submitting an Administrative Remedy appeal (BP-10) to the Regional Director. If you are not satisfied with the Regional Director=s answer, you can appeal the decision to the Office of General Council in Washington D.C. by submitting a Central Office Administrative Remedy (BP-11) within 30 calendar days of the date the Regional Director signed the BP-10.

Appeals from the Unit Discipline Committee (UDC) or Discipline Hearing Officer (DHO) actions are reviewed through the Administrative Remedy program. The official reviewing UDC decisions is the Warden. Appeals shall be filed initially with a BP-9 to the Warden within 20 calendar days of the date that you receive the written notice from the UDC of it's decision. The decisions of the DHO are reviewed by the Regional Director. DHO appeals shall be filed on a BP-10 to the Regional Director in the region that you are currently confined. These appeals must be filed within 20 days of the date you receive a written decision from the DHO.

For UDC or DHO appeals, each incident report number must be appealed separately. You cannot add any additional complaint or issues not previously addressed in lower level filings nor can you combine lower level responses into a single appeal.

Make sure that you keep a copy for yourself of any evidence that you have in case you need to submit it with other appeals. You will be provided 3 copies of the Warden's response.

Once an Administrative Remedy request or appeal has been filed, a response shall be provided by the Warden within 20 calendar days, the Regional Director 30 calendar days; and the Central Office has 40 calendar days. However, extensions up to 20 calendar days may be granted.

Time limits for filing (in calendar days)

<u>FORM</u>	<u>TIME PERIOD</u>
BP-9:	20 days of the date of informal resolution response
BP-10:	20 days from BP-9 response.
BP-11:	30 days from BP-10 response.

<u>RESPONSE:</u>	<u>EXTENSIONS UP TO:</u>
BP-9:	20 days
BP-10:	30 days
BP-11:	40 days

Sensitive Complaints: If an inmate reasonably believes the issue is sensitive and the inmate=s safety or well-being would be placed in danger if the request became known at the institution, he may file the complaint directly to the Regional Director. You shall clearly mark "Sensitive" upon the request and explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees that the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director

does not agree that the complaint is sensitive, you will be advised in writing of that determination. If the complaint is not determined to be sensitive, it will be returned. You may then pursue that matter by filing a BP-9 at the institution.

Discipline Procedures: It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committee (UDC) and, for more serious violations, the Discipline Hearing Officer (DHO). Inmates are advised upon arrival at the institution of the rules and regulations and are provided with copies of the Bureau's Prohibited Acts, as well as local regulations.

Inmate Discipline Information: If a staff member observes or believes he has evidence that an inmate has committed a prohibited act, the first step in the discipline process is writing an incident report. The incident report shall ordinarily be delivered to the inmate within 24 hours of the time staff became aware of the inmate's involvement in the incident. An informal resolution of the incident may be attempted by the Operations Lieutenants or the Unit Discipline Committee. If an informal resolution is accomplished, the incident report will not be placed in the inmate's central file. Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the greatest and high severity categories. Violation in the greatest severity category must be forwarded to the Discipline Hearing Officer for final disposition. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an initial hearing.

Initial Hearing: Inmates must ordinarily be given an initial hearing within three (3) work days of the time staff became aware of the inmate's involvement in the incident (excluding the day staff became aware of the incident, weekends, and holidays). You are entitled to be present at the initial hearing. You may make statements or present documentary evidence in your behalf. The UDC must present its decision in writing to you by the close of business the next workday. The UDC may extend the time limits of these procedures for good cause and advise you of the delay. The Warden must approve any extension over five (5) days, and you will be provided with written reasons for the extension. The UDC will either make final disposition of the incident or refer it to the Discipline Hearing Officer (DHO) for final disposition.

Discipline Hearing Officer (DHO): The Discipline Hearing Officer conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC. You will be provided with advance written notice of the charges not less than 24 hours before appearing before the DHO. You may waive this requirement. You will be provided with a full-time staff member of your choice to represent you at your request. You may make statements in your own defense and may produce documentary evidence. You may present a list of witnesses and request they testify at the hearing. You may not question a witness at the hearing; the staff representative and/or the DHO will question any witness for you. You may submit a list of questions for the witness(es) to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant. You have the right to be present throughout the DHO hearing, except during deliberations. You may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. Final disposition is made by the DHO.

Appeals of Discipline Actions: Appeal of all disciplinary actions may be made through Administrative Remedy Procedures. UDC decisions should be appealed on a BP-9, submitted to the Warden at the institution within 20 calendar days of the receipt of the written UDC decision. A DHO appeal is submitted to the Regional Director on a BP-10 within 20 calendar days of the receipt of the written decision of the DHO. On appeal, the following items will be considered:

Whether the UDC or DHO substantially complied with the regulations on inmate discipline;

Whether the UDC or DHO based its decision on some facts, and if there was conflicting evidence, whether the decision was based on the greater weight of the evidence;

Whether an appropriate sanction was imposed according to the severity level of the prohibited act.

The staff member who responds to the appeal may not be involved in the incident in any way. These staff members include UDC members, the DHO, the investigator, the reporting officer, and the staff representative. The staff representative will assist you in preparing an appeal, upon your request.

Special Housing Unit Status: There are two statuses in the Special Housing Unit: Administrative Detention and Disciplinary Segregation. Administrative Detention separates an inmate from the general population when necessary to ensure the safety, security, and orderly operation of the institution. To the extent practical, inmates in Administrative Detention shall be provided with the same general privileges as inmates in general population. An inmate may be placed in Administrative Detention while in holdover status pending classification, while pending investigation or a hearing for a violation of Bureau regulations, pending investigation or trial for a criminal act, pending transfer, for protection, or when finishing confinement in Disciplinary Segregation.

Disciplinary Segregation is used as a sanction for violations of Bureau rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded, with the exception of limited reading/writing materials and religious articles. Inmates placed in Disciplinary Segregation are provided with blankets, a mattress, a pillow, toilet tissue, and shaving utensils (as necessary). Inmates may possess legal and religious materials while in Disciplinary Segregation. Also, staff shall provide a reasonable amount of non-legal reading material. The Captain conducts periodic reviews of inmates in Disciplinary Segregation. The Psychologist will make weekly rounds in Special Housing. Inmates in Disciplinary Segregation and Administrative Detention shall be seen by a member of the medical staff daily, including weekends and holidays. Either the Unit Manager, Case Manager, or Counselor shall make at least daily visits to inmates housed in the Special Housing Unit. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular reviews of their housing status.

## **Sentencing Information**

Sentence Computation: The Designation and Sentence Computation Center (DSCC) located in Grand Prairie, Texas is responsible for the computation of inmate sentences. You will be given a copy of your sentence computation by your Unit Team when completed. Any questions regarding good time, jail time credit, parole eligibility, full term dates, release dates, or periods of supervision can be discussed during CSD/Records open house. "Open House" is held on Tuesdays and Thursdays from 11:00 a.m. to 12:00 p.m. in building 207.

Committed or Non-Committed Fines: In addition to jail time, the court may impose a committed or non-committed fine and/or costs. A committed fine pertains to inmates convicted of an offense committed before November 1, 1987. When the Court orders a prisoner=s confinement until payment of a fine, or fine and costs under the provisions of Title 18 U.S.C., section 3565, the BOP shall confine that inmate until the fine, or fine and costs are paid, unless the inmate qualifies for release under Title 18 U.S.C., section 3569 (Pauper's Oath). A non-committed fine includes felony assessments, misdemeanor assessments, fines and court costs. Restitution obligations may include property and victim services costs. The Court Security Improvement Act of 2007, Public Law 110-177, states that the BOP shall notify verbally and in writing, any inmate releasing to supervised release with court-ordered fines, of the requirement that the inmate must adhere to an installment schedule and the consequences described in Title 18 U.S.C., sections 3611-3614, which include monetary penalties, ordering the sale of property, a restraining order or injunction, contempt of court, revocation, or modification of the terms of supervised release, or re-sentencing.

Detainers: Warrants based on pending charges, overlapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions will be accepted as Detainers. Detainers and untried charges can have an effect on institutional programs. Therefore, it is very important that you initiate efforts to clear up these

cases to the degree possible.

Interstate Agreement on Detainers: State detainees may be quickly processed under the procedures of the "Interstate Agreement on Detainers." This agreement applies to all Detainers based on untried pending charges which have been lodged against an inmate by a "member" state. For an inmate to use this procedure, the warrant must be lodged with the institution. If no detainer is actually lodged, it is important for the inmate to contact the court and district attorney for resolution.

Good Conduct Time: This applies to inmates sentenced for an offense committed after November 1, 1987, when the Comprehensive Crime Control Act (CCCA) became law. The two most significant changes in the sentencing statutes deal with good time and parole issues. There are no provisions under the new law for parole. Good time available is 54 days per calendar year, and may be awarded in part or in whole, contingent upon behavior during the year. Once awarded, it is vested and may not be forfeited for SRA and VCCLEA sentences. PLRA sentences do not vest GCT until the actual day of release. There is no statutory good time or extra good time for people sentenced for crimes committed after November 1, 1987.

THE FOLLOWING ONLY APPLIES TO INMATES SENTENCED FOR AN OFFENSE COMMITTED PRIOR TO NOVEMBER 1, 1987:

Parole: Parole is release from incarceration under conditions established by the U.S. Parole Commission. Parole is not a pardon or an act of clemency. A parolee remains under the supervision of a U.S. Probation Officer until the expiration of his full term.

Good Time: "Good Time" awarded by the Bureau of Prisons under statutes enacted prior to November 1, 1987, has the effect of reducing the stated term of the sentence; that is, it advances the date when release will be mandatory if the offender is not paroled at an earlier date. The Parole Commission, in setting a parole date, may also consider the behavior for which good time is awarded.

Statutory Good Time: Under 18 U.S.C. 4161, an offender sentenced to a definite term of six months or more is entitled to a deduction from his term, computed as follows, if the offender has faithfully observed the rules of the institution.

6 months to 1 year	- 5 days per month
More than 1 year, less than 3 years	- 6 days per month
At least 3 years, less than 5 years	- 7 days per month
At least 5 years, less than 10 years	- 8 days per month
10 years or more	- 10 days per month

At the beginning of a prisoner's sentence, the full amount of statutory good time is credited, subject to forfeiture if the prisoner commits disciplinary infractions. If the sentence is for five years or longer, 18 U.S.C. 4206(d) requires the Parole Commission to release an offender after he has served two-thirds of the sentence, unless the Commission determines that he has seriously violated Bureau of Prisons rules or regulations or that there is a reasonable probability that he will commit a crime. Statutory Good Time does not apply to life sentences or to those few inmates remaining who were sentenced under the Youth Corrections Act, or CCCA sentences. It applies to a split sentence if the period of confinement is exactly six months; a shorter period cannot be part of a split sentence.

Extra Good Time: The Bureau of Prisons awards extra good time credit for performing exceptionally meritorious service, for employment in UNICOR or for designated placement in a minimum security camp. The Warden may disallow or terminate the awarding of any type of Extra Good Time (except for lump sum awards) but only in a non-disciplinary context and only upon recommendation of staff. The Disciplinary Hearing Officer may also disallow or terminate the awarding of any type of Extra Good Time (except lump sum awards) as a disciplinary sanction. Once an awarding of meritorious good time has been terminated, the

Warden must approve a new staff recommendation in order for the award to recommence. A "disallowance" means that an inmate does not receive an Extra Good Time award for only one calendar month. There may be no partial disallowance. A decision to disallow or terminate extra good time may not be suspended pending future consideration. A retroactive award of meritorious good time may not include a month in which extra good time has been disallowed or terminated.

Lump Sum Awards: Any staff member may recommend to the Warden the approval of an inmate for a lump sum award of extra good time. Such recommendations must be for an exceptional act or service that is not a part of regularly assigned duty. The Warden may make lump sum awards of extra good time of not more than 30 days. Any recommendation for more than 30 days, on which the Warden agrees, will be referred to the Regional Director for final approval. No award will be approved if the award would be more than the maximum number of days allowed under 18 U.S.C. 4162. The actual length of time served on the sentence, including jail time credit, is the basis on which the maximum amount of the award is calculated. Any extra good time already earned will be subtracted from this stated maximum. Staff may recommend lump sum awards of extra good time for the following reasons:

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

Good Time Procedures: Extra Good Time is awarded at a rate of three days per month during the first 12 months, and at the rate of five days per month thereafter (i.e., the first 12 months, as stated, means 11 months and 30 days day-for-day of earning extra good time before an inmate can start earning five days per month. For example, if an inmate were to stop working, transfer from Industry to an institution job, or if good time was terminated for any reason, the time that the inmate is not earning good time does not count in the calculation of the first 12 months). If the beginning or termination date of an extra good time award occurs after the first day of the month, a partial award of days is made. An inmate may be awarded Extra Good Time even though some or all of the inmate's Statutory Good Time has been forfeited or withheld.

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

An inmate committed for civil contempt is not entitled to extra good time deductions while serving the civil contempt sentence. An inmate in an Extra Good Time earning status may not waive or refuse Extra Good Time credits. Once extra good time is awarded, it becomes vested and may not be forfeited, withheld, or retroactively terminated or disallowed.

## **RELEASE**

Release Planning for Parole cases: If granted parole by the U.S. Parole Commission, the Commission will require an approved parole plan prior to release. An approved parole plan consists of an offer of employment and a place to reside.

The job must pay at least minimum wage and normally may not require extensive travel. The place to reside must be a reputable establishment, but can be almost anywhere (parents, wife, friend). The proposed parole plan is thoroughly investigated by the U.S. Probation Officer and must be approved.

The release plan is part of the material which is submitted in connection with the parole hearing. The Unit Team submits the inmate's release plans to the U.S. Probation Officer approximately six to nine months before the scheduled parole date.

Residential Reentry Center Transfers: Inmates who are nearing release and who need assistance in obtaining a job, residence, or other community resources may be transferred to a Residential Reentry Center.

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

Community programs have three major emphasis: residential community-based programs provided by residential reentry centers and local detention facilities, programs that provide intensive nonresidential supervision to offenders in the community, and programs that board adult offenders in contract correctional facilities.

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

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

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

Each RRC provides two components within one facility, a pre-release component and a community corrections component. The pre-release component assists offenders in making the transition from an institutional setting to the community or as a resource while under supervision. Except for employment and other required activities, the offenders in this second, more restrictive component must remain at the RRC where recreation, visiting, and other activities are provided in-house.

### **Inmate Personal Property Limits/Correspondence Procedures**

Items which may be retained by an inmate are limited for sanitation and security reasons and to ensure that

excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the living area. For a list of authorized personal property, check the current Institution Supplement entitled Inmate Personal Property. In addition, inmates are not authorized to contain, obtain, or acquire a copy of their Statement of Reasons and/or Pre-Sentence Report. If such documents are found to be in the inmate's personal property they will be confiscated, subjected to disciplinary action and maybe mailed out at the inmate's expense.

\*\*\*Under the Court Security Improvement Act of 2007, two new provisions were added to the Federal Criminal Code. Title 18 U.S.C. Section 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. Section 119 established a criminal offense for making restricted personal information publicly available about a covered person with the intent to threaten, intimidate, or incite a crime of violence against such person. Covered individuals include court officers, jurors, witnesses, informants, and Federal law enforcement officers. For purposes of each of these provisions, Bureau of Prisons staff are Federal law enforcement officers and covered by the Act. Therefore, inmates are prohibited from obtaining or possessing Uniform Commercial Code (UCC) Lien Documents and Personal Information of Law Enforcement Officers and Covered Persons, UCC financing statements and similar forms. Inmates are also prohibited from obtaining or possessing any documents which contain unauthorized personal information, including, but not limited to, home address, home telephone numbers, social security number, personal email, or home fax number of any jurors, witnesses, informants, or of any federal official, including, but not limited to, Bureau of Prisons staff, United States Attorneys, Assistant United States Attorneys, Judges, and other Federal agents. Possession of personal information about immediate family members of a covered person is also prohibited. If an inmate is found to be in possession of these types of documents or information, the items will be confiscated. The inmate will be subject to inmate discipline, and your case may be referred for possible prosecution. Inmates may use the Administrative Remedy process to challenge the confiscation or rejection of such materials.

Correspondence: In most cases, you are permitted to correspond with the public, family members and others without prior approval. The outgoing envelope must have your name, register number and the full institution name and address in the upper left hand corner. Inmates are required to place a TRULINCS-generated mailing label on all outgoing postal mail. Inmate outgoing mail which does not contain a return address will be opened and returned to the sending inmate. For example:

Inmate Name  
Reg. No.  
Federal Correctional Institution  
1900 Simler Avenue  
Big Spring, TX 79720

1. You must assume responsibility for the contents of all of your letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of federal laws.
2. You may be placed on restricted correspondence status based on misconduct or as a matter of classification. You will be notified of this placement and given an opportunity to respond.
3. There is no mail service on weekends and holidays.

Incoming Correspondence: First class mail is distributed Monday through Friday (except holidays). The mail room will distribute legal and special mail within 24 hours of its receipt.

You should advise those writing you to put your name, register number and unit on the envelope to aid the prompt delivery of mail.

Incoming Publications: You may subscribe to and receive publications without prior approval, but are limited in total to five, in combination, of books, newspapers and/or magazines. The term "publication" means a book, single issue of a magazine or newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. You may receive soft cover publications (paperback books, etc.) from any source. Newspapers and hardcover publications may be received only from a publisher, a bookstore or a book club. Because of sanitation and fire safety reasons, you may not retain, more than eight (8), in combination, books, newspapers, magazines, and/or other publications at any one time, including books from the Institution Library.

However, this limitation does not apply to educational material needed for current courses being taken or for legal material needed for ongoing court cases. The Unit Manager may allow more space for legal publications upon request. Questions regarding proper procedures and regulations concerning incoming publications (brochures, flyers, catalogues, books, single issues of a magazine, newspapers) may be answered by referring to the BOP Program Statement and Institution Supplement on Publications.

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

1. It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.
2. It depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of Bureau of Prisons= institutions.
3. It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.
4. It is written in code.
5. It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.
6. It encourages or instructs in the commission of criminal activity.
7. Any magazine containing nudity as established by the Ensign Amendment.

Should any publication be rejected you will receive a "Rejected Publication Memo" from the Warden, then you will have 20 days to file an Administrative Remedy Form (BP-9).

Special Mail: "Special Mail" is a category of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence to: President and Vice-President of the United States; U.S. Department of Justice (including Bureau of Prisons); U.S. Attorneys' Offices; Surgeon General; U.S. Public Health Service; Secretary of the Army, Navy, or Air Force; U.S. Courts; U.S. Probation Officer; Governors; State Attorneys; General Prosecuting Attorneys; Directors of State Departments of Corrections; State Parole Commissioners; State Legislators; State Courts; State Probation Officers; other Federal and State law enforcement officers; attorneys and representatives of the news media. In order for correspondence to be processed under a Special Mail@ procedures, the inmate must indicate on the correspondence a Legal Mail@ and hand deliver it to Mail Room staff between 7:00a.m. and 7:30 a.m. Furthermore, the inmate must possess and present his inmate account card for positive visual identification.

Special Mail also includes mail received from the following: President and Vice-President of the United States, Attorneys, Members of U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (including the Bureau of Prisons), other Federal law enforcement officers, U.S. Attorneys, State Attorney General, Prosecuting Attorneys, Governors, and U.S. Judges.

Incoming Special Mail will be opened in the presence of the inmate. The mail room staff usually does this. These items will be checked for physical contraband and for qualification as special mail; the correspondence will not be read or copied if the sender has accurately identified himself on the envelope and the front of the envelope clearly indicates that the correspondence is special mail only to be opened in the presence of the inmate. Without adequate identification as Special Mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

Inmate Correspondence with Representatives of the News Media: An inmate may write through "Special Mail" procedures to representatives of the news media if specified by name or title. The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in Bureau custody.

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

Correspondence Between Confined Inmates: You must obtain permission to correspond with an inmate confined in another penal or correctional institution. You should make your request to your Unit Team, adequately explaining why you wish to correspond with the other inmate. Your Unit Team will investigate the circumstances and make a recommendation. In general, inmate-to-inmate correspondence is usually approved when it is between immediate family members or when both inmates are involved in an ongoing common legal action (such as a pending court case). Unit Managers of BOTH Federal institutions must approve the correspondence request. Correspondence with other inmates in custody other than in Federal Institutions requires approval by both Wardens. Such correspondence may always be inspected and read by staff at the sending and receiving institutions. Trust Fund Limited Inmate Computer System – Electronic Messaging (TRULINCS) is a way of corresponding with family or other authorized email recipients and is considered a privilege; therefore, the Warden or an authorized representative may limit or deny the privilege of a particular inmate. Those individuals the inmate requests communication with must accept the inmate's request to communicate with them. Correspondence with other inmates at other Federal Bureau of Prisons facilities must be processed in the same manner as written correspondence, adhere to the correspondence procedures outlined in Program Statement 5265.11, Correspondence, and must be previously approved by both institutions.

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

Examples Include:

1. Matter which may not be mailed under law or postal regulations.
2. Information of escape plots, or plans to commit illegal activities or to violate institution rules.
3. Direction of an inmate's business (prohibited act 408).

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

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

Receiving Packages: Only release clothing and medical devices may be received via a package authorization. The mail room officer will not accept any item or package for delivery unless this approval form is on file or the package is adequately marked describing pre-approved items such as magazines or books.

Change of Address/Forwarding of Mail: The Mail Room will provide inmates, which are being released or transferred, with change of address cards so they may notify correspondents of their new location upon request. Inmates can request these cards during Mail Room Open House. Open House is conducted on Wednesdays and Fridays from 7:00 a.m. to 7:30 a.m.. Upon inmate release or transfer, general correspondence will be forwarded for a period of 30 days. After the 30 day period, general correspondence will be returned to sender. NOTE: Special/Legal mail will still be forwarded after the 30 day period.

Certified/Registered Mail: Certified, registered, or insured mail can be arranged through the Mail room during Open House hours. Services such as express mail, private carrier services, or COD are not provided.

Funds Received from Family, Friends, Etc.: The Federal Bureau of Prisons centralized the processing of all incoming inmate funds. This required the establishment of a National Lock-Box location. All funds being sent to inmates must be sent to the National Lock-Box location at the following address:

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

Funds received from self-commitments, U.S. Marshals Service, U.S. Treasury or state and local governments, will be forwarded to the National Lock-Box by Mail Room Staff and/or the Cashier.

The institution mail room will no longer accept funds received from outside the institution. Any funds received at this institution will be returned to the sender with specific directions on how to send the funds to the national Lock-Box. Please notify all persons who send you funds that they must send all funds to the national Lock-Box mailing address (above) and adhere to the following instructions:

Instruct them NOT to enclose personal checks, letters, pictures or any other items in the envelope. Enclose only the allowable negotiable instrument. The national Lock-Box can not forward any items enclosed with the negotiable instrument to the inmate. Items personal in nature must be mailed directly to FCI Big Spring. Instruct them that they must have the inmate's committed name (no nicknames) and register number printed on all money orders, U.S. Treasury, state, and local government checks, any foreign negotiable instrument payable in U.S. currency, and envelope.

Instruct them that their name and return address must appear in the upper left hand corner of the envelope to ensure that their funds can be returned to them in the event that they can not be posted to your account.

Mail Room Information: The following information will allow you to understand some of the institution=s mail room procedures. It is recommended that you notify family members and friends that may be sending you correspondence of the following information. Any questions may be addressed to the mail room staff during open hours on Wednesdays and Fridays, excluding holidays, from 7:00 a.m. to 7:30 a.m.

1. Magazines and soft cover books may be sent from home or an outside source. No more than five magazines or soft cover books or a combination totaling five may be sent at one time. Any magazines received from an outside source may not be older than six months from the date of issue. Hard cover books must come from a book club or book store. All packages containing magazines or soft cover books that come from a source other than a book club or book store must contain written notice on the outside of the package in wording similar to: AMagazines@, ABooks@, AApproved Reading Materials@, etc. or the package will be rejected at the post office. All books and publications are subject to review and may be rejected because of content.
2. Self developing photographs may be received provided the bottom is cut open or the backing is removed. Self developing photographs that do not meet this requirement will be returned to the sender. All personal nudity photographs are unauthorized and will be returned to sender. You are authorized 25 photographs.
3. Electronic or AMusical@ greeting cards are unauthorized and will be returned to the sender.
4. All packages containing material other than magazines, books, or legal material must have prior approval or the package will be returned to the sender (see your unit team concerning package authorizations).
5. Stamps or pre-stamped envelopes are not authorized to be mailed in.
6. Newspapers must come from the publisher or book store. They cannot come from home.
7. C.O.D. mail (collect on delivery) will not be accepted.
8. Generally, all items other than money or photographs contained with your correspondence will be considered contraband and returned to the sender.

### **Financial Management - Commissary (Trust Fund) Operations**

Commissary Hours:

#### Monday

Morning	6:00 a.m. – 7:30 a.m.	VT (Plumbing, Solder, Wind, Building, Dental, Masonary)
Lunch	10:45 a.m. – 11:45 p.m.	VT (Elec., Construction, House, HVAC, Orderlies)

#### Tuesday

Morning	6:00 a.m. – 7:30 a.m.	Facilities (Elec. Office, GM1, GM2, GM3, GM4, GM5)
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Lunch	10:45 a.m. – 11:45 p.m.	Facilities (GM6, GM7, HVAC1 & 2, Plumbing)
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**Wednesday**

Morning	6:00 a.m. – 7:30 a.m.	XXX64-XXX – XXX79-XXX (General Population)
Lunch	10:45 a.m. – 12:00 p.m.	XXX47-XXX – XXX63-XXX (General Population)

**Thursday**

Morning	6:00 a.m. – 7:30 a.m.	XXX80-XXX – XXX95-XXX (General Population)
Lunch	10:45 a.m. – 12:00 p.m.	XXX80-XXX – XXX95-XXX (General Population)

**Friday**

Morning	6:00 a.m. – 7:30 a.m.	XXX13-XXX – XXX29-XXX (General Population)
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Last call will be at 7:00 am. If you have not reported to commissary by 7:10 am, you cannot shop.  
Last call will be at 11:30 pm. If you have not reported to commissary by 11:40 pm, you cannot shop.

The inmates will turn in their list in at the Commissary side window at their shopping time.

The drop boxes are located in front of each unit. The list will be picked up when sales are completed. No list will be accepted after they have been collected. No list will be accepted at the Commissary. The inmates will be assigned a number that will be used to identify them. The assigned number will be written on the list with their name and number.

The inmates will report to Commissary and give the assigned number. The order will be taken to the counter and sold. We will make a last call at 7:00 am and 11:30 am each day. If the inmates don't report to the Commissary by 7:10 am and 11:40 am they will not be allowed to shop. If they do not pick up their order during their assigned time, they will not be allowed to shop that week.

For holiday weeks and for TRUFACS updates, we will revert back to the old schedule. Notices will be posted when the schedule will be changed.

There will be no special shopping for shoes, watches, radios and SPO's. This will be done during their scheduled shopping time.

Work Call will be changed to 8:00am and 12:15pm. This will only be on Monday and Tuesday for VT and Facilities shopping.

We will continue to rotate the schedule on a quarterly basis for the General Population.

If your work detail is not listed on Monday or Tuesday, you will shop with the General Population. This will be done by fourth and fifth digit of your register number.

It is your responsibility to be at work on time. Being in a Commissary line is no excuse for absence from work and the detail foreman will take appropriate action necessary if you are not at your job site on time.

Over the counter medications will be sold to ANY inmate ANYTIME the Commissary is open. You must submit a list in order to purchase over the counter medications.

There will be NO special shopping.

One book of stamps and/or one copy card will be sold per shopping time. The Unit Manager may authorize additional purchases based on a demonstrated need.

The spending limit per month is \$320.00. This limit does not include telephone credits, nicotine replacement therapy patches, over-the-counter medications as defined in section 3.3.f(14) of the Program Statement, Kosher/Halal shelf-stable entrees for inmates who are on FRP refuse status, copy cards, copy paper and stamps. Validation is done by the 5<sup>th</sup> digit of the inmate register number. (See Telephone for your specific validation scheduled date). FRP Refuse inmates have a spending limit of \$25.00 per month. Shopping days rotate quarterly and are posted on the Commissary bulletin boards., and on the TRULINCS Bulletin Board. The fourth and fifth digits of your register number determine your shopping day.

To successfully shop at the Commissary, the inmate must check orders for completeness and accuracy before leaving the Trust Fund Sales Window.

Beard Trimmers are a prohibited item and will not be sold through the Trust Fund Sales Unit.

All canned foods are prohibited and will not be sold in the Commissary.

### **ALL SALES ARE FINAL. NO EXCHANGES OR REFUNDS.**

Special Purchase Orders: All Special Purchase Orders (SPO=s) must first be requested and approved through Recreation, the Health Services Unit, or Religious Services, depending on the item being requested. Approved orders are submitted to Trust Fund for the purpose of confirming the price on item(s) requested, verifying that funds are available and freezing your account for the amount of the item(s) requested. If funds are available, the order will then be placed. This can take approximately 2-3 weeks, depending on the item(s) ordered. The Commissary will notify you when the order has been received. (The "freeze" will not be released from your account until you receive delivery of the ordered item).

In order to purchase a watch or radio, you must submit an Inmate Request to Staff Member (cop-out) to the Unit Team, indicating the time you want to purchase. The Unit Team will check the inmate's BF-383 (58) to ascertain whether or not he already possesses the number of items authorized by the Institution Supplement on Inmate Personal Property. The Unit Team will then respond to the cop-out and route a copy to the inmate.

In order to purchase tennis shoes, inmates must submit an Inmate Request to Staff Member (cop-out) to the Unit Counselor. The Unit Counselor will verify property limits per the Institution Supplement and respond to the cop-out and route a copy to the inmate. If an approval is granted, the inmate may take the cop-out to Commissary and Commissary staff will then place the order. Approved special Commissary purchase forms will be held for 30 days. If the item is not purchased within the 30 days, the form will be discarded.

Stamps: Stamps are sold in the Commissary. You are allowed to purchase the equivalent of one book of stamps per shopping visit. You are allowed to have no more than the dollar equivalent of three books of stamps in your possession at any given time.

Vending Cards: Vending Cards are sold in the Commissary for use in the inmate copying machines. The cards are \$5.85 each and are good for 50 copies. You are allowed to buy one copy card per shopping visit. The institution is NOT responsible or liable for losses caused by malfunctions. Vending cards are non-refundable if you transfer or release from the institution.

Photo Program: Photo tickets are sold in the Commissary with a maximum purchase of \$15.00 in tickets. You are allowed to have no more than \$20.00 worth of tickets in your possession at any one time. Excess tickets will be confiscated. Photo tickets belonging to other inmates or from other institutions will not be accepted. Inmates must provide their photo tickets prior to the pictures being taken. Visiting photographs will be taken in the visiting room during approved visiting days. Photographs will **ONLY** be taken in front of the provided backdrops. Compound photos will be taken on posted days and times and will be taken on the South side of the Chapel/Recreation building. Any photos being taken in any other area must have prior written approval by the Recreation Supervisor. In the event of bad weather and with staff approval, photos may be taken in an alternative location. Accommodations can be made for those inmates with documented medical problems. All inmates must present their ID to take and pick up photos. Inmates are not authorized to pick up or receive photos for other inmates.

Pictures will be reviewed by staff prior to the inmates receiving them. Any unauthorized pictures will be labeled as contraband and confiscated. Inmates will not be refunded for contraband pictures. Examples of unauthorized pictures from inmates or visitors include:

- any pictures showing or giving the appearance of showing signals or signs, i.e. gang signs.
- both feet must be firmly on the ground, no legs raised up in the air.
- pictures with inappropriate contact or sexual overtones
- pictures where the inmate is inappropriately dressed, i.e. wearing altered clothing.
- the wearing of headgear, other than approved caps or religious head wear
- group pictures taken without an approved Inmate Request to Staff Member, BP-148 form.
- pictures taken in an area that is not approved.
- any pictures reviewed by the SIS Department without an accompanying BP-148.

Retakes will be approved by the Recreation Supervisor. The picture being retaken will be used for the photo ticket. An Inmate Request to Staff Member form BP-148, must be submitted to the photographers, with any group pictures listing all inmates included in the picture.

Deposits to Inmate Accounts: See information under Funds Received from family, friends, etc.

Inmate Account Cards: It is the inmate's responsibility to properly care for and safeguard his inmate account card. This identification card is used during sales in the Trust Fund Sales Unit to provide positive visual identification. Sales transactions will not be conducted without the account card. Inmates are required to retain the Inmate Account Card in their possession at all times.

1. The inmate account card may never be in the possession of another inmate. Violations of this nature will result in disciplinary action taken against both inmates.
2. An attempt to utilize another inmate's account card to conduct financial transactions constitutes fraud. Appropriate disciplinary measures shall be taken.
3. An inmate may have only one account card in his possession.
4. Account cards belonging to an inmate placed in the Special Housing Unit will be maintained by the Special Housing Unit Staff until the inmate is released.
5. Inmates will be responsible for the replacement cost (\$5.00) of account cards due to damage, or change in appearance.

6. Inmates will be denied access to their Trust Fund Account if their appearance has changed in such a manner as to prevent positive identification of the inmate, if the account card has been altered, or if their account card has been lost.
7. Inmates must request new account cards through ITS via a [Acop-out@](#) or through their Counselors.

**Commissary Fund Withdrawals:** A standard form is provided by the institution for the withdrawal of inmate funds from Commissary accounts. Unit Managers and Supervisors of Education can approve withdrawals up to \$500 from the Trust Fund Account. Only the Associate Warden can approve withdrawal requests over \$500.00. Withdrawals for education and leisure time items are approved by the Supervisor of Education.

**Telephones:** Telephones for inmate use are located on all floors of the units. Inmates are limited to 300 minutes per calendar month for TRUFONE monitored telephone calls. This limitation applies to all inmates with a TRUFONE account in Bureau of Prisons= institutions, and may be used for any combination of collect or direct-dial calls at the inmate=s discretion. The telephone limit per month is validated by the 5<sup>th</sup> digit of the inmate register number, according to the following schedule:

<b>5<sup>th</sup> Digit of Inmate Registration Number</b>	<b>Validation Date</b>
0	1st
1	4th
2	7th
3	10th
4	13th
5	16th
6	19th
7	22nd
8	25th
9	28th

Telephone credits are purchased by accessing the 118 functions on the inmate telephones. Credits may be purchased anytime the telephones are operational (not during count). Credits are available immediately. No third party or credit card calls can be made on these lines.

It is expected that each inmate will handle his calls in such a manner that will allow equal use of the phones by all inmates. Calls are limited to 15 minutes, and there is a 15-minute delay between calls.

Inmates in Disciplinary Segregation and Administrative Detention are allowed one call per calendar month, up to 15 minutes. Inmates will make calls according to policies regarding Disciplinary Segregation and Administrative Detention.

Institutional telephones may not be used by inmates at any time. Emergency calls in the event of death or serious illness of family of inmates, will be made by Religious Services after verification of emergency. Calls will be placed on the ITS system and will be monitored.

Legal calls or attorney calls will be allowed only when an inmate demonstrates that communication with his attorney by other means is not adequate. For example, when the inmate or the inmate's attorney can demonstrate an imminent court deadline. Unit staff will schedule the appointment for a call with the legal representative. The inmate is required to pay for the legal calls or the legal representative can accept collect calls.

Third-party calling; third-party billing, using credit card numbers to place telephone calls; conference calling and talking in code are all prohibited acts and will be subject to disciplinary action.

#### TRULINCS: Trust Fund Limited Inmate Computer System – Electronic Messaging

The computers for access of this system are located in the Gym and the Recreation building and will be available in accordance with the Recreation Department's scheduled hours. Individual inmates may be excluded from program participation as part of classification procedures. Information supporting the exclusion is forwarded to the Warden for final determination. Inmates will not be able to access the internet.

TRULINCS is a way of corresponding with family or other authorized email recipients and is considered a privilege; therefore, the Warden or an authorized representative may limit or deny the privilege of a particular inmate. Those individuals the inmate requests communication with must accept the inmate's request to communicate with them. Correspondence with other inmates at other Federal Bureau of Prisons facilities must be processed in the same manner as written correspondence, adhere to the correspondence procedures outlined in Program Statement 5265.11, Correspondence, and must be previously approved by both institutions. The Electronic Law Library (ELL) will be located in the law library and will be available in accordance with the Education Department's scheduled hours. Additionally, an ELL station will be located in the law library in the Special Housing Unit.

Inmates are excluded from electronic messaging when it is determined that their use would threaten the safety, security, or orderly running of the institution or the protection of the public and staff. Inmate use of the program in violation subjects the inmate to disciplinary action or criminal prosecution. In addition, inmates who abuse, circumvent, or tamper with the TRULINCS programs (equipment, application, furniture) or violate program procedures are subject to disciplinary action or criminal prosecution. The DHO or UDC may impose the sanction of loss of TRULINCS privileges for inmates found guilty of committing prohibited acts.

By participating in the TRULINCS program, inmates, and the persons in the community with whom they correspond, voluntarily consent to having all incoming and outgoing electronic messages, including transactional data, message contents, and other activities, monitored and retained by Bureau staff. This authority includes rejecting individual messages sent to or from inmates using TRULINCS that jeopardize the above-mentioned interests.

Inmates are required to place a TRULINCS-generated mailing label on all outgoing postal mail. Inmates will be able to key in their own telephone numbers onto their phone list and inmate will be able to request to transfer funds by completing form BP-199 on the TRULINCS.

Inmates will be charged a \$.05 per minute user fee for TRULINCS Electronic Messaging services. There will be no charge to check for new messages received since their previous session. Inmates will be required to purchase minutes of session time in the following minute increments: 40, 100, 200, 300, and 600. TRULINCS Electronic Messaging will not be available to inmates without funds to purchase the minimum increments of minutes. Inmates may elect to print their message and will be charged \$.15 per each printed page. Multiple-page messages will be printed on the front and back of a sheet of paper, therefore charging the inmate \$.30 per page.

Inmates will wait 15 minutes between TRULINCS station usages. Only one inmate will be permitted on a TRULINCS station at one time and will be allowed 30 minutes per TRULINCS session. The maximum number of consecutive minutes an inmate may use a TRULINCS station for electronic messaging (session

time) is 60 minutes. Inmates are authorized 100 active contacts on their list, consisting of 30 active e-mail contacts and 30 active phone numbers. Messages may not exceed 13,000 characters and incoming messages may not exceed 20,000 characters. Inmate will be able to access their incoming, outgoing, draft, deleted, and rejected messages for 60 days. Messages over 60 days will automatically be purged by the system. After three consecutive attempts to access the system, the inmate's account will be locked and you must request in writing to the Trust Fund Supervisor to have your account unlocked.

For further guidance on the TRULINCS-Electronic Messaging program, refer to Institution Supplement, BIG 5265.13A, Trust Fund Limited Inmate Computer Systems (TRULINCS) Electronic Messaging.

Personal Athletic and Musical Equipment: Inmates may possess athletic and musical equipment. The following are the items allowed and the method that must be used to acquire those items:

1. Athletic Shoes
2. Artists Pencils
3. Beadwork and Hardware
4. Leather
5. Harmonica
6. Hardware and Leather craft (no tools)
7. Non-Toxic Paints for Ceramics
8. Protective Sports Glasses (will not transfer to another institution).
9. Knee Wrap
- 11 Acrylic Paints / Water Colors
- 12 Pre-Stretched Canvas
- 13 Felt and Velvet Cloth
- 14 Hardware for Ceramics (no tools)
- 15 Softball Glove

Other Hobby craft items may be permitted by the Supervisor of Recreation.

These items may be purchased through the Commissary, or if not stocked in the Commissary, through a "Special Purpose Order Form" obtained through the Recreation Department during posted hours. Only those items that are listed are allowed for retention.

Radios and Watches: An inmate may not own or possess more than one (1) approved radio and watch at any one time. Proof of ownership, through appropriate property receipts, will be required. Radios and watches may not have a value exceeding \$100.00 each. Radios with a tape recorder and/or tape player are not authorized. Radios and watches will be inscribed with the inmate's name and register number. Only walkman-type radios are permissible, and headphones are required at all times. While an inmate is in holdover status, he may not purchase, own or possess a radio or watch. Inmates may not give any items of value to another inmate, i.e., radio, watch, sneakers and Commissary items.

### **Tobacco Free Institution**

- ! All tobacco products will be considered contraband, and inmates found in possession of tobacco products will be subject to disciplinary action.
- ! Psychology Services, in conjunction with Health Services, offers an Inmate Tobacco Cessation Program. This program will consist of four days of training for two hours each day. The topic will be Stress Management, Physical Exercise, Medical Issues and Relapse Prevention.

- ! Nicotine Replacement Therapy (the stop smoking patch) is available. A Psychological and Medical Evaluation must be completed prior to receiving Nicotine Replacement Therapy.
- ! To participate in the Tobacco Cessation Program or to begin Nicotine Replacement Therapy, submit an Inmate Request to Staff Member to the Psychology Department.

## **Laundry**

Bedding/Clothing Exchange: Laundering institution clothing takes place at the Clothing Room, Monday through Friday from 10:30 a.m. until 12:00 p.m. Check the bulletin board in the Laundry for the daily schedule.

It is your responsibility to be at work on time. Being in a laundry line is no excuse for absence from work and the detail foreman will take appropriate action necessary if you are not at your job site on time.

Khaki exchange is done on the second and fourth Friday of each month at 10:30 a.m. until 12:00 p.m. Hygiene items are issued on Wednesday morning, only by numbers, using your fourth and fifth digits, 00-50, on the first and third Friday of each month, and 51-99, on the second and fourth Friday of each month. Linens, towels, and wash cloths are exchanged one for one on Mondays, Tuesdays, Thursdays, and Fridays. Blanket exchange is done on Wednesdays. Sunrise is on the 1<sup>st</sup> and 3<sup>rd</sup> of the month. Sunset is on the 2<sup>nd</sup> and 4<sup>th</sup> of the month. The following are procedures for the bag system:

1. You will turn in your bag on Mondays and Thursdays during laundry exchange hours as stated above.
2. Your laundry will be washed and dried in the unopened laundry bag, which allows you to receive the same items you turned in.
3. Your laundry bag can then be picked up during laundry exchange on Tuesdays and Fridays.

## **Correctional Services**

Quarters Rules: Pictures of any kind, whether from photos, magazines, newspapers, etc., will not be posted on housing walls or on the outside walls of lockers or beds. Unit Officers will inspect ranges daily. If your living quarters is not acceptable, corrective action including incident reports can be expected. Each inmate is responsible for the cleaning and sanitation of his area. Additionally, inmates are assigned cleaning tasks in the unit during off hours. Inmates are not allowed to visit other floors within their assigned units. Visiting in unit floors other than the inmate's assigned unit floor is not permitted at any time. The stairwells will be locked between the hours of 4:00 p.m. to 6:00 a.m. with the exception of the 10 minute moves. From 8:00 a.m. to 4:00 p.m. the stairwells will remain unlocked. Inmates in Sunrise unit are not permitted to visit with inmates in Sunset unit and vice versa. Within each housing unit, inmates are not allowed to be in ranges other than where he is housed.

Orderlies are responsible for unit sanitation. However, everyone is responsible for cleaning up after himself. Trash and wastebaskets are to be emptied prior to 7:30 a.m. each day. Paper bags or boxes are not to be used as waste receptacles.

Beds will be made each weekday by 7:30 a.m. On weekends, beds will be made prior to leaving the range but no later than 10:00 a.m. At no time will a mattress be removed from a bunk and placed on the floor or other beds.

The full set of institutional khaki clothing will be worn to work from 7:30 a.m. until 3:45 p.m. during weekdays.

Showers are available every day. Inmates may not shower during an official count. Food Service workers and others with irregular work shifts may shower during the day as long as showering does not interfere with the cleaning of the unit or interfere with the taking of a count. A showering schedule is also posted in the housing units and is subject to change. You must adhere to the posted schedule.

Removal of food from the Dining Room is not permitted. No items are permitted to be brought into Food Service.

Unit televisions may be viewed during established off-duty hours from work. During normal working hours, televisions may be viewed at the discretion of the Unit Officer. During the normal workweek, TV's can be watched until 12:00 a.m, except during the 4:00 p.m. and 10:15 p.m. count. On weekends and holidays, TV viewing is permitted until 2:00 a.m.

Special Purchase Items: Special Purchase items will be authorized only to the point where they can be contained in your locker.

Legal Materials: Legal materials and supplies (not to exceed three cubic foot in volume) may be maintained on active cases only and may be stored in a laundry bag under the inmate's assigned bed **with the written approval of the respective Unit Manager**-or in the inmate's unit locker.

Wake-Up: All inmates assigned to work details prior to the 7:35 a.m. work call, such as Food Service, will be awakened by the Unit Officer only once. Failure to get up for work and meet the early morning movement will result in disciplinary action.

## Visiting

If during the Admission/Orientation process, you anticipate a visit(s) from immediate family (spouse, children, parents, brothers, and sisters), you must submit their names to your Counselor. They will be allowed to visit unless there are strong circumstances which preclude their presence in the institution. Only immediate family will be allowed to visit during this time. Upon completion of the Admission & Orientation program, a permanent list including other relatives or friends may be approved, but only after a background investigation has been completed by the Unit Team. Your Counselor will provide you with a questionnaire form (BP-IS-139) for each requested visitor. You are responsible for mailing them out and assuring they are returned for review by the Unit Team.

In accordance with the Program Statement on Visiting Regulations, it is the Unit Team's discretion, based on security concerns, as to who will be placed on an inmate's visiting list. You are responsible for notifying the proposed visitor of the Unit Team's decision and for sending approved visitors a copy of the institution's Visiting Guidelines. Visitors who have not been approved by the Unit Team will not be allowed to visit. All visitors over the age of 16 must possess a valid and current identification card with a photo, such as a state driver's license.

No inmates will be allowed to enter or loiter around the visiting room area prior to being notified by staff or the institution paging system. Specifically, waiting by the entrance to observe when visitors enter the institution will not be tolerated. Loitering or looking through any window to see if a visitor has arrived will result in disciplinary action.

Inmates being called for a visit shall be properly attired in khaki pants and khaki shirts. Shirts must be tucked in. Only government issue clothing will be authorized in the visiting room. This also includes government-

issue footwear. Inmates with soft-shoe requirements will be required to wear bus shoes in the visiting room. Staff will provide supervised restroom breaks to the inmate population hourly.

You are allowed a short kiss and embrace at the beginning and end of each visit.

Holding hands will be the only physical contact permitted during the visit.

Appropriate disciplinary action can be taken against you for:

1. Excessive contact with a visitor
2. Receiving unauthorized items
3. Unsupervised children
4. Being out of bounds
5. Handling paper money
6. Contact with unauthorized visitor
7. Not cleaning immediate visiting area

Visiting is routinely conducted Saturdays, Sundays, and federal holidays from 8:00 a.m. until 3:00 p.m.

The Visiting Program of this institution accesses one (1) point each time an inmate receives a visit. Once six (6) points are accumulated (six separate visits), no more visits will be allowed for that month. Holidays will not count as an accessed visit. This program is implemented in an attempt to allow more equitable visiting for the entire inmate population.

Due to limited visiting facilities, it may be necessary to impose certain restrictions on visiting regulations. These restrictions are designed to alleviate overcrowding which creates excessive distractions and potential safety hazards. Each inmate will be allowed no more than five visitors, including children, at any one time. The Unit Team may authorize exceptions to the limit on visitors in unusual circumstances. Make your request for an exception to your Unit Team in sufficient time for them to complete the required paperwork.

Visiting will be conducted in the institution Visiting Room. Visitors will not be allowed to go to and from vehicles parked in the institution parking lot. Any visitor over the age of 16 will be required to produce and surrender proper photo identification (i.e. drivers license or government issued identification) to the Lobby Officer. It will be returned upon completion of the visit. You will not be allowed into the visiting area prior to being called by the Visiting Room Officer. Inmates are required to notify the Unit Officer or Detail Supervisor prior to departing for a visit.

Visitors are subject to a search and scanning by a metal detector. Only clear plastic see-through purses will be permitted, and they will be opened and searched. Searches will be done in the presence of the visitor by the Front Lobby Officer. Briefcases and other such items will also be searched. Any visitor refusing to be searched or having anything in their possession that they will not allow to be searched will not be allowed entry into the institution.

Additionally, you need to remind your visitors it is their responsibility to pass through the metal detector on the first pass. Clothing and other personal articles which set off the detector must be removed prior to the initial attempt. Repeated attempts to pass through the detector are compounding delays in the clearance process.

The only food items allowed in the Visiting Room are items purchased from the vending machines located in the Visiting Room. The only exceptions to this are baby bottles and baby food. Baby food should be in unopened sealed containers. Inmates will not accompany visitors to the vending machines, microwaves and

change machines. The yellow line drawn on the visiting room floor indicates this is an **out of bounds** area for inmates.

The outside visiting areas will be closed to all visitation.

You will be allowed to bring into the Visiting Room one comb, one handkerchief, a wedding ring, and a religious medal. Smoking is not permitted in the Visiting Room.

**Note:** You will not be allowed to carry money back to the unit from the Visiting Room.

For further details review the Institution Supplement on Visiting Regulations.

Directions to the Institution:

Address:

Federal Correctional Institution  
1900 Simler Ave.  
Big Spring, Texas 79720

From the West: Take I-20 East to Exit 174 (Business 20). Turn right on Airbase Road. Airbase Road merges into Simler Ave. Big Spring, Federal Correctional Institution is on the right.

From the East: Take I-20 West to Exit 177. Turn left onto State Hwy. 87 South. Turn right onto 3<sup>rd</sup> Street. Turn left on Airbase Road. Airbase Road merges into Simler Ave. Big Spring Federal Correctional Institution in on the right.

From the North: Enter the City of Big Spring from State Hwy. 87 South. Turn right onto 3<sup>rd</sup> Street. Turn left on Airbase Road. Airbase Road merges into Simler Ave. Big Spring, Federal Correctional Institution in on the Right.

From the South: Enter the City of Big Spring from State Hwy 87 North. Turn left onto 3<sup>rd</sup> Street. Turn left on Airbase Road. Airbase Road merges into Simler Ave. Big Spring Federal Correctional Institution in on the right.

**City of Big Spring Services:**

Motels/Hotels:

Camlot Inn  
2902 E Interstate 20 (Exit 179)  
432- 268-9926

Quality Inn  
300 Tulane Ave.  
432-264-7086

Holiday Inn Express  
1109 N Aylford St.  
432-263-5400

Days Inn  
2701 S. Gregg Hwy 87 S.  
432- 267-5237

Comfort Inn  
2900 E. Interstate 20  
432-267-4553

Motel 6  
600 W Interstate 20  
432-267-1695

Super 8 Motel  
I-20 and Hwy 87  
432-267-1601

Best Western Palace Inn & Suites  
915 Lamesa Highway  
432-264-1500

Budget Inn & Suites  
2900 W. Highway 80  
432-267-5582

La Quinta Inn  
1102 IH 20 West  
432-264-0222

Hampton Inn  
805 West I-20 Hwy  
432-264-9800

Taxicabs:

Dependable Cab Company  
432-2674505

## Security Procedures

Count Procedures: All counts will be conducted in a quiet and orderly manner. The official count times will be 12:01 a.m., 3:00 a.m., 5:00 a.m., 4:00 p.m. (stand-up), and 10:15 p.m (stand-up).

On Saturdays, Sundays, and holidays, there will be an additional 10:00 a.m. stand-up count. Inmates will stand by their assigned bunk for the taking of this count. Remain in your range until the count has been officially cleared.

1. Except for the 12:01 a.m., 3:00 a.m., 5:00 a.m. counts, the P.A. announcement will be given prior to the count.
2. Inmates will not be in the shower or the restrooms during count.
3. During the taking of count, all inmates (except those on out-count) must be by their assigned bunk. No inmate will be in the corridors, on the phone, or in the TV Room. For the 10:00 a.m.(weekends and holidays), 4:00 p.m., and 10:15 p.m. counts, all inmates will stand by their assigned bunk.
4. During the taking of the count, there will not be any talking, movement, radio playing, or noise of any kind.
5. Inmates leaving the units after count will not run from their unit to any area. Anyone found running to areas such as the Commissary, Food Service, Laundry, Recreation or telephones may be subject to disciplinary action. Inmates will not be allowed to leave their unit for any reason until the Unit Officer releases the unit to mainline.
6. Inmates on out-count will not be released from their detail until permission has been obtained from the Shift Lieutenant.
7. Accountability census counts during work hours will occasionally be conducted. All movement stops until the count clears.
8. Failing to stand for count will result in disciplinary action.

Out-of-Bounds Areas: There are several areas in the institution that are out-of-bounds to inmates. Listed below are some of those areas, but does not include all out-of-bounds areas. Inmates are cautioned to consult staff if they are unsure if they are permitted in an area. Entering an out-of-bounds area without staff permission and/or supervision may result in disciplinary action. Inmates are not permitted within 25 feet of the perimeter fence without direct staff supervision. There are signs posted warning that this area is out-of-bounds to inmates.

All buildings and shops that are normally closed after normal business hours are out-of-bounds to inmates after normal business hours and weekends unless authorized by a staff member to be in that area.

The Administration Building, the Special Housing Unit and the area around the Special Housing Unit are out-of-bounds to all inmates except those inmates with staff permission or who are assigned to work details in those areas.

**Call-Out:** Call-Outs are a scheduled system for appointments (hospital, dental, education, team meetings and other activities) which are posted on the unit bulletin boards after 3:30 p.m., on the day preceding the appointment. It is your responsibility to check for appointments on a daily basis. All scheduled appointments are to be kept. If an inmate is in need of routine medical attention, he ordinarily will have to go to Health Services that morning between the hours of 6:00 a.m. and 6:30 a.m. and sign up for sick call. Sick call is held on Mondays, Tuesdays, Thursdays and Fridays, except holidays. An illness of an emergency nature is an exception and is handled accordingly. (See section on Sick Call).

**Contraband:** Contraband is defined as any item not authorized or issued by the institution, received through approved channels, or purchased through the Commissary. All staff are alert to the subject of contraband and make an effort to locate, confiscate, and report contraband in the institution. Any item in your personal possession must be authorized, and a record of the receipt of the item should be kept in your possession. Inmates may not purchase radios or any other items from another inmate; items purchased in this manner are considered contraband and will be confiscated. An altered item, even if an approved or issued item, is considered contraband. Altering or damaging government property is a violation of institutional rules, and the cost of the damage will be levied against the violator.

**Shakedown:** Any staff member may search an inmate's personal locker to retrieve contraband or stolen property. It is not necessary for you to be present when your locker is being inspected. The property and living area will be left in the same general condition as found. These inspections will be unannounced and random.

**Drug Surveillance:** The BOP operates a drug surveillance program that includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders you to provide a urine sample for this program, and you do not do so, you will be subject to an incident report.

**Alcohol Detection:** A program for alcohol surveillance is also in effect. Random samples of the inmate population, as well as those suspected of alcohol use, are tested on a routine basis. A positive test will result in an incident report. Refusal to submit to the test will also result in an incident report.

**Fire Prevention and Control:** Fire prevention, sanitation, and safety are everyone's responsibility. Inmates are required to report fires to the nearest staff member so property and lives can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards cannot, and will not, be tolerated. Regular fire and sanitation inspections are made by a number of staff, including the Safety Officer. Cardboard and

wooden made shelves affixed to the inside of the lockers are prohibited and constitutes a fire hazard. If found in your locker, personal possession, or living area, you may be subject to disciplinary action.

### **Food Service:**

The Food Service Program at FCI Big Spring has the responsibility of providing the following program objectives:

- ! To provide all persons confined in Federal Prison with meals that are nutritionally adequate, properly prepared, and attractively served.
- ! To provide all inmates assigned to the Food Service Department the opportunity to acquire skills and abilities that may assist in obtaining employment after release.
- ! To provide inmates with accurate nutritional information that enables them to determine and establish healthy eating habits that may enhance their quality of life.
- ! To ensure that essential resources are identified, developed and managed to meet the operational needs of the Food Service Program.

Religious Diets: The Certified Food Approval Program provides the only religious diet. Inmates participating in religious fasts and/or abstaining from particular foods during certain religious seasons will be accommodated through the Religious Services Department.

Medical Diets: All institutions shall provide a medical diet program based on the guidelines for medical diets. Medical diets addressed in the guidelines for medical diets may be accommodated through Main Line self-selection since Heart Healthy alternatives are available on the north side of Main Line. The Clinical Director and/or dietitian must evaluate and approve this method of providing medical diets. A Memo of Approval is on file in the offices of the Health Services Administrator and the Food Service Administrator.

#### Meal Schedule:

Breakfast	6:00 a.m. to 7:00 a.m.	Monday Thru Friday
Lunch	10:45 a.m. to 12:00 p.m.	Monday Thru Friday
Supper	4:30 p.m.(after count) to Last Call	Monday Thru Sunday

**Short Line:** Short Line for the lunch and breakfast meals are only for Commissary and Laundry workers from 5:30 a.m. to 6:00 a.m., at breakfast and 10:00 to 10:15 a.m., at lunch.

After the last unit has been called, the Compound Officer will announce "Last Call" to Food Service. When the serving line is closed, inmates will have approximately 10 minutes to finish their meal.

#### Saturday, Sunday and Holidays:

Breakfast	6:30 a.m. to 7:30 a.m.
Lunch	10:30 a.m. until last Unit is called
Supper	4:30 p.m. until last Unit is called
No Short Line	

After the last Unit has been called, the Compound Officer will give a 15 minute <sup>A</sup>Last Call.<sup>@</sup> When the serving line is closed, inmates will have approximately 10 minutes to finish their meal.

Dining Facility Rules:

1. No food may be taken in or from the dining facility.
2. No articles may be brought into the dining facility.
3. No cutting in line.
4. No running in or to the dining facility.
5. No hats or head coverings are to be worn inside the dining facility. (The exception to this is religious headgear recognized and approved by the Chaplain. Inmates wishing to wear religious headgear are to obtain approval from the Chaplain and have a memorandum verifying the religious nature of the headgear.)
6. Dress Code on Weekdays. The full set of institutional khaki clothing will be worn during the lunch meal. Khaki shirts must be tucked into trousers and the top button of the shirt will remain unbuttoned. Sweat suits, sweatshirts, shorts and t-shirts will be allowed during the breakfast meal and after the 4:00 p.m. count.
7. Dress Code on Weekends and Holidays: Sweat suits, sweatshirts, shorts and t-shirts may be worn.
8. Shoes and socks are required at all meals. No tank tops, flip flops or shower shoes are allowed at any time.
9. No radios of any kind will be allowed in the dining room.
10. Please leave unused portions of condiment packages on the table.
11. No dining facility utensils, cups, or glasses are to be taken from the dining facility.
12. No personal items may be brought into the dining hall.
13. Work boots are required to be worn during the Lunch meal unless inmates have a medical pass for special shoes.

Job Enlistment and Work Information:

Inmates with Food Service experience, and skills who wish to work in the Food Service Department should give their name, number, and experience to a Food Service staff member.

Job vacancies in the department will be filled first on the basis of experience, and if no qualified people are available, then on a first-come, first-serve basis.

Pay Scales for Food Service:

Grade	I	\$0.40	Per hour
Grade	II	\$0.29	Per hour
Grade	III	\$0.17	Per hour
Grade	IV	\$0.12	Per hour

Maintenance Pay not to exceed \$5.25 per month.

## **Education Programs**

The Education Department is responsible for educational testing, academic training, social education, parenting program, vocational training, hobby crafts, recreational activities, and the leisure and law libraries. In order to be eligible for promotion above pay grade four, an inmate must have a high school diploma, GED or a pay grade exemption. Inmates who obtain a GED while at the institution will receive \$25.00 and a photograph.

Inmates who committed their offense on or after September 13, 1994, are subject to the conditions of the Violent Crime Control and Law Enforcement Act (VCCLEA) or the Prison Litigation Reform Act (PLRA). Inmates without a GED that fall under the conditions of VCCLEA or PLRA must enroll in GED classes and make satisfactory progress in order to earn their maximum amount of Good Conduct Time (GCT). Any inmates in the VCCLEA/PLRA category who refuse GED classes will not earn their maximum amount of GCT. Inmates will receive a GED progress assignment of either GED SAT (for satisfactory progress) or GED UNSAT (for not making satisfactory progress). Inmates who are convicted of a prohibited act in the Literacy program will receive a GED UNSAT progress assignment. Inmates with a GED UNSAT progress assignment must attend 240 classroom hours in good standing before they are eligible to receive a GED SAT progress assignment and begin receiving the maximum amount of GCT.

Correspondence Courses: To enroll in a correspondence course, approval must be obtained from the Supervisor of Education via an "Inmate Request to a Staff Member" form.

Vocational Training: There are 14 Vocational Training programs available for the inmate population. The program and the length of each is as follows:

Soldering .....	Three 1/2 months
Commercial Housekeeping .....	Three 1/2 months
Plumbing Trades.....	Three 1/2 months
Building Trades.....	Three 1/2 months
Masonry Skills .....	Three 1/2 months
Electrical Trades .....	Three 1/2 months
HVAC (Heating Vent A/C).....	Three 1/2 months
Computer-Aided Drafting /Graphics .....	Six months
Computer Skills	
Beginning .....	6 months
Advanced .....	6 months

Desktop Publishing .....	6 months
Green Building Technologies .....	Three 1/2 months
Wind Technology Technician .....	Three 1/2 months
Commercial Food Service .....	Three 1/2 months
Workforce Training.....	Four months

To enroll in one of these programs, an application can be obtained from the VT Coordinator and your Unit Team will approve enrollment. If the program is full, your name will be placed on a waiting list. You will be placed on call-out to find out if you are still interested when there is a vacancy in the program. After enrolling in a VT class you must remain until completion. Once complete you have the option to take another VT class or be assigned to a work detail to further your experience in that field.

Law Library: The Law Library is located in the east end of the Education Building. Hours are Monday thru Friday 7:15 a.m. to 3:30 p.m., 5:30 p.m. to 8:45 p.m., and on Saturday 6:30 a.m. to 9:45 a.m., 11:00 a.m. to 3:45 p.m. The Law Library is closed on Sunday and Federal holidays. The Law Library contains the collection of legal reference materials required by the Federal Prison System. Typewriters are available through a check out procedure. A Debitec copy machine is also available for inmate use. Inmate Law Library clerks are available to assist in locating legal materials. Legal reference material is available for preparation of legal documents in the Law Library. Legal materials are expensive and for everyone's benefit. Unauthorized possession of library materials constitutes a prohibited act and warrants disciplinary action

Leisure Library: A collection of hardcover books, paperback books, magazines, and newspapers are maintained in the Leisure Library.

Reference Books: Reference books are provided for use in the Leisure Library only. Reserve books are available to students in particular education courses (see instructor).

Inter-Library Loan Books: I.L.L. books are ordered through the Librarian.

Spanish Books: We have a selection of leisure reading books in Spanish available in the Spanish Library. It follows the same hours of operation as the Leisure Library.

Education Hours:

Monday – Friday

Open:	7:15 a.m. – 3:30 p.m.
Closed:	3:30 p.m. – 5:30 p.m.
Open:	5:30 p.m. – 9:45 p.m.

Saturday

Open:	6:30 a.m. – 9:45 a.m.
Closed:	9:45 a.m. – 11:00 a.m.
Open:	11:00 p.m. – 3:45 p.m.

Closed Sunday

## Recreation

Recreation is a division of the Education Department. Its purpose is to offer a wide range of leisure-time activities. Sedentary, athletic, structured and unstructured activities are available to all interested. Many seasonal activities, clinics, physical fitness and health education programs and other interests are offered. New programs become available at inmate interest, depending on security and budget restrictions.

### Recreation Hours:

Monday – Friday

	Open	Closed
Gym, Weight Pile	6:00 a.m.	3:30 p.m.
Gym, Weight Pile	5:00 p.m.	9:00 p.m.
Track Area	At sunrise	At sunset
Recreation Center	12:00 p.m.	3:30 p.m.
Recreation Center	5:00 p.m.	9:00 p.m.

**There will be a one way recreation move after the 4:00 p.m. count clears. Only one way movement is authorized into Recreation after the 4:00 p.m. count until Food Service is Closed.**

**\*\*At dusk, the upper handball courts and the track will be closed to inmate traffic\*\***

**Inmates are prohibited from utilizing the area in front of the Chapel as a track to exercise.**

### Weekends and Holidays:

	Open	Closed
Gym, Weight Pile	6:30 a.m.	9:30 a.m.
Gym, Weight Pile	11:00 a.m.	3:30 p.m.
Gym, Weight Pile	5:00 p.m.	9:00 p.m.
Recreation Center	12:00 p.m.	3:30 p.m.
Recreation Center	5:00 p.m.	9:00 p.m.
Track Area	At sunrise	At sunset

**There will be a one way recreation move after the 4:00 p.m. count clears. Only one way movement is authorized into Recreation after the 4:00 p.m. count until Food Service is closed.**

**\*\*At dusk, the upper handball courts and the track will be closed to inmate traffic\*\***

**Inmates are prohibited from utilizing the area in front of the Chapel as a track to exercise.**

Music Rooms: The music rooms are available by schedule. Sign-ups for individual practice times are in the Recreation Office on Saturday at 1:00 p.m. Inmates wishing to form music groups must meet with the Music Program Coordinator during the monthly music meeting. Times for these meetings will be posted.

### Recreation Center:

- .... Five full-sized pool tables
- .... One Ping-Pong table
- .... T.V. viewing areas
- .... Music Rooms, CD listening area
- .... Free weights and cardio equipment are available. Broken equipment will not be repaired or replaced.

- .... There is no eating or drinking in the Gymnasium.

Issue Room: Pool balls, guitars, board games, etc., are available for check out in the issue room. Must present an ID or Recreation Pass to check out any equipment. Check out times are posted on the door.

Gymnasium / Hobby Craft:

9. Hobby Craft is open only during posted times.
10. Court shoes only permitted in the Gymnasium
11. There are scheduled times for all activities in the Gymnasium and Hobby Craft area. Please see the current posted schedule for each activity.

Hobby Craft: A large variety of Hobby Craft programs are offered by the Recreation Department. They include ceramics, leather craft, puritan sticks, painting, sketching, knitting, beadwork and other approved forms as approved by the Recreation Supervisor. No oil paints or printer/India ink or fabric paints are allowed. You must be in the Hobby Craft program to participate in any craft. Items made in hobby craft are not permitted or allowed in the housing units or in your personal storage areas.

Hobby Craft Hours:

Monday – Friday

Open	Closed
6:00 a.m.	10:30 a.m.
11:00 a.m.	3:15 p.m.
5:00 p.m.	9:00 p.m.

Weekends and Holidays:

Open	Closed
6:30 a.m.	9:30 a.m.
11:00 a.m.	3:15 p.m.
5:00 p.m.	9:00 p.m.

To participate in Hobby Craft, you must have a Hobby Craft Enrollment and Mail-out form signed by your Unit Manager on file in Recreation, which will verify if you are participating in the Financial Responsibility Program. Special Purpose Order (SPO) forms for ordering supplies will only be done on Sunday evenings from 6:00 p.m. - 7:00 p.m. Only one SPO per session is allowed.

You are not allowed to work on any Hobby Craft in the Units.

Packing night for Hobby Craft is posted in the Hobby Craft area. You must have a verified mailing list on file in Recreation and proof of purchase for anything you have made. If these two criteria are not met, you will not be permitted to mail anything from Hobby Craft. Only approved Hobby Craft items will be allowed to be mailed out of Hobby Craft.

Physical Fitness and Health Education: There are P.F.H.E programs in aerobics, physical fitness, nutrition, time management and others as interest dictates. Please see the current schedule to see what is now available The P.F.H.E. Program is designed to allow inmates without an athletic background to participate in a fitness program.

Outdoor Facilities: Outdoor Facilities consist of:

Softball/Soccer field

Ten Handball/Racquetball courts

Quarter mile running track

One sand volleyball court  
Horseshoe pits

Weight pavilion

Bocce Ball Courts

League Play: There are several intramural leagues available. According to interest and season we currently offer:

- .....Softball League
- .....Over "35" Softball League
- .....Basketball League
- .....Over "35" Basketball League
- .....Summer Basketball League
- .....Soccer League
- .....Indoor Soccer League
- .....Volleyball League
- .....Beach volleyball League
- .....Bocce League
- .....Whiffleball League
- .....Pool League (9-Ball and/or 8-Ball)
- .....Racquetball League
- .....Handball League
- .....Ping-Pong League
- .....Badminton League
- .....Chess League
- .....Horseshoe League

These activities become available on a seasonal basis and at inmate interest. All inmates are encouraged to participate in these structured activities.

For those inmates not interested in league play, there is free play scheduled for all of the above except Whiffleball.

Movies, Television and Special Entertainment: Two movies per week are shown in the Housing Unit and Recreation TV Rooms. Movies for the month are posted on the Recreation Bulletin Board. Movies are selected by the Inmate Recreation Committee and any special requests should be sent to the Recreation Department. No R, NC-17 or X rated movies will be shown.

Recreation television schedules are prepared by Recreation Staff. Unit housing television area schedules are prepared by unit management and requests for changes in those schedules should be sent to them.

### Recreation Rules and Regulations

#### Weight Pile:

1. Must wear protective shoes/boots while lifting weights. (All orderlies must be properly dressed)
2. No slamming weights on the ground.
3. No weight lifting competitions.
4. Wipe down equipment after use.
5. Do not remove any weights from the weight pavilion.

#### Recreation Equipment Check Out:

1. Must provide an ID to check out equipment.
2. Must return the same equipment to get ID back.
3. No more than 3 items per ID.

#### Intramural League Rules:

1. Must sign up within the Recreation Department prior to the set deadline.
2. Must sign a player sportsmanship/rules contract before playing.
3. Schedules are made by recreation staff.

#### Hobby Craft Rules:

1. If you have previously taken a specific hobby craft class and it is represented on your education transcript on Sentry, you don't have to take our course before being issued a locker.
2. Must take our class for each hobby craft program before being issued a locker.
3. Must maintain an inventory sheet inside your locker.
4. Once completed a project it must be sent to an approved address.
5. No Unit Hobby Craft items are permitted.
6. Must maintain a control item sheet within your locker.
7. Must sign for all rules and regulations prior to being issued a locker.

#### SPO's:

1. SPO'S are conducted once per month (15<sup>th</sup> of every month)
2. Must follow all restrictions within Recreation and Trust Fund Policy.

#### Sentry Based and Non Sentry Based Wellness Courses:

1. Must sign up within the Recreation Department prior to the set deadline.
2. All Classes must be attended; excused absence must be approved by the Wellness Coordinator.
3. Must pass all course objectives before given Sentry Credit.

#### Sentry Based and Non Sentry Based Leisure Courses:

1. Must sign up within the Recreation Department prior to the set deadline.
2. All Classes must be attended; excused absence must be approved by the Wellness Coordinator.
3. Must pass all course objectives before given Sentry Credit.

#### Band Programs:

1. Band Room is for scheduled practices only.
2. Must be in a band to participate in the band program.
3. Equipment for the general population is located in the recreation equipment checkout room.
4. Piano Rooms are open to general population.
5. Guitar playing is open for every location within recreation with the exception of gymnasium.
6. Must sign for all rules and regulations prior to being issued a locker.

## **Psychology Services**

The Psychology Department is located in the north end of the Sunset Housing Unit. A Psychologist is available to provide counseling and other mental health services to inmates experiencing behavioral, emotional, and/or adjustment problems. These mental health services include crisis intervention, individual and group counseling, pre-release counseling and evaluation and testing. All inmates will be screened (brief interview) by Psychology Services staff within 14 days of arrival at FCI Big Spring. A variety of special topic groups, such as Relationships, "Living Free" Values Development Group, "Commitment to Change: Overcoming Errors in Thinking" Group; "Dealing with Anger" Group; Stress Management, Breaking Barriers, Framework for Recovery, and a Victims's Impact group are offered by or co-sponsored by the department. If you are interested in one of these groups, you must first attend an individual screening interview. The department also offers an Inmate Resource Library of Psychology and self-help related books, pamphlets, and audiotapes.

It is not uncommon for people to experience feelings of depression and hopelessness while in jail or prison, particularly if they are newly incarcerated, are serving a long sentence, are experiencing family problems or problems getting along with other inmates, or receive bad news. Sometimes, inmates consider committing suicide due to all of the pressure they are under. Staff are trained to monitor inmates for signs of suicidal behavior, and are trained to refer all concerns to the Psychology Services Department. However, staff do not always see what inmates see. If you are personally experiencing any of the problems noted above, or you or another inmate are showing signs of depression (sadness, tearfulness, lack of enjoyment in usual activities), withdrawal (staying away from others, reducing phone calls and /or visits), or hopelessness (giving away possessions, stating that "there is nothing to live for"), PLEASE alert a staff member right away. Your input can save a life.

A variety of substance abuse services, such as a Living Sober group, are also offered through the Psychology Department. A Drug Education Class is provided. Individual and group counseling is also provided by the Drug Treatment Specialist, through the Non-Residential Drug Abuse Program.

To request services from the Psychology Department, submit an Inmate Request to Staff Member (cop-out) to Psychology Services.

Sexually Abusive Behavior Prevention and Intervention: Sexually abusive behavior can be defined as:

- a. Sexual fondling, which is 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.
- b. 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.

c. 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.

d. Rape. 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** physical violence or bodily injury. Carnal Knowledge is the contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight. Oral Sodomy is the contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus.

You have the right to be safe from sexually abusive behavior. While incarcerated, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexually abusive 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.

#### Things you can do to prevent Sexually Abusive Behavior:

1. Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
2. Do not accept gifts or favors from others. Most gifts of favors come with strings attached to them.
3. Do not accept an offer from another inmate to be your protector.
4. 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.
5. 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.
6. Stay in well-lit areas of the institution.
7. Choose your associate wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.
8. 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.

Treatment options and programs available to inmate 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 need to 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.

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 sexually 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.

Reporting Sexually Abusive behavior: It is important to tell a staff member if you have been sexually assaulted. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your Case Manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. Bureau of Prisons 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 in reporting sexually abusive behavior if you are not comfortable talking with staff. You may write directly to the Warden, Regional Director or Director, file an Administrative Remedy or write to the Office of the Inspector General (OIG).

## **Religious Services**

The Religious Services Department at FCI Big Spring provides programming designed to meet the religious needs of each inmate so that he may maintain and more fully develop his spirituality while incarcerated. Worship services, studies, and pastoral care are provided by two full-time Staff Chaplains, as well as other volunteers/ministers and lay persons from a variety of faith groups. In addition, periodic revivals, concerts, lectures and seminars are also presented. If you do not find your faith group represented after consulting the Religious Services schedule of events, feel free to contact a Chaplain regarding making arrangements for worship, prayer, meditation and/or study and the possibility of meeting with a representative or representatives of your particular faith group.

Should you not find your particular faith group represented at this institution, you may consult a Chaplain who will advise you of the necessary steps to take to have your religion approved at this facility. New and unfamiliar religious groups may be approved at the institutional level, by the Warden, or at the Regional or Central Office level.

The Religious Services Department provides scriptures, general religious books, videos, and other similar literature. The Chaplains can assist you in purchasing authorized religious items from an approved religious supply company. A small lending library and a reference library complement the books and periodicals that are available to all inmates.

The primary function of the Religious Services staff, contract persons, and volunteers is pastoral care and assistance. Chaplains are available to assist you in dealing with personal, family, and spiritual problems. You are welcome to speak with a Chaplain, when one is available, to discuss your particular concerns.

Inmates are not authorized to receive religious items of any kind from home. The Religious Services Department provides catalogues for the purchase of approved religious items.

If an inmate wishes to be married while incarcerated, the Warden may authorize him to do so under certain conditions. Please see your assigned Unit Team for more information.

Religious Services also helps inmates with their Reentry efforts while they are incarcerated. Please check with Religious Services for a list of Reentry programs that are offered as well as a list of audio/visual resources on Reentry that are available through Religious Services.

## **Medical Services**

The FCI Health Services Department is located in the Multi-Discipline Building, south of the inmate housing units. Medical doctors, physician's assistants, a medication technician, and a dentist provide medical and dental care.

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 respect the basic human rights of your health care providers.

Sick Call: All inmates have access to treatment and accommodations available in the health services unit. There will be a one-way move to Health Services, on sick-call days, which are Monday, Tuesday, Thursday and Friday, at approximately 6:00 a.m., to allow inmates the opportunity to attend sick-call before the first unit is called for breakfast.

Any inmate in the general population desiring medical attention will be responsible for making his own sick call appointment. A clinician will issue sick call appointments at the Health Services Unit between 6:00 a.m. and 6:30 a.m., each Monday, Tuesday, Thursday and Friday (except holidays).

Inmates working during sick call hours will inform their work supervisor of their illness and the supervisor will make arrangements with Health Services Staff. After making their sick call appointment, inmates will report to their assigned work details. The inmate will be required to present his inmate commissary card as a means of positive identification when signing up for a sick call appointment. Inmates are required to wear their complete uniform while in the Health Services Unit except in medical emergencies.

Inmates are required to present their inmate commissary card as a means of positive identification when reporting for medical/dental care and/or picking up medication.

Wednesdays are normally reserved for Admission and Orientation (A & O). Routine medical/dental sick call will not be conducted.

Inmates wishing to discuss or address non-emergency medical concerns or issues, can submit an [Inmate Request to Staff Member](#) to the Health Services Administrator or Assistant Health Services Administrator. In addition, inmates may address these issues by locating the HSA or AHSA at the time of the lunch mainline, on Monday - Friday, except holidays and on Wednesdays, during open house hours in Health Services between 11:00 a.m. and 12:15 p.m.. Inmates wanting copies of their medical records may submit a request via an [Inmate Request to Staff Member](#), addressed to the attention of [Medical Records](#).

A clinician will provide sick call in the Special Housing Unit each day.

Inmates who become ill after the regular sick call appointment sign-up period should request that their work supervisor or unit officer call the physician's assistant on duty for an emergency appointment. Inmates will not be seen by the physician's assistants without first obtaining an appointment.

Dental [General Population](#): Inmates with acute dental problems such as severe dental pain and/or swelling should sign up for dental sick call at the same time as regular sick call. Requests for routine dental care such as cleaning, fillings, dentures, and partials should be submitted by [Inmate Request to Staff Member](#) (cop-out) to the FCI Dental Clinic. Any inmate desiring routine dental care will be placed on a waiting list. Treatment will be provided when the patient's name reaches the top of the list, if oral hygiene is acceptable. Routine dental care will only be provided if patient oral hygiene is acceptable. Routine care will be discontinued if oral hygiene is inadequate.

Dental - Special Housing Unit: Inmates in Special Housing have access to dental sick call and urgent care only. Medical staff assigned to this area will record the complaint and give the information to dental staff for triage.

Emergency Medical Treatment: Emergency services are available at all times. Emergencies or injuries will be given priority for treatment.

Medical coverage on evenings, weekends, and holidays is for the treatment of acute medical problems only. Inmates who become ill after the regular sick call appointment sign-up period is over, should request that their work supervisor or Unit Officer call the physician's assistant on duty for an emergency appointment.

If injured while performing your work assignment, no matter how minor it may seem, report the injury to your work supervisor. Then report to the medical department so your injury can be treated. Your detail supervisor will call ahead to inform the PA of your injury. Failure to immediately report a job-related injury to your work supervisor may disqualify you from eligibility for lost-time wages or compensation.

Clinics and Specialists: Evaluation for eyeglass examinations, hearing aids, specialty shoes or other medical devices should be pursued through routine sick call procedures. Patients who have chronic medical problems will be monitored and followed up in a chronic care specialty clinic by medical staff as often as needed. Patients requiring further evaluation by a specialist will be placed on call-out for all medical appointments and must report on time. Missed appointments or visits may result in an incident report being written. Consultations in the community will be scheduled by medical staff if deemed necessary.

Medications - Pill Line: Pill line is provided so that inmates can receive individual doses of medication that cannot be issued to the inmate to carry back to the housing unit. Inmates receiving medications will be required to present their inmate commissary card as a means of positive identification prior to receiving these medications.

Pill Line Hours:

Monday thru Friday

	7:00 a.m. – 7:15 a.m.
Insulin only (Immediately after the 4:00 p.m. count)	4:30 p.m. – 4:45 p.m.
	7:00 p.m. – 7:30 p.m.

Weekends and Holidays:

	8:00 a.m. – 8:15 a.m.
Insulin only (Immediately after the 4:00 p.m. count)	4:30 p.m. – 4:45 p.m.
	6:30 p.m. – 7:00 p.m.

Inmates will purchase Over-The-Counter (OTC) medications from the commissary with their personal funds. However, inmates will be given OTC medications at the institution pharmacy if they are determined to be without funds (indigent). Inmates deemed to be without funds will be provided up to two OTC medications per week. An inmate without funds is an inmate who has had an average daily trust fund account balance of less than \$6.00 for the past 30 days as documented in the ■TRUFACS■ system. An inmate without funds may obtain additional OTC medications at sick call if health services staff determine that he/she has an immediate medical need which must be addressed before the inmate may again apply for OTC medication. All inmates, including those without funds (indigent), will have the same opportunity to obtain OTC medications. Inmates without funds (indigent inmates) will be supplied with OTC medication at the institution pharmacy as listed below. Inmates, who wish to obtain OTC medications, must come to the institution pharmacy on Wednesdays before noon and turn

in the request in the drop box in front of the pharmacy. One request per inmate per week will be accepted.

- ! The inmate will select no more than two items on the Inmate Over-the-Counter Medications Request form (BP-S788). If he needs more than two items, he must attend triage/sick call.
- ! When the pharmacy staff receives the form, they will verify the requesting inmate is without funds (indigent) by reviewing the TRUFACS browser based application report for inmates without funds (indigent inmates).

Physical Examinations: All newly committed inmates shall receive a complete physical examination within 14 days of admission. This exam consists of laboratory testing, vision screening examination and a physical examination. Diagnostic procedures relating to potential communicable diseases are mandatory for the protection of the inmate, as well as other inmates and staff. Any inmate who refuses these tests will be isolated for an appropriate clinical period of time as determined by medical staff. Tuberculosis testing will be performed within 48 hours of admission, and will be offered yearly thereafter.

Inmates over the age of 50 years, in addition to the regular exam, will be offered a glaucoma test, electrocardiogram, and test for prostate cancer.

Immunizations: Routine immunizations are given according to the Centers for Disease Control (CDC) recommendations. Upon request, you will be furnished with a copy of your immunization record for your use following your release from prison.

Payment for Health Care Services: Per Program Statement 6031.02, dated 8/15/05, generally, an inmate must pay a fee for health care services of \$2.00 per health care visit if the inmate:

Receives health care services in connection with a health care visit that the inmate requested, or are found responsible for through the Disciplinary Hearing Process to have injured an inmate, who, as a result of the injury, requires a health care visit.

If an inmate is evaluated by more than one provider during a health care visit, the inmate will only be charged for one visit.

Inmates will be charged a co-pay fee for a medical evaluation requested by non-clinical staff if the condition is not an emergency.

Inmates Affected:

- a. This applies to any individual incarcerated in an institution under the Bureau's jurisdiction;
- or
- b. any other individual, as designated by the Director, who has been charged with or convicted of an offense against the United States.

Inmates housed in a SHU will be charged a co-pay fee.

Health Care Services Provided Without a Co-pay Fee:

- a Health care services based on staff referrals;

- b. Staff-approved follow-up treatment for a chronic condition
  - c. Preventive health care services;
  - d. Emergency services
  - e. Diagnosis or treatment of chronic infectious diseases
  - f. Mental health care
  - g. Substance abuse treatment
31. Examples of health care services based on staff referrals, follow-up treatment for chronic conditions, and preventive health care include, but are not limited to:
- a. Blood pressure monitoring
  - b. Glucose monitoring
  - c. Insulin injections
  - d. Chronic Care Clinics; Testing for tuberculosis; Vaccinations
  - e. Wound care
  - f. Patient education
32. **Appealing the Fee:** You may seek review of issues related to health service fees through the Bureau's Administrative Remedy Program.
33. **Inmates Without Funds:** You will not be charged a health care service fee if you are considered indigent and unable to pay the health care service fee.
34. An inmate without funds (indigent inmate) is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days. However, Wardens may impose restrictions on an inmate to prevent abuse of this provision. For example, an inmate showing a pattern of depleting his commissary funds before requesting health care services will not be exempt from being charged.

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 respect the basic human rights of your health care providers.

Health Care Rights and Responsibilities:

The Health Services Department at FCI Big Spring will continue to provide our inmate population with administrative ways to address any concern related to patient care and/or safety in the organization.

In addition to the Administrative Remedy Program, inmates seeking a review of issues related to their medical care can attempt to resolve a problem informally through communication with a staff member, Inmate Request to staff member (cop-out) and/or request for Informal Resolution. If all this proves unsuccessful, the inmate can follow the Administrative Remedy Process. If the inmate believes the agency has not addresses the concerns, the inmate may contact the Joint Commission. The inmate may inform the Joint Commission=s Office of Quality Monitoring to report any concern and/or register a complaint about a Joint Commission-Accredited Health Care Organization.

Rights:

You have the right to health care services, based on the local procedures at your institution. Health services include medical sick call, dental sick call and all support services.

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.

You have the right to participate in health promotion and disease prevention programs including education regarding infectious diseases.

You have the right to know the name and professional status of your health care providers.

You have the right to be treated with respect, consideration and dignity.

You have the right to be provided with information regarding your diagnosis, treatment and prognosis.

You have the right to be examined in privacy.

You have the right to obtain copies of certain releasable portions of your health report.

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.

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

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.

You have the right to request a routine physical examination as defined by BOP policy. If you are under the age of 50, once every two years; over the age of 50, once a year.

You have the right to dental care as defined in BOP policy to include preventative services, emergency care and routine care.

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

You have the right to refuse medical treatment in accordance with BOP policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.

You have the right to complain of pain, have your pain assessed by medical staff, and have pain treated accordingly.

Once you have exhausted the Administrative Remedy Process, you have the right to contact the Joint Commission with concerns regarding safety or quality of care provided. You may report any concern and/or register a complaint at:

Joint Commission's Office of Quality Monitoring  
One Renaissance Boulevard  
Oakbrook Terrace, IL 60181

Responsibilities:

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 the institution health care staff, to include proper use of medications, proper diet, and following all health related instructions with which you are provided.

You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.

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 contracting of an infectious disease.

You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.

You have the responsibility to treat staff in the same manner.

You have the responsibility to keep this information confidential.

You have the responsibility to comply with security procedures.

You have the responsibility of being familiar with the current policy to obtain these records.

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.

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 items.

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

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

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

You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.

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.

You have the responsibility to be truthful and not overstate your complaint of pain and to adhere to the prescribed treatment plan.

### **Inmate Rights and Responsibilities**

#### **541.12 Rights:**

You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.

You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.

You have the right to freedom of religious affiliation, and voluntary religious worship.

You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, and opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.

You have the privilege 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.

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)

You have the right to legal counsel from an attorney of your choice by interviews and correspondence.

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.

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 with certain restrictions.

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.

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:**

You have the responsibility to treat others, both employees and inmates, in the same manner.

You have the responsibility to know and abide by them.

You have the responsibility to recognize and respect the rights of others in this regard.

It is your responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.

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.

You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.

It is your responsibility to use the services of an attorney honestly and fairly.

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 material and assistance.

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

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 regulation governing the use of such activities.

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

### **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. The following is taken from the Inmate Discipline & Special Housing Program Statement. You should refer to that manual to ensure no changes have occurred. In addition, inmates receiving performance pay who are found through the disciplinary process to have committed a level 100 or 200 series drug- or alcohol-related prohibited act will automatically have their performance pay reduced to maintenance pay level (\$5.25), which will ordinarily remain in effect for one year, unless otherwise authorized by the Warden

#### **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).

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.

### **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.

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 officers 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.

## **MODERATE SEVERITY LEVEL 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.

### **LOW SEVERITY LEVEL 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.

### **Prohibited acts and available sanctions.**

**(a) *Prohibited acts.*** The list of prohibited acts are divided into four separate categories based on severity: Greatest; High; Moderate; and Low. We describe the prohibited acts in Table 1 - Prohibited Acts and Available Sanctions. Aiding, attempting, abetting, or making plans to commit any of the prohibited acts is treated the same as committing the act itself.

**(b) *Available sanctions.*** The list of available sanctions for committing prohibited acts is listed in Table 1 - Prohibited Acts and Available Sanctions. If you commit repetitive prohibited acts, we can impose increased sanctions, as listed in Table 2 - Additional Available Sanctions for Repeated Prohibited Acts Within the Same Severity Level.

**(1) *Greatest Severity Level Offenses.*** The Discipline Hearing Officer (DHO) imposes one or more of sanctions A through E. Sanction B.1 must be imposed for a VCCLEA inmate rated “violent” (an inmate who, per 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 (an inmate sentenced for an offense committed on or after April 26, 1996, per the Prison Litigation Reform Act). The DHO

may impose any available sanctions (A through M) in addition to sanctions A through E. All Greatest severity level charges must be referred to the DHO.

(2) **High Severity Level Offenses.** The DHO imposes one or more of sanctions A through M, and, except as noted in the sanction, may also suspend one or more sanctions A through M. Sanction B.1 must be imposed for a VCCLEA inmate rated “violent” and for a PLRA inmate. All High severity level charges must be referred to the DHO.

Prohibited Act Code 225, Stalking, is for the purpose of punishing repetitive inmate behavior, e.g., loitering, staring, leering, inappropriate remarks (short of insolence, profanity, or sexual proposals), that are not clearly covered by another prohibited act code. When staff encounter such behavior, the inmate should be specifically warned that it is inappropriate and must cease. If the behavior fits another prohibited act code provision, the inmate should be charged with violating that specific provision instead of stalking. Examples of other prohibited act code behavior that may be used instead of Code 225, Stalking, include, but are not limited to Insolence (Code 312), Being in an Unauthorized Area (Code 316), Threatening (Code 203), and Making a Sexual Proposal or Threat (Code 206).

(3) **Moderate Severity Level Offenses.** The DHO imposes at least one sanction A through M, but, except as noted in the sanction, may suspend any sanction(s) imposed. Sanction B.1 ordinarily must be imposed for a VCCLEA inmate rated “violent” and for a PLRA inmate.

Except for charges referred to the DHO, the Unit Discipline Committee (UDC) shall impose at least one sanction F through M, but may suspend any sanctions imposed.

The UDC ordinarily refers to the DHO a moderate severity level charge for a VCCLEA inmate rated “violent” or for a PLRA inmate if the inmate was found to have committed two moderate offenses during his/her current anniversary year (the 12-month period for which an inmate may be eligible to earn good conduct time [GCT]). The UDC must document the reasons why a third charge for such an inmate was not referred to the DHO.

A prohibited act charge for 331 involving tobacco or nutritional supplements must be referred to the DHO for final disposition.

(4) **Low Severity Level Offenses.** The DHO imposes at least one sanction B.1, or D through M. The DHO may suspend any sanction(s) imposed; however, a B.1 sanction may not be suspended. Except for charges referred to the DHO, the UDC imposes at least one sanction F through M, but may suspend any sanction(s) imposed.

The UDC ordinarily refers to the DHO a low severity level charge for a VCCLEA inmate rated “violent” or for a PLRA inmate if the inmate had been found to have committed three low offenses during his/her current anniversary year. The UDC must document the reasons why a charge for such an inmate was not referred to the DHO.

Sanction B.1 may be imposed on the Low severity level **only** if the inmate has committed a Low severity level prohibited act more than once within a six-month period (except for a VCCLEA inmate rated “violent” or a PLRA inmate).

(5) **All Severity Level Offenses.** In all categories of severity, **aiding** another person to commit any of these offenses, **attempting** to commit them, or **making plans** to commit them, **is considered equivalent to committing the offense itself.** In these cases, the letter “A” is combined with the offense code. For example, planning an escape is Escape, Code 102A. Attempting to adulterate food or drink is Code 209A.

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 must specify the severity level of the conduct that is most comparable to an offense(s) at that severity level. **Example:** “I find the act of Conduct Which Disrupts (Code 299) to be of High severity level, most comparable to the prohibited act of Engaging in a Group Demonstration (Code 212).”

**Suspensions of any sanction cannot exceed six months.** Suspended sanctions may only be revoked and executed if the inmate is found to have committed a subsequent prohibited act. Only the DHO may execute, suspend, or revoke and execute suspension of sanctions A through E (B and B.1. may never be suspended). The DHO or UDC may execute, suspend, or revoke and execute suspensions of sanctions F through M. The DHO may execute UDC-suspended sanctions. However, the UDC may **not** execute DHO-suspended sanctions A through E.

When an inmate receives an incident report while on a DHO-imposed, but suspended sanction, the new incident report is 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. The DHO may return an incident report to the UDC if a decision not to execute the suspended sanction is made.

The UDC or DHO may impose increased sanctions for repeated, frequent offenses per the guidelines in Table 2.

Noting that not all UDC or DHO decisions finding an inmate committed a prohibited act will result in a change to the inmate’s security designation score, the Unit Team may recommend a greater security transfer, using their professional judgment, and in accordance with the policy on Inmate Security Designation and Custody Classification.

#### **Loss of good conduct sentence credit as a mandatory sanction.**

**(a) You will lose good conduct sentence credit as a mandatory disciplinary sanction if you are in one of the following two groups:**

**(1) VCCLEA-violent inmates.** The date of your U.S. Code offense was on or after September 13, 1994, but before April 26, 1996, and you committed a “crime of violence” as defined by the Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA); or

**(2) PLRA inmates and D.C. Code offenders.** The date of your U.S. Code offense was on or after April 26, 1996, and, therefore, under the Prison Litigation Reform Act (PLRA), or the date of your District of Columbia (DC) Code offense was on or after August 5, 2000.

**(b) If you are an inmate in one of the above groups and commit a prohibited act, you will lose good conduct sentence credit as a mandatory disciplinary sanction. The amount of good conduct sentence credit you will lose depends on the severity level of the prohibited act(s) committed, as follows:**

**(1) *Greatest Severity Level Offenses.*** You will lose at least 41 days, or 75% of available credit if less than 54 days are available for the prorated period, for each act committed.

**(2) *High Severity Level Offenses.*** You will lose at least 27 days, or 50% of available credit if less than 54 days are available for the prorated period, for each act committed.

**(3) *Moderate Severity Level Offenses.*** You will lose at least 14 days, or 25% of available credit if less than 54 days are available for the prorated period, after committing two or more Moderate severity acts during the current year of your good conduct sentence credit availability.

**(4) *Low Severity Level Offenses.*** You will lose at least 7 days, or 12.5% of available credit if less than 54 days are available for the prorated period, after committing three or more Low severity acts during the current year of your good conduct sentence credit availability.

**Available Sanctions** (upon finding the inmate committed the prohibited act(s)):

**(A) Recommend Parole Date Rescission or Retardation.** The DHO may recommend retardation or rescission of parole grants to the U.S. Parole Commission or respective parole authority.

**(B) Forfeit Earned Statutory Good Time, Non-vested Good Conduct Time, or Terminate or Disallow Extra Good Time.**

*Forfeited good conduct time* (GCT) is not eligible for restoration. However, *forfeited statutory good time* (SGT) may be restored. Restoration of statutory good time is approved at initial eligibility only when the inmate has shown a period of improved good behavior. When the Warden (or designee) denies restoration of forfeited statutory good time, the unit team notifies the inmate of the reasons for denial. The unit team establishes a new eligibility date, not to exceed six months from the date of denial.

An application for restoration of statutory good time is forwarded from the inmate's unit team, through the DHO and Captain for comments, to the Warden for final decision.

Inmates who committed their crimes on or after November 1, 1987, and are sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act, are only eligible to receive 54 days GCT credit (18 U.S.C. § 3624(b)). This credit is given at the end of each year served and, once given, is vested. For these inmates, the DHO's authority is final and subject only to review by the Regional Director to ensure conformity with the discipline policy and by inmate appeal through Administrative Remedy procedures.

The statutory good time available for forfeiture is limited to an amount computed by multiplying the months served at the time of the offense for which forfeiture is taken, by the applicable monthly rate

specified in 18 U.S.C. § 4161 (less previous forfeiture or withholding). The amount of GCT available for forfeiture is limited to total days in “non-vested” status at the time of misconduct (less previous forfeiture).

Forfeiture of GCT may not be suspended.

Disallowance of extra good time is limited to extra good time for the calendar month in which the violation occurs. It may not be withheld or restored.

The sanction of termination or disallowance of extra good time may not be suspended.

Forfeited GCT will not be restored. Authority to restore forfeited statutory good time is delegated to the Warden, and may not be delegated lower than the Associate Warden level. Limitations on this sanction and eligibility for restoration are based on the severity scale. (See Table 2.)

To ensure an inmate’s case is not overlooked when statutory good time has been forfeited, the unit manager will ensure the eligibility requirements are reviewed for restoration per the time frames in the Program Statement on Classification and Program Review of Inmates. A recommendation of the unit team for or against restoration is forwarded to the Warden through the DHO and Captain. Except as noted, eligibility for restoration of 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 a forfeiture at a subsequent in absentia hearing begins the eligibility for restoration period upon return to Bureau custody. The Warden refers to the Regional Director any case where exceptional circumstances support restoration of statutory good time before completion of the eligibility requirements.

Sanction B does not apply to inmates committed under the Comprehensive Crime Control Act for crimes committed on or after November 1, 1987, and prior to passage of the Violent Crime Control and Law Enforcement Act of 1994 (September 23, 1994). For those inmates, the applicable sanction is B.1.

**(B.1) Disallowance of Good Conduct Time.** An inmate sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act (committed a crime on or after November 1, 1987) may not receive statutory good time, but is eligible to receive 54 days GCT credit each year (18 U.S.C. § 3624(b)). Once awarded, the credit is vested, and may not be disallowed.

Crimes committed on or after September 13, 1994, and before April 26, 1996, (VCCLEA) credit is not vested unless the inmate has earned or is making satisfactory progress toward a high school diploma or equivalent degree (or is exempt because of a learning disability).

For crimes committed on or after April 26, 1996, (PLRA and SRAA) GCT credit toward an inmate’s service of sentence vests on the date the inmate is released. Once disallowed, the credit may not be restored, except by immediate review or appeal as indicated below. Prior to this award being made, the credit may be disallowed for an inmate found to have committed a prohibited act. A sanction of GCT disallowance may not be suspended. Only the DHO can take action to disallow GCT. The DHO considers the severity of the prohibited act and the suggested disallowance

guidelines in making a determination.

A decision to go above the guideline is warranted for a greatly aggravated offense or a repeated violation of another prohibited act within a relatively short time (e.g., within 24 months for a greatest severity level prohibited act, 18 months for a high severity level prohibited act, and 12 months for a moderate severity level prohibited act). A decision to go below the guidelines is warranted for strong mitigating factors. A decision above or below the guidelines is justified in the DHO report.

VCCLEA inmates rated “violent” and PLRA inmates are ordinarily disallowed GCT for each prohibited act they are found to have committed at a DHO hearing, consistent with the following:

- # **Greatest Severity Level Offenses.** A minimum of 41 days (or, if less than 54 days are available for the prorated period, a minimum of 75% of available GCT) for each act committed.
- # **High Severity Level Offenses.** A minimum of 27 days (or, if less than 54 days are available for the prorated period, a minimum of 50% of available GCT) for each act committed.
- # **Moderate Severity Level Offenses.** A minimum of 14 days (or, if less than 54 days are available for the prorated period, a minimum of 25% of available GCT) for each act committed if the inmate has committed two or more moderate severity level offenses during the current anniversary period.
- # **Low Severity Level Offenses.** A minimum of 7 days (or, if less than 54 days are available for the prorated period, a minimum of 12.5% of available GCT) for each act committed if the inmate has committed three or more low moderate offenses during the current anniversary period.

Except for VCCLEA inmates rated “violent” or PLRA inmates, Sanction B.1 may be imposed on the Low severity level only where the inmate has committed a Low severity level act more than once within a six-month period.

GCT credit may only be given to an inmate serving a sentence of more than one year, but less than life. In the last year or part of a year of an inmate’s sentence, only the GCT available for the time remaining may be disallowed.

**(C) Disciplinary Segregation.** The DHO may direct that an inmate be placed or retained in disciplinary segregation. Consecutive disciplinary segregation sanctions can be imposed for inmates found to have committed offenses that are part of different acts only. Limits on time in disciplinary segregation are based on the severity scale (see Tables 1 and 2).

Unless otherwise specified by the DHO, disciplinary segregation placements for different or separate prohibited acts are imposed consecutively.

**(D) Make Monetary Restitution.** The DHO may direct that an inmate reimburse the U.S. Treasury for damages to U.S. Government property that the individual caused or contributed to. The UDC is prohibited from imposing the sanction of make monetary restitution.

Commissary privileges should be suspended by the DHO until restitution is made. See the Program

Statement **Accounting Management Manual** for instructions regarding impoundment of inmate funds.

**(E) Monetary Fine.** The DHO may direct that an inmate pay a fine, as follows:

- # Greatest severity level offense – Up to \$500, or 75% of the inmate’s trust fund balance.
- # High severity level offense – Up to \$300, or 50% of the inmate’s trust fund balance.
- # Moderate severity level offense – Up to \$100, or 25% of the inmate’s trust fund balance.
- # Low severity level offense – Up to \$50, or 12.5% of the inmate’s trust fund balance.

Commissary privileges should be suspended until the fine is paid. See the Accounting Management Manual for instructions regarding impoundment of inmate funds.

This sanction cannot be used as a form of monetary restitution. The UDC is prohibited from imposing the sanction of monetary fine.

**(F) Loss of Privileges (e.g., visiting, telephone, e-mail, commissary, movies, recreation).** The DHO or UDC may direct that an inmate forego specific privileges for a specified time.

The DHO or UDC may impose non-contact visiting or immediate family-only visitation in addition to loss of visiting.

Loss of recreation privileges (exercise periods) may not be imposed on inmates in a Special Housing Unit (SHU), but may be used for general population inmates.

The DHO or UDC may impose a loss of mattress sanction from lights on to lights off for inmates in the SHU. Staff must ensure the inmate has a mattress from lights off to lights on.

**(G) Change Housing (Quarters).** The DHO or UDC may direct that an inmate be moved to other housing.

**(H) Remove from Program or Group Activity.** The DHO or UDC may direct that an inmate not participate in any program or group activity for a specified time.

**(I) Loss of Job.** The DHO or UDC may direct that an inmate be removed from his/her present job or assigned to another job.

**(J) Impound Inmate’s Personal Property.** The DHO or UDC may direct that an inmate’s personal property be stored in the institution for a specified time.

**(K) Confiscate Contraband.**

**(L) Restrict Quarters.** The DHO or UDC may direct that an inmate be confined to quarters or its immediate area for a specified time.

**(M) Extra Duty.** The DHO or UDC may direct that an inmate perform tasks other than those

performed during his/her regular job.