

# INMATE INFORMATION HANDBOOK

## USP CANAAN

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### **Introduction**

The purpose of this handbook is to provide arriving inmates with information regarding the Bureau of Prisons (BOP), its programs, and the rules and regulations. It is not a specific guide to the detailed policies of the BOP. Rather, the material in this handbook will help new inmates more quickly understand what they will be encountering when they enter prison, and hopefully assist them in their initial adjustment to incarceration.

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

#### **Orientation**

Inmates are given a social screening by Unit Management staff and medical screening by Health Services and Mental

Health staff at the time of arrival. Inmates are immediately provided with a copy of the institution rules and regulations, which include information on inmate rights and responsibilities. It also includes information on sexual assault and abuse.

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

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

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

Inmates are assigned to a specific Unit Team. Generally, the resolution of issues or matters of interest while at the institution are most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling and assistance in setting and attaining goals while in prison. Ordinarily, a member of the unit staff will be at the institution from 7:30 am to 9:00 pm, and during the day on weekends and holidays.

## **GENERAL FUNCTIONS OF UNIT STAFF**

### **Unit Manager**

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

### **Case Manager**

The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence, and other materials relating to the inmate's commitment. The Case Manager serves as a liaison between the inmate, the administration, and the community.

### **Correctional Counselor**

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

### **Unit Secretary**

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

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

### **Unit Officer**

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

### **Communications**

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

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

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

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

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

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

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

Additionally, to make the transition back to the community go as smoothly as possible, inmates should obtain at least two forms of identification to include a social security card. Inmates may also be eligible for some benefits upon release (e.g., social security disability, veteran's, Medicare etc.) to make the transition easier. Staff may be able to provide you with information concerning benefits so that you may determine your eligibility and begin the application and begin the application process if applicable prior to release. Lastly, the Career Resource Center, normally located in the Education Department, can also provide you with pre and post release programming and education ideas, potential employment and housing information, as well as potential benefits information.

### **Town Hall Meetings**

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

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

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

participation in the program.

### **Foreign Consular**

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

## **DAILY INMATE LIFE**

### **Sanitation**

It is the inmate's responsibility to check his cell immediately after being assigned there and report all damages to the Unit Officer or Correctional Counselor. An inmate may be held financially liable for any damage to his personal living area.

Each inmate is responsible for making his bed in accordance with posted regulations before work call (including weekends and holidays when he leaves the area). Each inmate is also responsible for sweeping and mopping his cell floor, removing trash, and ensuring it is clean and sanitary. Cardboard boxes and other paper containers are not permitted for storage due to their combustible nature. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. Chairs are assigned to each cell, and will not be defaced or marked in any manner by the inmate.

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

### **Personal Property Limits**

Items which may be retained by an inmate are limited for sanitation and security reasons, and to ensure excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the cell. Each institution is required to establish an Institution Supplement regarding Inmate Personal Property, specifically identifying personal property which the inmate may retain.

### **Storage Space**

Staff shall set aside space within each housing area for use by an inmate. The designated area shall include a locker or other securable area in which the inmate is to store authorized personal property. The inmate shall be allowed to purchase an approved locking device for personal property storage in regular living units. Limited space may also be available under the bed for approved items. The amount of personal property allowed each inmate is limited to those items which can be neatly and safely placed in the space designated. Under no circumstance will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

### **Clothing**

Civilian clothing (i.e. clothing not issued to the inmate by the Bureau or purchased by the inmate through the Commissary) ordinarily is not authorized for retention by the inmate. Prerelease civilian clothing for an inmate may be retained by staff in the Receiving and Discharge area during the last 30 days of an inmate's confinement. All inmates are prohibited from wearing any clothing not government-issued or purchased in the Commissary. No inmates may be issued, permitted to purchase, or have in their possession any blue, black, red, or camouflage clothing or cloth items. Commissary sales of clothing are limited to the following colors: Only gray and/or white clothing may be sold in institutions for males and only pastel green, gray, and/or white may be sold in institutions for females. The only exception is for religious headgear. All government clothing, except undergarments will be tagged with a label indicating the inmate's name and registration number. These items are to be neatly stored in the identified storage space provided. Individual washcloths and towels are issued to inmates. Representative authorized footwear/shoes may include: work (1 pair), shower (1 pair), athletic/specialty (1 pair – black, white, grey, or a combination thereof with a maximum value of \$100.00), slippers (1 pair), and casual (1 pair). Footwear will be placed neatly under the bed.

**Commissary/Special Purchase Items**

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

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

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

**Legal Materials**

Staff may allow an inmate to possess legal materials in accordance with the provisions on inmate legal activities. Inmates shall be permitted to keep no more than 12 inches of active legal work in their cells, anything more needs to be kept in a legal bin and stored in a secure area that is accessible only by the Unit Team. Inmates will be permitted to access their material on a weekly basis, by submitting an Inmate Request to Staff (cop-out) to their respective Correctional Counselor.

**Hobby Craft Materials**

Staff shall limit an inmate's hobby shop projects within the cell or living area to those projects which the inmate may store in designated personal property containers. Staff may make an exception for an item (for example, a painting) where size would prohibit placing the item in a locker. This exception is made with the understanding that the placement of the item is at the inmate's own risk. Staff shall require that hobby shop items be removed from the living area when completed.

**Jewelry**

Inmates may have a plain wedding band and an appropriate religious medallion and chain without stones. All body piercings must be removed.

**Radios, MP3 Players, and Watches**

An inmate may possess only one approved radio or MP3 player, and watch at a time. The inmate must be able to demonstrate proof of ownership. An inmate who purchases a radio, MP3 player, or watch through a BOP commissary is ordinarily permitted the use of that item at any BOP institution if the inmate is later transferred. If the inmate is not allowed to use the radio, MP3 player, or watch at the new institution, the inmate shall be permitted to mail, at the receiving institution's expense, the item to a destination of the inmate's choice. Where the inmate refuses to provide a mailing address, the radio, MP3 player, and/or watch may be disposed of through approved methods, including destruction of the property. The MP3 player can be managed through TRU-Units. This service allows inmates to manage the player and to purchase non-explicit music. MP3 players are not authorized or transferrable to contract facilities.

**Jewelry**

Inmates may have a plain wedding band and an appropriate religious medallion and chain without stones.

**Smoking**

Inmate smoking is prohibited in all BOP facilities.

### **Quarters Rules**

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

The rules include items such as:

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

### **Wake-up**

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

### **Clothing Exchange & Laundry**

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

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

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

The institution may provide clean clothing in several ways: access to self-serve washers, a centralized laundry, or a combination of the two. When no centralized laundry is available, institutions provide detergent for inmate use.

### **Commissary**

The BOP maintains inmates' monies (Deposit Fund) while incarcerated. The purpose of the Deposit Fund is to provide inmates the privilege of obtaining merchandise and services either not provided by the BOP or a different quality than that provided by the BOP. An inmate may use funds in their account to purchase items at the institution commissary, place funds on their inmate phone account, purchase TRU-Units for their TRULINCS account, or send funds by creating a BP-199. Inmates may not be in possession of cash at any time. Upon release, all Trust Fund accounts will be consolidated and placed on an Inmate Release Debit Card.

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

### **Spending Limitations**

The current spending limitations has been established at \$180.00 Bi-Monthly for regular sales items. The only items exempted from the monthly spending limit are postage stamps, Over the Counter Medications, and Copy Cards. Revalidation will occur on the 1<sup>st</sup> and 15<sup>th</sup> of every month. This is subject to change at the Wardens discretion. For inmates on restriction or FRP Refusal your account is "validated" once a month.

### **Deposits to Accounts**

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

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

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

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

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

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

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returned to the sender in the event that they cannot be posted to the inmate's account. The deposit envelope must not contain any items intended for delivery to the inmate. The BOP shall dispose of all items included with the funds.

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

### **Western Union Quick Collect Program**

Inmates' families and friends may also send inmates funds through Western Union's Quick Collect Program. All funds sent via Western Union's Quick Collect will be posted to the inmate's account within two to four hours, when those funds are sent between 7:00 am and 9:00 pm EST (seven days per week, including holidays). Funds received after 9:00 pm EST will be posted by 7:00 am EST the following morning. Funds sent to an inmate through the Quick Collect Program may be sent via one of the following ways:

- 1) At an agent location with cash: The inmate's family or friends must complete a Quick Collect Form. To find the nearest agent, they may call 1-800-325-6000 or go to [www.westernunion.com](http://www.westernunion.com).
- 2) By phone using a credit/debit card: The inmate's family or friends may simply call 1-800-634-3422 and press option 2.
- 3) ONLINE using a credit/debit card: The inmate's family and friends may go to [www.westernunion.com](http://www.westernunion.com) and select "Quick Collect".

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

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

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

Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned.

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

### **MoneyGram Express Payment Program**

Inmates' families and friends may also send inmates funds through MoneyGram's Express Payment Program. All funds sent via MoneyGram's Express Payment will be posted to the inmate's account within two to four hours, when those funds are sent between 7:00 am and 9:00 pm EST (seven days per week, including holidays). Funds received after 9:00 pm EST will be posted by 7:00 am EST the following morning. Funds sent to an inmate through the MoneyGram Express Payment Program may be sent via one of the following ways:

- 1) At an agent location with cash: The inmate's family or friends must complete a MoneyGram Express Payment Blue



Form. To find the nearest agent, they may call 1-800-926-9400 or go to [www.moneygram.com](http://www.moneygram.com).

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

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

Please note that the inmate's committed name and eight-digit register number must be entered correctly. If the sender does not provide the correct information, the transaction cannot be completed. Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned.

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

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

### **Commissary Fund Withdrawals**

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

### **TRULINCS**

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

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

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

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

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

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

Law Library – This service allows inmates to perform legal research

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

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

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

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

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

Religious Services - Religious devotional material and schedules may be found under Religious Services/Notifications.

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

### **Inmate Telephone System –TRUFONE**

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

Inmate access to telephones will normally be limited during the following times, Monday through Friday, not including holidays:

Phones will be on at 6:30 am through 7:00 am for the work schedule.

Phones will be on at 10:00 am through 12:00 pm for the work schedule.

Phones will be on at 4:00 pm through 8:30 pm for the work schedule.

Day phones will be on 6:30 am through 9:30 am.

Day phones will be on 10:00 am through 3:30 pm.

Day phones will be on 4:00 pm through 8:30 pm.

Weekend and Holiday phones will be the same as the Day phone schedule.

Inmates are expected to be at their work assignments and must not use the telephone during their work hours. For inmates who work varied work shifts, at local discretion, institutions may leave one telephone per unit available for inmates on “days off,” or “evening shift.”

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

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

## **VISITING PROCEDURES**

You are encouraged to have visits in order to maintain family and community ties. Visiting hours are 8:00 am to 3:00 pm, Friday, Saturday, Sundays and all federal holidays. You are expected to advise your prospective visitors of these times and days.

Children under the age of 16 must be accompanied by an adult, parent or guardian. Children over the age of 16 must have valid picture identification. Visiting will be limited to 8 points per month for each inmate. Each day, either a full or partial day of visiting will be counted as a full day. Weekends are charged as 2 points and weekdays are charged as 1 point. The observed federal holidays 0 points are charged. A total of five visitors are allowed at one given time, any child age 16 or above equals one adult.

You are to submit a Visiting List to your Correctional Counselor for approval. Relatives and friends may be approved after certain checks are made. Requests for approval for these additional visitors should be made to the Correctional Counselor.

All visits will begin and end in the Visiting Room. A kiss or embrace, in good taste, are allowed upon arrival and departure. Physical contact beyond these parameters will result in disciplinary action and possible termination of the visit.

Articles that may be taken into the Visiting Room are limited to a wedding band, prescription eyeglasses, handkerchief, and religious medal.

### **Special visit for family emergency**

Inmates can submit a cop-out to any Unit Team member to request a special visit regarding a family emergency. All requests will be reviewed and a decision will be made on a case by case basis.

### **USP Canaan Visiting Room Dress Code**

Visitors are not permitted to wear the following: beige or khaki pants, grey sweat suits, sleeveless shirts, low-cut shirts, shirts allowing midriff exposures or see through, and camouflage clothing, open-toed sandals or shoes. Shorts are authorized clothing only for males or females, under the age of sixteen (16), in the Visiting Room. Skirts and dresses are not to be more than 1" above the knee; this includes the slit in dresses and skirts. .

A valid state or government issued photo identification is required for visitors. This may include a state driver's license or state I.D. Card with full names and signatures affixed. Birth Certificates are not considered proper identification. Persons without proper identification will not be permitted to visit.

Under certain circumstances, visitors may be asked to submit to a "pat" or "visual" search as a pre-requisite to a visit. All visitors will be screened with a metal detector and their personal items will be searched. Visitor's clear plastic bags, attorneys' briefcases, etc., are examples of such personal items. All visitors must clear the metal detector prior to entering the Visiting Room. Visitors should refrain from wearing clothing that would set off the metal detector, for example under wire brassieres, pants or shirts with metal affixed to them, etc. Visitors will not be permitted to wear watches or have any electronic devices while in the Visiting Room. Other personal articles belonging to visitors must be placed in lockers provided in the front lobby or left in their cars.

A drug/explosive detection device is being utilized at the USP Front Lobby. The device will be utilized on randomly selected inmate visitors. All Visitors testing positive will receive notification that their visitor's privileges are suspended with the date and the appropriate number of hours/days the visitor's privileges are suspended. Only the Operations Lieutenant or the Institutional Duty Officer can notify the visitor that they have tested positive and are being denied entrance into the institution.

Visitors testing positive will have their visiting privileges suspended as follows and will not be allowed to return to the institution until the specified time frame.

- A. First Occurrence: 48 Hours, the scheduled visiting day.
- B. Second Occurrence: This person is suspended from visiting for 30 days.
- C. Third Occurrence: This person is suspended from visiting for 90 days.
- D. Fourth Occurrence: This person is suspended from visiting for 180 days.

Visitors are permitted to bring money to the Visiting Room to purchase items from the vending machines; this is limited to \$35.00. A wallet or small clear plastic bag is also permitted. Essential medication will be limited to the amount needed during the visiting period, and will be controlled by the Visiting Room Officer. A reasonable amount of diapers and other infant care items and sanitary napkins may be brought into the Visiting Room. No food may be taken into or removed from the Visiting Room.

Inmates are NOT authorized to be in the vending machine area of the Visiting Room at any time. Visitors can purchase the items from the machines and return to the visiting area. Inmates cannot be in the children's playroom at any time.

Parents and/or guardians are responsible for the conduct of their children.

The Visiting Room is a non-smoking area. Accordingly, neither inmates nor visitors are authorized to bring any smoking materials into the Visiting Room. You are not allowed to receive coins or money for your Commissary Account while in the Visiting Room. Money for Commissary Accounts must be sent through the mail. A Postal Money Order is the preferred monetary instrument. ***NO ITEMS MAY BE GIVEN OR EXCHANGED IN THE VISITING ROOM.***

Visits can be denied and/or terminated at any time. The Captain, IDO, or Operations Lieutenant can deny entry of unauthorized and pre-approved visitor based on violations of the Institution Visiting Rules and Regulations. Refusal to allow staff to search items to be left in lockers will result in denial of the visit. Inappropriate conduct during a visit or any unauthorized embracing or contact may result in the termination of the visit. Any violation of the Institution Visiting procedures may result in the termination of the visit and/or disciplinary action.

#### **Directions to USP Canaan:**

The United States Penitentiary Canaan is located at 3057 Eric J. Williams Memorial Drive, Waymart, Pennsylvania, 18472; telephone number is (570)488-8000.

From New York City: (135 miles NW) From I-80 West to I-380 West, to I-84 /I-380, North to US 6 East, 296 South, approx. 2 miles.

From Philadelphia: (145 miles N) Take 476 North to I-81 North, to US 6 East, 296 South, approx. 2 miles.

AIRPORT: Wilkes-Barre/Scranton International Airport is located at 100 Terminal Drive, Avoca, PA 18641; telephone number is 1-877-235-9287.

BUS STATION: Martz Trailways Greyhound Station, Scranton, PA; telephone number is 570-342-0166.

LOCAL TAXI SERVICE: Pioneer City Cab, Carbondale, PA; telephone number is 570-282-6060.  
Maple City Transit, Inc., Carbondale, PA; telephone number is 570-282-0750.

### **SECURITY PROCEDURES**

#### **Attire**

All inmates will be fully dressed on a daily basis. Inmates will have their shirts buttoned and tucked inside their pants with their pants buttoned. Shoes will be kept clean. Inmates will either be in their work uniforms (Monday through Friday, 7:30 am-4:00 pm) or in authorized recreational attire. Inmates in the unit with scheduled days off will be dressed in an appropriate inmate uniform, shorts, and shirt or sweats.

Normally, the full prescribed issue of work clothing, if clean and neat is appropriate for wear in any area or at any activity. Work clothing that has been altered is considered contraband. During periods of movement, the full inmate uniform, including a shirt, will be worn. During normal working hours authorized recreational attire may be worn during the work week to go to the recreation yard, or inside gym or activity room. If attending the Pill Line or Sick Call during the hours 7:30 am - 4:00 pm, the work prescribed uniform will be worn, not recreational attire. The work week is defined as Monday - Friday, from 7:30 am - 4:00 pm.

1. **Shirts:** Inmates will be expected to button their shirts but must leave the top button unbuttoned. All shirts, including T-shirts, will be tucked in. The shirt may be removed from the body when participating in athletic events. Shirts may not be worn with the collar turned up or rolled under. Inmates may not wear shirts in a one sleeve up, one sleeve down fashion.
2. **Undergarments:** No undershorts or long underwear will be worn as an outer garment. Long sleeve long underwear tops may be worn under the short sleeve shirt during the work day.
3. **T-shirts:** Institution issued T-shirts may be worn as an outer garment work shirt on outside work details when warranted and authorized by the detail supervisor. On all other details, only the authorized uniform will be worn. On details with unique safety considerations, certain equipment and clothing requirements will be mandated. During the work week, T-shirts will not be allowed in the dining hall as an outer garment. During the work week, T-shirts must be tucked in. The only exception is when the inmate is in a recreational area, participating in an athletic event.
4. **Pants:** Inmates are required to have the length of the pant legs extended to the ankle. Inmates may not tuck their pant legs inside their shoes or socks unless working on a job or detail using high top boots. Inmates are also required to wear properly fitted pants. Inmates may not pleat the waist area of their issued pants in any fashion. Finally, inmates may not wear pants with the pockets pulled inside out.
5. **Footwear:** The following work details will be required to wear safety shoes while on the job as mandated by the Safety Shoes Institution Supplement.

### **Inmate Identification Cards**

Inmates are required to wear their identification cards at all times upon departing their assigned cell. The inmate identification card will be worn on the upper front torso, with the inmate's picture clearly visible for staff to identify the inmate. Inmates will be issued an identification card upon arrival at the institution. Inmates are responsible for the care of these cards.

### **Counts**

There will be no talking, movement, radio playing, etc., during counts. Inmates will be required to stand in their cell for the daily 4:00 pm and 9:00 pm counts and the Weekend/Holiday 10:00 am count, and all special counts. Cell doors will be secured for all counts. Count will be announced approximately 15 minutes prior to the start of the count; you must return to your cell immediately and close the cell door behind you. You will remain in your secure cell until it is announced that the count is clear. Official counts will ordinarily be conducted at 12:00 midnight, 3:00 am, and 5:00 am, 4:00 pm stand up count and 9:00 pm stand up count, Sunday through Saturday. On weekends and holidays there will be a 10:00 am stand up count. Additional counts may be called by the Operations Lieutenant as warranted. Staff may take disciplinary action if an inmate is not in his assigned area during a count. Disciplinary action will also be taken against inmates for leaving an assigned area before the count is cleared. You must actually be seen at all counts, even if you must be awakened.

### **Call-Outs**

Call-outs are a scheduling system for hospital, dental, education, team meetings, and other activities which are posted each day on the unit bulletin boards. Call-outs are posted after 4:00 pm 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.

### **Pass System**

Daily work passes will be issued by the Mechanical Services Detail Supervisor and the Safety Specialists to inmates dispatched to various areas of the institution to complete work assignments. The inmate must have the pass signed by the staff member in charge of the area, upon entering an area, and again upon completion of the work assignment and departure from the area. Inmates will be held accountable for returning the completed pass to the issuing staff member.

### **Controlled Movement**

Movement throughout the institution will be regulated by a procedure called controlled movement. The purpose of controlled movement is to ensure that the movement of inmates is orderly and that proper accountability is maintained.

**\*\* PLEASE NOTE ALL TIMES ARE APPROXIMATE \*\***

Inmates at Barber Shop, Recreation Yard/gym, and program areas must remain there until the next controlled movement period. Inmates in the Commissary are permitted to return to their housing unit but must wait until the Unit Officer verifies the purchase of commissary and allows them to re-enter the unit.

All movement will be from the units to activities, or vice versa, across the compound. However, all movements will be one-way only and the yard will be closed and cleared between movements. The Operations Lieutenant will determine when lighting conditions become such that the compound is closed. Once it is closed, it will remain closed until the serving of the morning meal, except for one way movements, weather conditions permitting.

**USP CANAAN RECREATION SCHEDULE**

	MON	TUE	WED	THU	FRI	SAT	SUN
6:00 AM to 8:00 AM	RED YARD #2 & #3 BLUE YARD #1	BLUE YARD #2 & #3 RED YARD #1	RED YARD #2 & #3 BLUE YARD #1	BLUE YARD #2 & #3 RED YARD #1	RED YARD #2 & #3 BLUE YARD #1	BLUE YARD#2 & #3 & EDC RED YARD #1	RED YARD #2 & #3 BLUE YARD #1
8:00 AM to 10:10 AM	RED OUTDOOR YARDS #2 & #3	BLUE OUTDOOR YARDS #2 & #3	RED OUTDOOR YARDS #2 & #3	BLUE OUTDOOR YARDS #2 & #3	RED OUTDOOR YARDS #2 & #3	BLUE YARDS #2 & #3 OUTDOO R 8:00- 9:15AM	RED YARDS #2 & #3 OUTDOOR 8:00-9:15AM
	BLUE OUTDOOR YARD #1	RED OUTDOOR YARD #1	BLUE OUTDOOR YARD #1	RED OUTDOOR YARD #1	BLUE OUTDOOR YARD #1	RED YARD #1; INDOOR REC & EDUCATI ON 8:00-9:30AM	BLUE YARD #1 INDOOR REC 8:00-9:30AM
10:30 AM to 12:45 / 12:50 PM	No Movement / Mainline Only	No Movement / Mainline Only	No Movement / Mainline Only	No Movement / Mainline Only	No Movement / Mainline Only	RED YARD #2 & #3 BLUE YARD #1	BLUE YARD#2 & #3 & EDC RED YARD #1
12:45 PM to 3:15 PM	RED YARD #1 & ACT CTR	BLUE YARD #1 & ACT CTR	RED YARD #1 & ACT CTR	BLUE YARD #1 & ACT CTR	RED YARD #1 & ACT CTR	BLUE YARD #1, ACT CTR & EDC	RED YARD #1 & ACT CTR
12:50 PM to 3:30 PM	BLUE YARDS #2 & #3	RED YARDS #2 & #3	BLUE YARDS #2 & #3	RED YARDS #2 & #3	BLUE YARDS #2 & #3	RED YARDS #2 & #3	BLUE YARDS #2 & #3
4:30 PM	BLUE OUTDOOR REC	BLUE OUTDOOR REC	BLUE OUTDOOR REC	BLUE OUTDOOR REC	BLUE OUTDOOR REC	BLUE OUTDOO R REC	BLUE OUTDOOR REC
4:45 PM	RED OUTDOOR REC	RED OUTDOOR REC	RED OUTDOOR REC	RED OUTDOOR REC	RED OUTDOOR REC	RED OUTDOO R REC	RED OUTDOOR REC
6:50 PM to 8:10 PM	BLUE YARD #1 & EDC	RED YARD #1 & EDC	BLUE YARD #1 & EDC	RED YARD #1 & EDC	BLUE YARD #1	RED YARD #1	BLUE YARD #1

<b>7:00 PM to 8:30 PM</b>	<b>RED YARDS #2 &amp; #3</b>	<b>BLUE YARDS #2 &amp; #3</b>	<b>RED YARDS #2 &amp; #3</b>	<b>BLUE YARDS #2 &amp; #3</b>	<b>RED YARDS #2 &amp; #3</b>	<b>BLUE YARDS #2 &amp; #3</b>	<b>RED YARDS #2 &amp; #3</b>
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**\*\* PLEASE NOTE ALL TIMES ARE APPROXIMATE AND SUBJECT TO CHANGE DUE TO INSTITUTION NEEDS \*\***

**MONDAY-FRIDAY MOVE SCHEDULE**

<b>Time</b>	<b>Area</b>
<b>6:00 AM</b>	<b>Red Side One Way Outdoor Recreation Movement Blue Side One Way Outdoor Recreation Movement</b>
<b>8:00 AM</b>	<b>Red Side Work Call, Programs, Call Out &amp; Outdoor Recreation Movement (All Recreation Classes, Religious Services, &amp; Psychology)</b>
<b>8:10 a.m.</b>	<b>Blue Side Work Call, Programs, Call Out &amp; Outdoor Recreation Movement (All Education/Recreation Classes, Law Library, Religious Services, &amp; Psychology)</b>
<b>9:00 AM</b>	<b>Blue Side Outdoor Recreation, Programs Movement and Call Outs</b>
<b>9:10 AM</b>	<b>Red Side Programs Movement AND Outdoor Recreation Movement</b>
<b>10:00 AM</b>	<b>Red Side Recall from Outdoor Recreation Programs and Call Outs</b>
<b>10:10 AM</b>	<b>Blue Side recall from Outdoor Recreation, Call Outs and Programs; Blue Side Education 2<sup>nd</sup> session to Education</b>
<b>10:30 AM - 11:25 AM</b>	<b>Red Side to Mainline</b>
<b>11:30 AM 12:30 PM</b>	<b>Blue side to Mainline Blue Side Education 2nd session to Food Service after 12:00 PM</b>
<b>12:45 PM</b>	<b>Red Side Work Call, Programs and Recreation Movement (All details, to include Education Classes, Religious Services, Psychology, and Libraries)</b>
<b>12:50 PM</b>	<b>Blue Side Work Call, Programs and Recreation Movement (All details, to include Religious Services, Psychology)</b>
<b>1:30 PM</b>	<b>Programs / Call Out Movement (Red and Blue Units separate)</b>
<b>2:30 PM</b>	<b>Programs / Call Out Movement (Red and Blue Units separate)</b>
<b>3:15 PM</b>	<b>Blue Side Housing Units Recall / Insulin Line</b>
<b>3:30 PM</b>	<b>Red Side Housing Units Recall Insulin Line</b>
<b>4:30 PM</b>	<b>Blue Side Outdoor Rec</b>
<b>4:45 PM</b>	<b>Red Side Outdoor Rec</b>
<b>5:00 PM</b>	<b>Mainline for Blue Side Housing Units</b>
<b>5:45 PM</b>	<b>Mainline for Red Side Housing Units</b>
<b>6:50 PM</b>	<b>Blue Side Outside Recreation and Programs Movement: Religious Services &amp; Education Library Movement (ONLY FOR UNITS ASSIGNED TO LIBRARY)</b>
<b>7:00 PM</b>	<b>Red Side Outdoor Recreation and Programs Movement: Religious Services</b>
<b>8:10 PM</b>	<b>Outdoor Recreation and Programs Recall, Pill Line.</b>
<b>8:30 PM</b>	<b>Programs Recall, Pill Line. (No Indoor Recreation during Summer Months)</b>

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SUBJECT TO CHANGE DUE TO INSTITUTION NEEDS \*\***



**WEEKEND/HOLIDAY SCHEDULE**

<b>Time</b>	<b>Area</b>
<b>6:00 AM</b>	<b>Red Side One Way Outdoor Recreation Movement Blue Side One Way Outdoor Recreation Movement</b>
<b>8:10 AM</b>	<b>Blue Side Movement for Outdoor Recreation, (Indoor Recreation only on Sunday), Education and Religious Services</b>
<b>9:15 AM</b>	<b>Recall from Education and Religious Services Inmates on Out-Count for Education will remain in Education.</b>
<b>9:20 AM</b>	<b>Red Side Recall from Recreation (Indoor Recreation only on Saturday)</b>
<b>9:30 AM</b>	<b>Blue Side Recall from Recreation (Indoor Recreation only on Sunday)</b>
<b>10:00 AM</b>	<b>Institutional Count</b>
<b>10:30 AM 10:40 AM</b>	<b>Red Side One Way Outdoor Recreation Movement Blue Side One Way Outdoor Recreation Movement</b>
<b>11:00 AM - 12:50 PM</b>	<b>Mainline for Blue / Red Side Housing Units</b>
<b>1:00 PM</b>	<b>Movement for Housing Units scheduled for Indoor Recreation and Education. Inmates cannot leave Programs areas to go to Outdoor Recreation.</b>
<b>1:10 PM</b>	<b>Movement for Housing Units scheduled for Outdoor Recreation. Inmates cannot leave Programs areas to go to Indoor Recreation.</b>
<b>1:30 PM</b>	<b>Move to and from Programs (Red and Blue Units separate)</b>
<b>2:30 PM</b>	<b>Move to and from Programs (Red and Blue Units separate)</b>
<b>3:05 PM</b>	<b>Blue Side Housing Units Recall (All Areas)</b>
<b>3:15 PM</b>	<b>Red Side Housing Units Recall (All Areas)</b>
<b>4:30 PM</b>	<b>Programs Movement, Recreation Movement (Red and Blue Units separate). Inmates that choose to go directly to Programs Areas will not be released for Mainline.</b>
<b>5:00 PM</b>	<b>Mainline for Blue Side Housing Units</b>
<b>5:45 PM</b>	<b>Mainline for Red Side Housing Units .</b>
<b>6:50 PM</b>	<b>Programs Movement: Religious Services ( No Indoor Recreation during Summer Months)</b>
<b>7:00 PM</b>	<b>Outdoor Recreation and Programs Movement: Religious Services</b>
<b>7:30 PM</b>	<b>Programs Movement (Red and Blue Units separate).</b>
<b>8:10 PM</b>	<b>Outdoor Recreation, Programs Recall, Pill Line.</b>
<b>8:30 PM</b>	<b>Programs Recall, Pill Line. ( No Indoor Recreation during Summer Months)</b>

**\*\* PLEASE NOTE ALL TIMES ARE APPROXIMATE AND  
SUBJECT TO CHANGE DUE TO INSTITUTION NEEDS \*\*\*\***

**Metal Detectors Screening Process**

Inmates will be required to remove all metallic items (e.g. necklace/religious medallion, rings, eye glasses, and watches, etc.). Inmates must step with the left foot first through the detector at a slow walk pace. Inmates waiting to be screened must stand behind the red line until the inmate in front of him clears the metal detector.

**Contraband**

Contraband is defined as any item not authorized or issued by the institution, received through approved channels, or purchased through the commissary.

You are responsible for all items found in your assigned living area and should immediately report any unauthorized item to the Unit Officer. Any item in your personal possession must be authorized, and a record of receipt of the item should be kept in your possession. You may not purchase, give, or receive items from another inmate. Examples would be radios, PAC Numbers, or anything of value. Items acquired in this manner are considered contraband and will be confiscated. An altered item, even if approved or issued is considered contraband. Altering or damaging government property is a violation of institution rules and the cost of the damage will be levied against the violator.

**Shakedowns**

Any staff member may search an inmate's person or cell at any time. You may not be present when your cell is searched. The property and living area will be left in the same general condition as found. The searches will be unannounced and random.

**Drug Surveillance**

The Bureau 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, and you do not do so, you will receive an Incident Report.

**Alcohol Detection**

A program for alcohol surveillance is in effect at all institutions. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test will result in an Incident Report. Refusal to submit to the test will also result in an Incident Report.

**Emergencies**

Follow staff directives during any emergency situations. During an emergency situation, inmates shall sit down on their buttocks and remain there until directed by staff.

**Fire Prevention and Control**

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

**Fire Safety**

Fire drills are conducted quarterly on each of the three working shifts. You are required to evacuate your respective area at the announcement of any Fire Drill. Staff will conduct and supervise each drill. You are to familiarize yourself with

the Emergency Exits located throughout your work and living areas. Fire Evacuation Plans are posted throughout the entire facility in English and Spanish. These plans identify all Emergency Exits and locations of Fire Suppression Equipment. Any inmate who tampers with any fire equipment or signal device will be subject to disciplinary action under the appropriate inmate disciplinary code.

## **PROGRAMS AND SERVICES**

### **Job Assignments**

You are expected to maintain a regular job assignment. Most job assignments fall under the parameters of the Inmate Performance Pay (IPP) System, which provides monetary payment for work. Federal Prison Industries (UNICOR) has a separate pay scale. The Commissary and TRULINCS will also employ a limited number of inmates. The Commissary and TRULINCS also has a separate pay scale. Correctional Counselors will approve job changes and ensure that the changes are posted on the Daily Change Sheet. The Daily Change Sheet is posted on the unit bulletin boards by 4:00 pm on the day preceding the change. Institutional maintenance jobs are usually the first assignment an inmate receives. These include work in Food Service, as a Unit Orderly, or in a maintenance shop. A number of inmate jobs are available in factories operated by the Federal Prisons Industries, also known as UNICOR. A waiting list for factory employment is maintained. UNICOR employs and trains inmates through the operation of, and earnings from, factories producing high-quality products and services for the federal government.

### **Inmate Financial Responsibility Program**

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

Institution staff assist in planning, but the inmate is responsible for making all payments required, either from earnings within the institution or from outside resources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet his obligations, the inmate cannot work for UNICOR nor receive performance pay above the maintenance pay level. The inmate will also be placed in "refuse" status. As the result of being in refuse status, the inmate has a spending limit of only \$25.00 monthly, can be placed in less desirable housing, will not be considered for any favorable requests, i.e. (vacations, furloughs, early release, etc.) and will score zero in responsibility on the progress report. These are a few examples of the sanctions that can be imposed as a result of being in refuse status.

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

### **Food Service**

The BOP offers a standardized National Menu. This menu is offered at all institutions and includes approved menu items based on standard recipes and product specifications. The National Menu offers regular, heart healthy and no-flesh dietary options.

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

The religious diet program, consists of two distinct components: one component provides for religious dietary need

through self-selection from the main line, which includes a no-flesh option. The other component accommodates dietary needs through nationally recognized, religiously certified processed foods and is available through the approval of Religious Services.

No personal property will be allowed in the dining room, including mugs, jugs, radio/MP3 players, laundry bags or commissary items. All hats and non-prescription sunglasses must be removed upon an inmate entering the dining hall, unless authorized by the Religious Services or Medical Department. All inmates must be in the proper uniform upon entering the dining room and shirts must be tucked in at all times. Good hygiene practices will be observed at all times. Food Service inmates on duty status will have their shirts tucked in and wear a protective hat as authorized by the Food Service Administrator.

### **Education**

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

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

### **First Step Act Classes**

Both the Education and Recreation Departments offer several different First Step Act Classes. If you wish to enroll in these classes submit a cop out to Education or Recreation. The Education and Recreation Departments are only responsible for offering the classes and documenting participation, completions and failures in Sentry. They have no part in determining eligibility or calculating time credits.

### **Literacy/GED**

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

Unless exempt (pre-trial, holdover, etc.), inmates must participate in the literacy program for one mandatory period of at least 240 instructional hours, or until they achieve a GED credential. For all inmates to receive job pay promotions above the entry level, they must have a high school diploma, a GED credential, or a pay exemption.

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

Inmates under a final Bureau of Immigration and Customs Enforcement (BICE) order of deportation, exclusion, or removal are exempt. Inmates who have completed the mandatory period of enrollment must remain enrolled, or re-enroll to vest/earn their good conduct time. Inmates found guilty of an incident report related to their literacy program enrollment will be changed to GED UNSATISFACTORY PROGRESS, and will not vest/earn their good conduct time.

Following an assignment of a GED UNSATISFACTORY PROGRESS code, inmates will be required to complete additional 240 hours of program enrollment before they can be changed back to a SATISFACTORY code. Good conduct

time will not vest while the UNSATISFACTORY assignment exists.

Inmates who are eligible for District of Columbia Educational Good Time (DCEGT) can earn DCEGT for participating, and completing GED, ESL and marketable level occupational training programs. While enrolled in the qualifying education program, inmates will earn DCEGT credit. However, DCEGT credit will show up on their sentence computation when they complete or withdraw from the qualifying program.

Special note on GED scores: A new 2014 GED test will be taken on the computer. Once the new GED test is issued, scores from the current GED test cannot be combined with the new test. GED scores from the 2002 GED test will no longer be valid.

### **ESL**

The Crime Control Act of 1990 mandates non-English speaking Federal prisoners participate in the ESL program. An inmates' communication skill level in English is evaluated at initial classification and interviews. Those found to have limited ability to communicate in English will be referred to the education department to determine proficiency at the 8th grade level or higher based on a nationally recognized achievement test. Inmates scoring less than the 8th grade level of proficiency will be enrolled in ESL until they function at the 8th grade level or above on a nationally recognized education achievement test.

### **Incentives**

Incentive awards are provided to recognize inmates making satisfactory progress and successfully completing the literacy (i.e., GED and ESL) program. Graduation ceremonies recognize GED, and ESL completions. ESL and GED graduates will receive a photograph and a \$25 award.

### **Other Programs**

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

### **Apprenticeship**

Apprenticeship training provides inmates the opportunity to participate in training which prepares them for employment in various trades. Apprenticeship programs in the BOP are registered with the Bureau of Apprenticeship and Training, U.S. Department of Labor. These programs are structured to offer on-the-job learning in industries. Upon completion of a registered trade, inmates can earn a Certificate of Completion from the Department of Labor. Currently, the Education Department is offering Apprenticeship Programs in Teacher's Aid, Electrical, Horticulture, HVAC, and Plumbing.

### **Vocational Training Programs**

The Culinary Arts Program is a 200 hour class that gives participants hands on experience with handling food. Completion of the Serve Safe Exam is part of the course. Participants for this program must have a verified GED or High School Diploma.

### **Adult Continuing Education (ACE):**

ACE classes enhance an inmate's general knowledge on various subjects and address the skill deficits identified in an inmate's individual reentry plan. Typical ACE classes include: typing, public speaking, Spanish, creative writing, poetry, and math. These classes are offered during evening and weekend hours.

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

Inmates are encouraged to expand their knowledge through a variety of methods, including correspondence courses. In general, inmates are permitted to enroll in a correspondence course that involves only "paper and pencil." The cost for correspondence courses must be paid by the inmate. Inmates interested in enrolling in correspondence courses are

required to contact the Staff Coordinator prior to enrollment.

### **Parenting**

The Parenting Program provides inmates information and counseling through directed classes on how to enhance their relationship with their children while incarcerated.

### **Library Services**

**Leisure Libraries:** The Leisure Library in the Education Department, and the Auxiliary Library in the Recreation Department offer inmates a variety of reading materials, including but not limited to: periodicals, newspapers, fiction, non-fiction, and reference books. Institutions also participate in an interlibrary loan program with local libraries.

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

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

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

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

#### **Leisure Programs**

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

#### **Art and Hobby Craft Programs**

Art work includes all paintings and sketches rendered in any of the usual media (e.g., oils, pastels, crayons, pencils, inks, and charcoal). Hobby craft activities include ceramics, leatherwork, models, clay, mosaics, crochet, knitting, etc.

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

Inmates are encouraged to participate in housing unit activities such as unit-based hobby craft. The Recreation Supervisor will coordinate housing unit activities with Unit Managers.

#### **Wellness Programs**

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

#### **Recreation and Zimmer**

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

#### **Consequences for Rules Violation in Recreation**

Inmates are strongly encouraged to participate in recreation activities. However, when inmate behavior violates

established rules, consequences may include an incident report and/or suspensions from programs.

### **Religious Services**

Chaplains provide pastoral care, counseling, and assistance in accommodating your religious needs. If you need to visit with any of the Chaplains, please provide a written request, and an appointment will be scheduled through the Call-Outs. Conversations with the Chaplain are confidential unless you plan to bring harm to yourself, to someone else, or intend to disrupt the orderly operation of the institution.

A Religious Services schedule will be updated periodically and posted in the Chapel and on TRULINCS. Religious Faith group meetings and activities will take place in the Chapel. The Chaplain will make every effort to accommodate your religious needs. All religious matters should be directed to the Chaplain at the earliest opportunity in order for a timely response to occur. If you have religious needs, or seek to grow spiritually, please see the Chaplain on duty at the office or at mainline.

Personal religious items must be approved by the Chaplain, and will be made available through the Commissary. No items that are hobby craft or self-made will be considered approved religious property. Absolutely no religious items may be sent in from home. Approved religious medallions must be worn under the shirt. Religious headwear that reflects the religious preference of the individual may be worn, but is subject to inspection by all staff members. All Religious items should be maintained in a proper manner in the units. Inmate lockers are the proper storage place for individual Religious items.

In the event that a member of your immediate family (Mother/Father; Brother/Sister; Son/Daughter or Spouse) goes to the hospital or passes, your family should contact the Chaplain on Duty. Once verified, the Chaplain will help you work through the situation. At a minimum, your family should provide us with your name, registration number, name of the ill/deceased family member, and hospital or funeral home. If you receive an e-mail informing you of a family situation, the same information should be provided to the Chaplain by you.

There are various other opportunities to participate in Faith Based Re-Entry Programs. These programs help provide a spiritual basis for necessary life changes. Please see a Chaplain concerning your interest.

### **Psychology Services**

The department is centralized so that the Psychology Staff and the Group Program Rooms are located in Psychology Services next to the Chapel area. Self-referrals should be made via electronic email to Psychology Services or by paper "Cop-Out." Crisis referrals should be made immediately through any staff.

### **General Psychology Services**

Priority services include intake screenings, treatment of major mental disorders, crisis intervention, and suicide prevention. Other self-help, support, and lifestyle change programs will be offered as resources and need dictate. Psychology services also periodically offers treatment groups focusing on Anger Management, Emotional Self-Regulation, Basic Cognitive Skills, and others.

### **Suicide Prevention**

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

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

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

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

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

### **Challenge Program**

The Challenge Program is an intensive Residential Treatment Program for HIGH Security inmates (24 points or more). The program consists of a substance abuse treatment track or a mental health treatment track. Participants in the program are enrolled in individual and group activities as they progress through three phases of treatment [Orientation phase, a Core Treatment phase, and a Transition phase] as well as other supportive forms of programming. They are given the opportunities to earn incentives not elsewhere available at the institution based on pro-social behavior and the program provides opportunities for participants to mentor other participants who may be struggling in the program. This helps to foster leadership skills as well as give the participants a chance to give back to the program. The goal is to equip participants with the tools to make positive choices and maintain healthy relationships, thereby working to lower recidivism rates and help the inmates remain sober even after leaving prison.

### **Drug Abuse Program (DAP)**

We currently offer 2 non-residential substance abuse treatment programs **Drug Education and Non-Residential Drug Treatment**. The **Drug Education program** is a brief 12-15 hour which is designed to increase awareness of use patterns, introduce cost/benefit analysis, and provide recommendations regarding additional treatment needs. Drug Education Class is mandatory for those individuals who meet any of the following four criteria:

- Judge Ordered or Recommended you to participate in drug abuse treatment.
- Current Charge / Charges are related to Drugs.
- Violation related to drugs or alcohol.
- Documentation of Substance Usage in Your Pre-Sentence Investigation Report (PSI)

If an inmate declines or fails the required Drug Education Program, P.S. 5330.10 requires application of sanctions.



**The Non-Residential Drug Treatment** program is a volunteer program lasting approximately 18-22 weeks during which inmates work on developing appropriate interpersonal skills, anger management, addressing problematic substance use, and pre-release planning.

**The Residential Drug Treatment Program (RDAP)** is an intensive 500-hour evidence-based residential drug treatment program for participants with a verifiable documented substance abuse problem. Recovery and treatment are to be the primary focus at all times for individuals participating in the RDAP, during and outside of regularly scheduled treatment activities. Structured program activities within the institution are scheduled Monday through Friday with the exception of federal holidays and institutional emergencies. Each participant is required to attend and actively participate in all program activities, complete all assignments, and demonstrate treatment progress in order to advance to the next phase. Inmates may submit an Inmate Request via email or paper “cop-out” for consideration for the 500-Hour, Residential Drug Treatment Program. Those who are eligible for this program may also be eligible for early release consideration or other incentives listed in P.S. 5330.10, Drug Abuse Program Manual - Inmate.

### **Early Release**

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

### **Community Transition Drug Abuse Treatment**

To successfully complete the RDAP, inmates are required to participate in the Community Transition Drug Abuse Treatment component of the program. The BOP ensures that inmates receive continued treatment when transferred to a residential reentry center (RRC) or to home confinement. The RRC is structured to help you adjust to life in the community and find suitable post-release employment. RRCs provide a structured, supervised environment and support job placement, counseling, and other services. Within the structure of the RRC, RDAP participants continue their drug abuse treatment, with a community-based treatment provider. The BOP contracts with this provider to deliver treatment services in the community. Inmates must continue to participate in transition drug abuse treatment to earn any benefit associated with successful completion of the RDAP, e.g., early release. In addition to these drug abuse programs, drug abuse treatment services may also be provided within the context of other specialized treatment programs with the BOP, such as the Resolve Program and the Challenge Program.

### **Confidentiality**

Security needs and the nature of a prison environment affect mental health care in a variety of ways. Confidentiality is an important component of the therapeutic relationship. However, in a prison environment, confidentiality must be weighed against institutional needs of safety and security. Mental health providers in the institution not only serve inmates, they also serve the institution and the public at large.

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

If you tell a staff member, including a Psychology Services staff member that you are going to harm or kill yourself or someone else, or engage in a behavior that jeopardizes the safety or security of the institution, confidentiality will be breached and the appropriate individuals will be notified on a need-to-know basis only. Simply put, there is no guarantee

of confidentiality in the prison setting. However, you can rely on the professional judgment of Psychology Services staff who conscientiously balance your confidentiality and the safety and security of the institution. Information that does not impact the safety and security of the institution, inmates, and staff, will not be shared. While these limitations on confidentiality may initially deter you from seeking treatment, I want to assure you that the vast majority of inmates who receive psychological services are comfortable with the decisions staff make with regard to their confidentiality. If you have additional questions about confidentiality, be certain to discuss your concerns with Psychology Services staff.

### **Escorted Trips**

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

### **Furloughs**

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

### **Central Inmate Monitoring System**

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

### **Marriages**

If you wish to be married while incarcerated, the Warden may authorize it under certain conditions. A written request must be presented to your Unit Team. However, the marriage must present no threat to institution security or good order, or to the protection of the public. All expenses of the marriage will be paid by you. Government funds may not be used for marriage expenses. If you request permission to marry, you must have a letter from the intended spouse which verifies her intention to marry; demonstrate legal eligibility to marry; and be mentally competent. The only authorized guests for the marriage ceremony are the parents of the bride and groom or two immediate family members from each family, who are on the Inmate's Approved Visiting List. Once approved, the Clerk of the Court must issue a valid license prior to the marriage ceremony.

### **Barber Shop**

All inmates have access to barbering services. Inmate barbers are assigned to cut hair in the institution Barber Shop at various times throughout the week. The Barber Shop is located adjacent to the commissary. The Barber Shop will be open Sunday through Saturday.

#### Hours of Operation

7:30 am - 10:15 am

12:30 pm - 3:00 pm

6:00 pm - 8:00 pm

A day will be set aside for each Unit to go to the Barber Shop, and one day of each week will be set aside for all Units to attend the Barber Shop services. Ordinarily, the Barber Shop will be closed on federal holidays. Barbering services will normally be provided to Special Housing Unit inmates on weekend days. Inmates will not be allowed in the Barber Shop

during scheduled counts.

### **Medical Services**

The overall USP Canaan Healthcare Delivery System includes treatment at the institution, at one of the Bureau of Prisons medical facilities, and/or at community based medical facilities if necessary. You must bring your ID card with you when you come to Health Services for any reason.

### **General Population Appointments**

At the USP, sick call is five days a week. Sick call will be Monday, through Friday and is conducted during the morning meal. Inmates must show during this time period and complete a request for sick call slip. Inmates will be triaged and given follow up appointments as needed. If an inmate leaves without being seen, they will be marked as a no show and not rescheduled. Inmates who become ill after the regular sick call sign up period will notify either their work supervisor or unit officer to call Health Services to arrange an evaluation.

Inmates in the Special Housing Unit and Alpha units can access sick call by submitting a written request for sick call and return this to the Health Services clinician who makes daily rounds in the unit.

Inmates assigned to the camp, can access sick call Mon-Fri., at 6:00 a.m and must submit a handwritten sick call request as well.

### **Pharmacy**

Pill lines are conducted three times a day in conjunction to the meals in the USP. Pill lines are twice a day in the camp, alpha units and special housing units.

### **Prescription pick up:**

The noon pill line is for prescription pick up at the USP. If you are new to the institution, please present to the pharmacy the day after your arrival at the noon pill line for prescription pick up. Prescriptions will be delivered to the Special Housing Unit and to Alpha units. Newly arriving campers should check for their prescriptions on the evening pill line.

Chronic care clinics - newly arriving inmates who are transferring from another Federal facility and are enrolled in a chronic care clinic will be seen within fourteen days of arrival. It is the inmates' responsibility to watch for their name on the call out and present for these appointments.

Newly incarcerated inmates who have not had a History and Physical exam will be scheduled within fourteen days of their arrival.

All inmate requested visits are subject to the \$2.00 co-pay.

### **Inmate Co-pay for Medical Services**

Inmates must pay a \$2.00 fee per Health Care visit, except as noted below:

- Healthcare Services based on medical staff referrals
- Staff-approved follow-up treatment for a chronic condition
- Emergency services
- Diagnosis or treatment of chronic infectious diseases
- Mental healthcare

Inmates will not be charged a co-pay for such services directly related to their assigned Chronic Care condition.

Inmates may seek review of issues related to Health Service Fees through a hand written cop-out to the Health Services Administrator.

The Pharmacy will provide select Over-the-Counter Medications through the standard BP-S788.60 form. Only inmates that qualify as indigent by definition "An inmate without funds is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days".

### **Special Housing Unit Inmates**

Inmates placed in the Special Housing Unit (SHU) will be seen by medical staff daily. Inmates with medical and dental care concerns will be addressed daily when the medical staff make their morning rounds. The Request to Staff for Medical Appointment System will also be used in the SHU. All requests will be triaged to determine if the complaint is urgent or non-urgent. Urgent cases will be seen that same day and non-urgent complaints will be forwarded to their primary care clinician for scheduling.

### **Emergency Medical Treatment**

All emergencies or injuries will be screened for priority of treatment and then will be examined accordingly. Appropriate medical care will be provided by institutional Health Services staff. Medical treatment on evenings, mornings, weekends, and federal holidays is limited to treatment of acute problems only. Treatment needs will be determined by the medical staff. Access to emergency medical care is by notifying any staff or activation the inmate duress system in your cell.

### **Physical Examinations**

All new commitments to the Federal Bureau of Prisons System will be scheduled for a complete physical examination, which is mandatory, within 14 days of arrival at this institution.

### **Annual Immunization Screening**

All inmates will be scheduled for mandatory tuberculosis screening on an annual basis. This screening will be in the form of the PPD Skin Test and/or chest x-ray. The date of these screenings will be based on the inmate's previous test date. During the flu season which is typically in early winter, inmates will have the influenza vaccination or "flu shot" on an availability basis. Since some seasons cause the supply of this vaccination to be short, it will depend on the availability and the inmate's medical priority to be issued the medication at this institution. Additional vaccinations for Hep B and Pneumococcal are available as well as HIV testing. These optional vaccinations require an Inmate Request to Staff (Cop-Out) be submitted to the Health Services Unit

### **Dental**

Dental cleanings, permanent fillings, and dentures are considered routine care. Request for routine care should be made through a written cop-out. Your name will be entered on the National Routine Treatment Wait list. Dental routine appointments are seen in chronological order based on the requested date. You do not need to wait one year to submit a routine care request. If you submitted a request at a prior institution, your name may already be on the National Routine list.

Emergency dental requests will be seen during Sick call Mon-Fri during the breakfast meal. If you are in General Population, you must come to Health Services and sign up in person. If you are at the Camp, all dental sick call requests should be submitted to the Health Care provider. SHU sick call requests should be submitted on a SHU sick call request form. If you have a dental emergency after sick call hours, please contact your immediate Supervisor to call the Health Services unit. All inmate requested visits are subject to the \$2.00 co-pay.

### **Medication Administration (Pill Line)**

Inmate self-carry prescriptions can be picked up during the Noon Meal only. Health Services Pill Lines are scheduled at the following times:

AM Meal - Insulin and AM Pill Line  
 Noon Meal- New Prescriptions and Refills  
 1500-1530- Insulin  
 Evening Meal-Evening Pill Line

Inmates receiving medication from the pill lines will report to the pharmacy window at the appropriate times as indicated above. The inmate will show his identification card to the Health Services staff member to receive his medication. Without the above card, the inmate will not receive medication. Inmates picking up prescriptions and/or refills must show their identification cards to the Health Services staff member to receive his medication. Health Services staff will issue medications to inmates in SHU after the general population pill lines. Any medication requiring refills are the inmates' responsibility to bring to the attention of the pill line staff prior to the expiration of the medication and prior to weekends or holidays. Any defacing or manipulation of the prescription label information will cause the prescription to be considered invalid and will be confiscated.

Over the counter (OTC) medications are available for purchase from the Commissary. The following OTC Medications are available for purchase: ibuprofen, aspirin, non-aspirin, allergy tablets non-drowsy, allergy/cold tablets, saline nasal spray, Artificial tears, eye drops, Lactaid caplets, Prilosec OTC, Tums antacid, calcium antacid, max. strength antacid liquid, stress liquid (Pepto), Milk of Magnesia, natural fiber powder, Halls cough drops, cough drops (honey), cough drops (cherry), Tussin, medicated vapor rub, Chloraseptic lozenges, hemorrhoid ointment, Tucks medicated pads, muscle rub, scented baby powder, breath rite strips, hydrocortisone cream, acne cream, anti-fungal cream, Miconazole cream 2%, Lamisil foot cream, and antifungal powder.

### **On-the-job Injuries**

Inmates injured while performing an assigned duty, must immediately report this injury to their work supervisor. The work supervisor reports the injury to the institution Safety Manager who completes mandatory occupational injury documentation. The inmate must be evaluated by clinical staff and an injury report completed for inclusion in the inmate's health record under the Occupational Medicine section of BEMR.

Inmates who suffer a work-related injury may be eligible for compensation if the injury prevents the inmate from performing his or her usual work duties. However, the inmate may be disqualified from eligibility for lost-time wages or compensation if he or she fails to report a work injury promptly to the supervisor.

## **CONTACT WITH THE COMMUNITY AND PUBLIC**

### **Correspondence**

You are permitted to correspond with the public, family members, and others without prior approval or a correspondence list. Outgoing inmate mail will be placed unsealed into the outgoing inmate mailbox located in each wing of the housing unit. The flap of the envelope should be placed inside the envelope to prevent correspondence from falling out. The mail will be collected by the Morning Watch Officer, inspected, read and sealed. The Morning Watch Officer will deliver the mail to the Inmate Systems Department before 8:00 am, Monday through Friday, excluding federal holidays. The outgoing envelope must have your name, registration number, and return address in the upper left hand corner, to include your housing unit (e.g. A1, A2, B1, etc.). The inmate mailing address is USP Canaan P.O. Box 300, Waymart, PA 18472. You are responsible for the contents of all your correspondence. Correspondence containing threats, extortion, etc., may result in prosecution for a violation of federal law and/or administrative disciplinary action for a violation of institution regulations.

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 have the opportunity to respond if you are placed on such status. There is no mail service on weekends or holidays.

### **Incoming Correspondence**

All incoming general correspondence mail will be photocopies, to include photos, and distributed Monday through Friday, except holidays, by the evening Watch Officer in each housing unit. Newspapers and magazines are also delivered at this time. Legal and "Special Mail" will be delivered by Mailroom Staff as soon as possible after it is received. The number of incoming letters you receive will not be limited unless the number received places an unreasonable burden on the institution.

You are asked to advise those writing to you to document your Registration Number and quarters assignment (e.g. A1, A2, B1, etc.), on the envelope to aid the prompt delivery of mail. Any packages you receive at the institution must have prior authorization. All incoming General Correspondence Envelopes must be white in color. If an incoming correspondence envelope is other than white, or contains glitter, stickers, lipstick, fragrance, stained, written in other than pen, pencil or typed i.e. crayons, marker, ect., or contains an oily substance, the mail may be rejected according to Program Statement, 5265.14, Correspondence, Section 6 (d).

### **Incoming Publications**

The Bureau of Prisons permits you to subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of a magazine or newspaper, or materials addressed to you, such as advertising brochures, flyers, and catalogs. All incoming publication (paperback books, newspapers, magazines, hardcover books, etc.) must be received from the publisher, book club, or book store. You may receive hardcover publications only from the publisher or a book club. Accumulation of publications will be limited to 3 magazines, 1 newspaper, and 5 books.

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 may be rejected by the Warden to include, but are not limited to, publications which meet one of the following criteria:

1. Depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.
2. Depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of Bureau of Prisons institutions.
3. Depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.
4. It is written in code.
5. Depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.
6. Encourages or instructs in the commission of criminal acts.
7. Sexually explicit material that by its nature or content poses a threat to the security, good order, or discipline of the institution.
8. Section 614 of the Fiscal Year 97 Omnibus Budget Act (P.L. 104 - 208) prohibits the Bureau from distributing or making available to inmates any commercially published material which is sexually explicit or features nudity.

### **Special Mail**

Special Mail is a category of correspondence which may be sent out of the institution sealed and unread by staff. This category includes correspondence sent 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 Officers, Member of the U.S. Congress, Embassies and Consulates, Governors, State Attorney Generals, prosecuting attorneys, Director of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other federal and state law enforcement officers, attorneys, and representatives of the news media.

Special Mail also includes received mail from the following: President, Vice-President of the United States, attorneys, members of U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons), other federal law enforcement officers, U.S. Attorneys, State Attorney Generals, prosecuting attorneys, Governors, U.S. Courts, and State Courts.

A designated staff member will open incoming Special Mail in your presence. These items will be physically checked for contraband and for qualification as Special Mail; the correspondence will not be read or copied if the sender has accurately identified himself/herself 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"; however, special mail and legal mail envelopes may be photocopied prior to delivery, with only a copy provided to the inmate. Without adequate information as Special Mail, 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**

You may write through Special Mail procedures to representatives of the news media, if specified by name or title. You may not receive compensation or anything of value for correspondence with the news media. You may not act as a reporter, publish under a byline, or conduct a business while in the Bureau of Prisons custody.

Representatives of the news media may initiate correspondence with you. Correspondence from a representative of the news media will be opened, inspected for contraband and 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 may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of your immediate family or is a party in a legal action (or witness) in which both of you are involved.

The following limitations may apply:

1. Such correspondence may not be sealed and will be inspected and read by staff at both institutions.
2. The Superintendent/Warden at both institutions must approve correspondence.

### **Rejection of Correspondence**

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

1. Matter which is non-mail able under law or postal regulations.
2. Information of escape plots, of plans to commit illegal activities, or to violate institution rules.
3. Unauthorized inmate to inmate correspondence
4. Direction of an inmate's business (prohibited act 408). You may not direct a business while confined. This does not, however, prohibit correspondence necessary to enable you to protect property or funds that were legitimately yours at the time of confinement. Thus, for example, you may correspond about refinancing a mortgage for your home or sign insurance papers; however, you may not operate (for example) a mortgage or insurance business while confined.

### **Notification of Rejection**

The Warden or Associate Warden will give written notice to the sender concerning the rejection of mail and the reasons for rejection. The sender of the rejected correspondence may appeal the rejection to the Warden, via letter. You will also be notified of the rejection of correspondence and the reasons for the same. You have the right to appeal the rejection, via Administrative Remedy procedure. Rejected correspondence ordinarily will be returned to the sender.

### **Change of Address/Forwarding of Mail**

Inmate Systems staff will provide you with Change of Address cards required by the United States Post Office. These cards are given to inmates, who are releasing, for the purpose of notifying correspondents of a change in address. General correspondence will be forwarded for a period of 30 days. Special Mail will always be forwarded. Any general correspondence received after 30 days will be returned to sender.

### **Certified/Registered Mail**

You may use certified, registered, or insured mail. You will not be provided services such as express mail, private carrier services, COD, mail boxes, or stamp collecting while confined.

### **Mailing of Inmate Property**

Release clothing is the only personal item inmates are permitted to have mailing to the institution. No other personal items will be authorized. Inmates within 30 days of their release from custody may obtain an Authorization to Receive a Package Form from their assigned Correctional Counselor. Once completed, the form should be submitted to the Unit Team for review. The Unit Manager is the review authority for release clothing requests. All approved forms will be forwarded to the Mail Room. The Mail Room Officer will not approve any item or package for delivery unless the Authorization to Receive a Package Form is on file.

### **Telephones**

Inmates maintain their own phone list by entering the information into the TRULINCS system, under the Contact List section.

Voice Recognition (VPIN). Trufone requires you to record your full committed name by dialing 111 and your PAC number and follow the directions on stating your name for the recording. When you have successfully matched your name twice, the Trufone system will repeat your name recording back to you. This is how you need to state your name when making phone calls. If you need to hear your recording, you can dial 112 and your PAC number and your recording will be repeated back to you for verification.

- A) **Telephone List Updates:** Inmate's maintain their own phone list by entering the information into the TRULINCS system, under the Contact List section.
- B) **Requests for Removal (Denial) of Telephone Numbers:** Written requests from the Associate Warden for removal (denial) of a telephone number as outlined in the Telephone Regulations for Inmates Program Statement shall be processed ordinarily within one working day after receipt. At that time, the number shall only be marked not allowed on the inmate's number listing. When a number is removed from usage (denied) at the recipient's request, that number may be placed back on the inmate's list (reactivated) only upon the recipient's written request for reinstatement with a copy of recent telephone bill.
- C) **Telephone Call Restrictions:** The maximum length of telephone calls is 15 minutes. Time limits can be curtailed for any reason that the Warden deems necessary, e.g., emergency situations, increased inmate population, etc. Calls are automatically disconnected due to insufficient Trufone credits or the expiration of the call time limit. A warning tone sounds approximately one minute before a call is disconnected.
  - 1) Trufone direct dial calls shall not be permitted if the inmate does not have adequate credits in his Trufone account to place at least a two-minute call.
  - 2) Hours of Trufone operation shall be as follows: Unit phones will be available from 4:00 pm count till



8:45 pm each evening (except for count time). Phones will also be available from 6:00 am to 8:45 pm on weekends and holidays (except for count time). During the hours of 7:30 am - 10:30 am and 12:30 pm - 4:00 pm only one phone will be left on for inmates who work mornings, evening shifts, days off or anyone on vacation.

3) Restricting inmate access to the Trufone shall only be done upon written notice from staff, as appropriate; e.g., the Associate Warden, Programs, to block specific numbers; the Disciplinary Hearing Officer or Unit Discipline Committee to enforce specific disciplinary sanctions.

4) Calls can only be placed at 30 minute intervals. This practice is to ensure fairness to all inmates in having the opportunity in placing calls. The Warden may increase the interval between inmate telephone calls if it is determined such action will enhance the orderly operation of the institution or further promote fairness to all inmates in having access to telephones.

5) Phone calls will not be made during normal hours of work. During the phone monitoring process, if it is determined that a call has been made during working hours, the inmate will receive disciplinary action.

6) Day orderlies are expected to generally work from 7:30 am to 4:00 pm and may not use the phone from 7:30 am to 10:30 am and from 12:30 pm to 4:30 pm. Evening orderlies are expected to generally work from 4:30 pm to 9:45 pm and may not use the phone from 5:30 pm to 8:00 pm. Evening orderlies may use the phone during the day and from 4:30 to 5:30 pm and from 8:00 pm to 8:45 pm each evening.

7) 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 a Bureau of Prisons' institution, and may be used for any combination of collect or direct-dial calls at the inmate's discretion. Inmates who exhaust their 300 minute limitation may, at the Warden's discretion, be provided a telephone call for good cause shown. Inmates should request such calls through the Unit Team. It is intended this exception be used sparingly and only for bona fide emergencies. The inmate is responsible for the cost of such calls at the Warden's discretion. This limitation does not affect an inmate's ability to place unmonitored, legal telephone calls according to the Program Statement on Telephone Regulations for Inmates.

**D) Collect Calls:** Collect call rates shall be changed in accordance with the Trufone contract requirements. The called party will be given collect rates prior to accepting any collect call. Called parties that cannot receive collect calls may contact Value Added Communications (VAC) at 1-800-913-6097 to set up a pre-paid account. International called parties can contact VAC by dialing 972-535-0549.

**E) Trufone Credits:** Each inmate will be responsible for transferring his funds from his Commissary Account to his Trufone account.

1) Inmates may use the Telephone Teller from any inmate telephone to transfer funds from their Commissary account to their Trufone accounts.

2) The established number of times an inmate may transfer funds is twice per day. Transfer will be allowed daily from 6:00 am to 8:45 pm

3) It is the inmate's responsibility to track his or her Commissary and Trufone account balances via the Telephone Teller. Your commissary account can also be viewed via a TRULINCS workstation (AIM) screen.

4) A transfer of credits shall not affect an inmate's established spending limitation.

**F) Phone Access Code:** The Phone Access Code (PAC) shall be delivered to the inmate in the institution mail in a sealed envelope. The inmate will receive dialing instructions, use of the PAC, and other information on how to place phone calls and receive account information. Your PAC number can also be obtained from your

Unit Team. Because the PAC is considered an item of value for the purpose of inmate discipline, the giving to another inmate or the possessing of another inmate's PAC falls with the moderate category (300) of prohibited acts. If an inmate needs another PAC number because of a compromise of his current PAC number, there will be a \$5.00 fee. Inmates must fill out a Request for Withdrawal of Inmates Personal Funds (Form BP 199) and process it through their unit team.

Inmates confined in Administrative Detention and Disciplinary Segregation may make one 15 minute social call every 30 days. This is based on your validation date. The validation date is determined by the last digit of the first five of your register number and multiply by three and add one. Staff phones may not be used unless authorized by a staff member.

## **ACCESS TO LEGAL SERVICES**

### **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 your responsibility to advise your attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence.

### **Attorney Visits**

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

### **Legal Material**

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

### **Attorney Phone Calls**

In order to make an unmonitored phone call with an attorney, the inmate must demonstrate to the Unit Team the need, such as an imminent court deadline. Inmates are responsible for the expense of unmonitored attorney telephone calls. When possible, it is preferred that inmates place an unmonitored, collect legal call. Phone calls placed through the regular inmate phones are subject to monitoring. The Correctional Counselor will facilitate attorney telephone calls when the inmate demonstrates that other means of communication are not adequate. The inmate will be required to pay for the call.

### **Law Library**

The TRULINCS Electronic Law Library (ELL) is located throughout the institution. There are four ELL stations in the Law Library, one in each pod, and one in SHU. Printers are located in the Main Law Library, Commissary, and SHU. Your ELL Password is your commissary pin number, your telephone PAC number, and your federal registration number. To register to use the ELL you must fill out required forms available from your Unit Team and/or through the Trust Fund manager, not through the Education Department. If you have already filled these forms out at a previous federal facility you do not need to fill them out again. Typewriters, legal forms, and Law Clerks are available, in the Main Library, during normal hours of operation, to assist you in the preparation of your legal documents. Typewriter ribbons, print wheels, and correction tape are available for purchase in commissary. Indigent inmates must be verified indigent by the SOE before they are granted access to ribbons, print wheels, and correction tape. The law library is open Monday through Thursday, 7:30 - 9:30 am, 12:30 - 8:30 pm, Friday 7:30 - 9:30 am, 12:30 - 3:30 pm, and Saturday 7:30 - 3:30 pm. It is closed on Sundays and holidays.

### **Notary Public**

Under the provisions of 18 USC 4004, Case Managers are authorized to notarize documents. A recent change in the law allows that a statement to the effect that papers which an inmate signs are true and correct under penalty of perjury will suffice in Federal courts and other Federal agencies, unless specifically directed to do otherwise. If further verification is requested by the courts provide a copy of the request to your Unit Team for further review.

### **Copies of Legal Material**

In accordance with institution procedures, inmates may copy material necessary for their research or legal matters. A copying machine is available in the Education Department for inmate use for a nominal fee. In order to use the copy machine, you must first purchase sufficient copy machine credits during your regular commissary shopping night. You can then make photocopies for legal purposes by inserting your commissary card into the scanner portion of the copy machine.

### **Federal Tort Claims**

Should you suffer the loss or destruction of any personal property or personal injury you may file an Administrative Tort Claim pursuant to the Federal Tort Claim Act. Standard Form 95's are available from the Correctional Counselor by the way of an Inmate Request to Staff Member form. You must file your SF-95 to the Regional Office. All tort claims will be investigated by a staff member assigned by the Warden and adjudicated by the Regional Counsel's Office in the Regional Office where the claim was filed.

### **Freedom of Information/Privacy Act of 1974**

The Privacy Act of 1974 forbids the release of information from agency records without the prior written consent of the individual to whom the record pertains, except for specific instances. If the requested information is not within the public domain, as specified in Program Statement 1351.04, a formal written request must be submitted by the requester to the Director, Bureau of Prisons, 320 First Street, N.W., Washington, DC 20534.

Request concerning another person (staff or inmate) or information regarding institution operations, the same will be processed in accordance with the Freedom of Information Act, 5 USC 552. Like Privacy Act requests, formal Freedom of Information Act request must be forwarded to the Director of the Bureau of Prisons at the above address.

Both Freedom of Information Act request and Privacy Act request must be specific and identified on the envelope and face of the letter. Further instructions regarding both acts may be found in 28 CFR 513.30 through 68.

### **Inmate Access to Central Files and Other Documents**

An inmate may request to view his/her central file (minus the FOIA section) under the supervision of his Case Manager by submitting a cop-out to the Unit Team. The Case Manager will then schedule a time for you to review your file. If you are scheduled for a Parole Hearing, you will be afforded the opportunity to review your Central File, normally 30 days preceding the hearing. An inmate does not need to submit a FOIA Act Request to the Director of the BOP unless the information requested is in the FOIA Exempt section. Likewise, an inmate wishing to review his medical file should send a request to Health Services.

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

### **Executive Clemency**

The BOP advises all inmates that the President of the United States is authorized under the Constitution to grant executive clemency by pardon, commutation of sentence, or reprieve. A pardon is an executive act of grace that

is a symbol of forgiveness. It does not connote innocence nor does it expunge the record of conviction. A pardon restores civil rights and facilitates the restoration of professional and other licenses that may have been lost by reason of the conviction. Other forms of executive clemency include commutation of sentence (reduction of sentence imposed after a conviction), and a reprieve (the suspension of execution of a sentence for a period of time). Inmates should contact their assigned Case Manager for additional information regarding this program.

### **Commutation of Sentence**

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

### **Pardon**

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

### **Compassionate Release/Reduction in Sentence**

The Director of the Bureau of Prisons may motion an inmate's sentencing court for reduction in sentence (RIS) for an inmate presenting extraordinary and compelling circumstances. See 18 U.S.C. § 3582 and Program Statement on *Compassionate Release/Reduction in Sentence*. The BOP may consider both medical and non-medical circumstances. The BOP consults with the U.S. Attorney's Office that prosecuted the inmate and will notify any victims of the inmate's current offense. If the RIS is granted, the judge will issue an order for the inmate's release and he or she will then usually begin serving the previously imposed term of supervised release. If an inmate's RIS request is denied, the inmate will be provided a statement of reasons for the denial. The inmate may appeal a denial through the Administrative Remedy Procedure. Denials by the General Counsel or the Director are final agency decisions and are not appealable. Inmates who feel their request is of an emergency nature (e.g., a terminal medical condition) may state as such in accordance with the regulation. (See 28 CFR part 542, subpart B).

### **Inmate Voting Rights**

On March 7, 2021, an Executive Order on Promoting Access to Voting was issued which requires agencies to "consider ways to expand citizens' opportunities to register to vote and to obtain information, about, and participate in, the electoral process." As a result, voter registration for eligible individuals in federal custody will be made available. Currently, only the District of Columbia (DC), Maine and Vermont allow incarcerated individuals to vote; however, the Executive Order requires the Bureau of Prisons to educate inmates on voting rights for all states.

- Materials are provided to notify individuals releasing from federal custody of any restrictions on their ability to vote under the laws of the state in which they plan to reside and if restrictions do exist, the individual's rights may be restored under applicable State law.
- All voters must possess some form of identification in order to vote. Therefore, obtaining a valid identification is *extremely* important. Any valid identification you have at home, can be mailed to your Unit Team and placed in your Central File. During your initial classification, you should obtain the appropriate information from members of your Unit Team to request the applicable forms to apply for your identification.

Below is state specific material for DC, Maine, and Vermont.

- In the District of Columbia, you must have a proper proof of residence (address must match the address listed on the voter application). Those in a federal facility may use your DC home address. If you do not currently have an address in DC (i.e., no family currently residing there), but are still returning to DC upon release, use your last known address.
- In Maine, you must have an *established* residence. Residence for the purpose of elections refers to “that place where the person has established a fixed and principal home to which the person, whenever temporarily absent, intends to return.” In other words, you must intend to return to that address and you will need to attest to that on the forms.
- In Vermont, inmates vote by absentee ballot by using their last known address in Vermont.
- The BOP received voting materials for DC, Maine, and Vermont and their registration and absentee voting material have been posted onto TRULINCS. This and other Material is also available in the Resource Libraries and housing unit bulletin boards and the information will be updated on an as needed basis.
- Prior to release or transfer to community placement (Residential Reentry Center, Home Confinement or Federal Location Monitoring), you will receive additional information from Bureau staff. This may occur through a variety of reentry focused experiences and formats, including but not limited to the Release Preparation or Release Orientation Program, and/or individual or group counseling. Similarly, the delivery of this information may be done by Bureau staff, volunteers or other relevant community stakeholders with specific knowledge in voter rights. Currently, the BOP uses a resource published by the National Conference of State Legislatures on felon voter rights: <https://www.ncsl.org/research/elections-and-campaigns/felon-voting-rights.aspx>

The BOP will update educational materials to address changes in voting rights for relevant jurisdictions as needed.

## RESTORATION OF VOTING RIGHTS FOR FELONS

This information changes periodically. Please visit the link/website for updates.  
<https://www.ncsl.org/research/elections-and-campaigns/felon-voting-rights.aspx>

It has been a common practice within the United States to make felons ineligible to vote, and in some cases permanently. Over the past few decades, the general trend has been to reinstate an individual’s right to vote at some point, although this is a state-by-state policy choice (see recent state action below for a chronology).

Currently, state approaches to felon disenfranchisement varies tremendously. The National Conference of State Legislatures (NCSL) has divided states into four categories, as detailed in Table 1 below.

In all cases, “automatic restoration” does not mean that voter registration is automatic. The person is responsible for re-registering through the normal process.

In summary:

- In the District of Columbia, Maine and Vermont, felons never lose their right to vote, even while they are incarcerated.
- In 18 states, felons lose their voting rights only while incarcerated, and receive automatic restoration upon release.

▪ In 19 states, felons lose their voting rights during incarceration, and for a period of time after, typically while on parole and/or probation. Voting rights are automatically restored after this time period. Former felons may also have to pay any outstanding fines, fees or restitution before their rights are restored as well.

▪ In 11 states felons lose their voting rights indefinitely for some crimes, or require a governor’s pardon in order for voting rights to be restored, face an additional waiting period after completion of sentence (including parole and probation) or require additional action before voting rights can be restored. These states are listed in the fourth category on Table 1. Details on these states are found in table 2 below.

Table One: Restoration of Voting Rights After Felony Convictions

Never Lose Right to Vote	Lost Only While Incarcerated   Automatic Restoration After Release	Lost Until Completion of Sentence (Parole and/or Probation)   Automatic Restoration After	Lost Until Completion of Sentence   In Some States a Post-Sentencing Waiting Period   Additional Action Required for Restoration (1)
District of Columbia	California	Alaska	Alabama
Maine	Colorado	Arkansas	Arizona
Vermont	Hawaii		Delaware
	Illinois	Connecticut	Florida (3)
	Indiana	Georgia	Iowa
	Maryland (2)	Idaho	Kentucky
	Massachusetts	Kansas	Mississippi
	Michigan	Louisiana	Nebraska
	Montana	Minnesota	Tennessee
	Nevada	Missouri	Virginia
	New Jersey	New Mexico	Wyoming
	New Hampshire North Dakota Ohio Oregon Pennsylvania	New York (4) North Carolina Oklahoma South Carolina South Dakota	

Rhode Island  
Utah

Texas  
Washington  
West Virginia  
Wisconsin

- (1) Details on the process for restoration of rights is included in Table 2 below.
- (2) In Maryland, convictions for buying or selling votes can only be restored through pardon.
- (3) An initiated constitutional amendment in 2018 restored the right to vote for those with prior felony convictions, except those convicted of murder or a felony sexual offense, who must still petition the governor for restoration of voting rights on a case by case basis. In July 2019, SB 7066 was signed by the governor of Florida which defined “completion of sentence” to include: release from imprisonment, termination of any ordered probation, fulfillment of any terms ordered by the courts, termination of any ordered supervision, full payment of any ordered restitution and the full payment of any ordered fines, fees or costs.
- (4) New York Governor Andrew Cuomo issued an executive order removing the restriction on parolees voting. New York already allows those on probation to vote. The order may be challenged in court.

#### Table Two: Details on Policies for Restoration of Rights

**Alabama** The Alabama Constitution states that "No person convicted of a felony involving moral turpitude, or who is mentally incompetent, shall be qualified to vote until restoration of civil and political rights or removal of disability" (Ala. Const. Art. VIII, § 177). Before 2017 there was no comprehensive list of felonies that involve moral turpitude which would disqualify a person from voting. In 2017, HB 282 defined which crimes fit this category (Ala. Code § 17-3-30.1).

**Arizona** A conviction for a felony suspends the rights of the person to vote (A.R.S. § 13-904) unless they have been restored to civil rights (Ariz. Const. Art. 7 § 2). First-time offenders have rights restored upon completion of probation and payment of any fine or restitution (A.R.S. § 13-912). A person who has been convicted of two or more felonies may have civil rights restored by the judge who discharges him at the end of the term of probation or by applying to the court for restoration of rights (A.R.S. § 13-905).

**Delaware** People who are convicted of disqualifying felonies (murder, bribery, sexual offenses) are permanently disenfranchised. Those disqualified as a voter because of another type of felony shall have the disqualification removed upon being pardoned or after the expiration of the sentence, whichever comes first (Del. Const., Art. 5, § 2). In 2013 (HB 10) Delaware removed its five-year waiting period, allowing those convicted of non-disqualifying offenses to vote upon completion of sentence and supervision.

**Florida** Felons must have completed all terms of sentence, which includes probation and parole, and must pay any outstanding fines or fees before they can get their voting rights restored (Flor. Stat. §98.0751).

**Iowa** A person convicted of any infamous crime shall not be entitled to the privilege of an elector (Iowa Const. Art. 2, § 5). In 2016 the Iowa Supreme Court upheld the ban on felon voting, finding that all felonies are “infamous crimes” resulting in permanent disenfranchisement (Griffin v. Pate, 2016). The ability of the governor to restore voting rights to persons convicted of infamous crimes through pardoning power was upheld in State v. Richardson, 2017. In 2005 Governor Tom Vilsack restored voting rights to individuals with former felony convictions via executive order. Governor Terry Branstad reversed this executive order in 2011.

**Kentucky** “Persons convicted of treason, or felony, or bribery in an election, or of such high misdemeanor as the General Assembly may declare shall operate as an exclusion from the right of



suffrage, but persons hereby excluded may be restored to their civil rights by executive pardon” (KY Const. § 145). Governor Steve Beshear restored voting rights to individuals with former non-violent felony convictions via executive order in 2015. Governor Matt Bevin reversed this executive order shortly after taking office in 2015. The Department of Corrections is required to promulgate administrative regulations for restoration of civil rights to eligible felony offenders (KRS §196.045).

**Mississippi** “A person convicted of murder, rape, bribery, theft, arson, obtaining money or goods under false pretense, perjury, forgery, embezzlement or bigamy is no longer considered a qualified elector” (Miss. Const. Art. 12, § 241). If an individual hasn’t committed one of these offenses, rights are automatically restored. If an individual has been convicted of one of these, he or she can still receive a pardon from the governor to restore voting rights (Miss. Code Ann. § 47-7-41) or by a two-thirds vote of both houses of the legislature (Miss. Const. Art. 12, § 253).

**Nebraska** In felony cases, there is a two-year waiting period after completion of probation for the restoration of voting rights (Neb. Rev. St. § 29-2264).

**Tennessee** The Tennessee Constitution denies the right to vote persons convicted of an infamous crime (Tenn. Const. Art. 1, § 5). Any felony is considered an “infamous crime” and disqualifies a person from exercising the right of suffrage (T.C.A. § 40-20-112). Those convicted of infamous crimes may petition for restoration upon completion of the sentence or be pardoned by the governor (T.C.A. § 40-29-101, § 2-19-143). Proof of restoration is needed in order to register to vote (T.C.A. § 2-2-139).

**Virginia** No person who has been convicted of a felony shall be qualified to vote unless his civil rights have been restored by the Governor or other appropriate authority (VA Const. Art. 2, § 1). The Department of Corrections is required to provide persons convicted of felonies with information regarding voting rights restoration, and assist with the process established by the governor for the review of applications (VA Code Ann. § 53.1-231.1 et seq.). Individuals with felony convictions may petition the courts in an attempt to restore their voting rights (VA Code Ann. § 53.1-231.2). In 2016, Virginia Governor Terry McAuliffe announced an executive order automatically restoring voting rights to convicted felons who have completed their prison sentence and their term of supervised release (parole or probation) as of April 22, 2016. The Virginia Supreme Court subsequently ruled that rights restoration needs to take place on an individual basis, rather than en masse.

**Wyoming** A person convicted of a felony is not a qualified elector unless his rights are restored (W.S. § 6-10-106). For persons convicted of nonviolent felonies or a first-time offender, rights are restored automatically (W.S. § 7-13-105). Persons who do not meet the above qualifications must be pardoned (W.S. § 6-10-106).

#### Recent State Actions:

- In 2020, California voters passed Proposition 17 restoring voting rights to citizens on parole.
- In 2020, Washington, D.C., passed B 825 and joined Maine and Vermont in allowing convicted felons to vote while incarcerated.
- In 2020, Iowa Governor Kim Reynolds issued an executive order restoring the voting rights of felons who have served their sentences. It excludes certain categories of homicide and sexual abuse crimes

from automatic restoration. The order does not condition restoration of rights on the payment of fines, fees or restitution to victims.

- In 2020, New Jersey enacted AB 5823, restoring the right to vote to people with a felony conviction upon release from prison and allowing people on parole or probation to vote.
- In 2019, Nevada enacted AB 431, restoring the right to vote to anyone convicted of felony upon release from prison. Previous to this legislation, first-time, non-violent offenders could have rights restored upon completion of sentence but those that had committed a violent crime or two or more felonies had to petition a court to grant the restoration of civil rights.
- In 2019, Colorado enacted HB 1266 giving voting rights to individuals on parole, putting it in the category of states that only disenfranchise those who are in prison.
- In 2019, Washington enacted SB 5207 requiring that inmates are notified in writing of the process for restoration of voting rights before leaving the authority of the department of corrections.
- In 2019, Illinois enacted SB 2090 to require election authorities in a county with a population over 3 million to collaborate with the primary county jail where eligible voters are confined or detained to facilitate an opportunity for voting by mail for eligible voters. Illinois also enacted HB 2541 requiring the departments of corrections and juvenile justice to provide nonpartisan peer-led civics programs throughout the correctional institutions on voting rights, governmental institutions, current affairs, and simulations of voter registration, election and democratic processes.
- In 2019, Oklahoma HB 2253 clarified that persons convicted of a felony shall be "eligible to register to vote when they have fully served their sentence of court-mandated calendar days, including any term of incarceration, parole, or supervision, or completed a period of probation ordered by the court."
- In July 2019, SB 7066 was signed by the governor of Florida which defined "completion of sentence" to include: release from imprisonment, termination of any ordered probation, fulfillment of any terms ordered by the courts, termination of any ordered supervision, full payment of any ordered restitution and the full payment of any ordered fines, fees or costs.
- In 2018, Florida passed a citizen-initiated constitutional amendment to automatically restore the voting rights of felons after completion of their sentences (including parole and probation). Those convicted of murder or a felony sexual offense must still apply to the governor for voting rights restoration on a case by case basis. Before the amendment, anyone convicted of a felony had to have voting rights restored by a full pardon, conditional pardon, or restoration of civil rights by the governor. The Executive Clemency Board set the rules for restoration of civil rights, which at the time the amendment passed, included a 5- or 7-year waiting period and a list of crimes for which an individual could never apply for rights restoration.
- In 2018, Colorado SB 150 permitted an individual on parole, who is otherwise eligible, to pre-register to vote. When the secretary of state receives notification that the individual has been released from parole, he/she is then registered to vote.
- In 2018, New York Governor Andrew Cuomo issued an executive order removing the restriction on parolees voting. New York already allows those on probation to vote. The order may be challenged in court.

- In 2017, Alabama HB 282 provided a list of felonies that involve “moral turpitude” that disqualify a person from exercising his or her right to vote. Previously there was no comprehensive, authoritative source for defining a disenfranchising crime in Alabama.
- In 2017, Wyoming enacted HB75 automatically restoring the rights of nonviolent felons.
- In 2017, Louisiana enacted HB 168 improving reporting requirements between The Department of Public Safety and Corrections and the Department of State.
- In 2016, California passed legislation allowing those in county jails to vote while incarcerated, but not state or federal prison. In 2017 California passed additional legislation requiring information be provided about voting rights restoration on the internet and in person to felons exiting prison.
- In 2016, Virginia Governor Terry McAuliffe announced an executive order automatically restoring voting rights to convicted felons who have completed their prison sentence and their term of supervised release (parole or probation) as of April 22. This decision was a source of contention with the legislature. In July 2016, the Virginia Supreme Court overturned the order.
- In 2016, Maryland's legislature enacted HB 980 and SB 340 (overriding a veto) so that voting rights are automatically restored after completion of the term of incarceration.
- In 2015, outgoing Kentucky Governor Steve Beshear signed an executive order to automatically restore the right to vote (and to hold public office) to certain offenders, excluding those who were convicted of violent crimes, sex crimes, bribery, or treason. The order was reversed by incoming Governor Matt Bevin.
- In 2015, Wyoming enacted HB 15 requiring the department of corrections to issue a certification of the restoration of voting rights to certain non-violent felons after completion of sentence.
- In 2013, Delaware eliminated the five-year waiting period before voting rights are restored.
- In 2013, Virginia Governor McDonnell signed an executive order creating new rights restoration processes for persons with prior felony convictions.
- In 2012, South Dakota mandated that felons on probation would not have voting rights restored. Previously, only felons on parole or incarcerated had their voting rights suspended.
- In 2011, the Florida Board of Executive Clemency (comprised of the governor and three cabinet members) reversed a 2007 policy change that automatically restored voting rights to non-violent offenders upon the completion of their sentence. The new policy requires that all ex-felons wait between five and seven years depending on the crime before applying to regain voting rights.
- In Iowa, the governor in 2011 reversed an executive order issued in 2005 under the previous governor. The 2005 order automatically restored the voting rights of all ex-felons, but under the 2011 order, they will now have to apply to regain rights.
- In 2011 in Tennessee, HB 1117 was enacted, adding to the list of felons who are not eligible for automatic restoration.
- In 2009, Washington restored the right to vote to felons who completed their sentences, while requiring them to re-register to vote.

### General Facts:

Between 1996 and 2008, 28 states passed new laws on felon voting rights.

- Seven repealed lifetime disenfranchisement laws, at least for some ex-offenders.
- Two gave probationers the right to vote.
- Seven improved data-sharing procedures among state agencies.
- Nine passed requirements that ex-offenders be given information and/or assistance in regaining their voting rights at the time they complete their sentence.
- Twelve simplified the process for regaining voting rights, for instance, by eliminating a waiting period or streamlining the paperwork process.

This information changes periodically. Please visit the link/website for updates.  
<https://www.ncsl.org/research/elections-and-campaigns/felon-voting-rights.aspx>

## **PROBLEM RESOLUTION**

### **Inmate Request to Staff Member**

Bureau of Prisons form BP-ADMIN-70, Inmate Request to Staff, commonly called a Cop-Out, is used to make a written request to a staff member. Any type of request can be made with this form. Cop-outs may be obtained in the housing units from the Correctional Officer. Staff members who receive a cop-out will normally answer the request within five days of receipt, excluding weekends. The answer will be written on the bottom of the cop-out and returned to you.

### **Administrative Remedy Process**

The BOP emphasizes and encourages the resolution of complaints. The first step of the Administrative Remedy process is to attempt an **Informal Resolution**, utilizing the appropriate Informal Resolution form. When an informal resolution is not successful, an inmate can access the Administrative Remedy Program. All Administrative Remedy forms may be obtained from your assigned Correctional Counselor or Unit Team member.

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

If the inmate is not satisfied with the Warden's response to the BP-9, he may file an appeal to the Regional Director. This appeal must be received in the Regional Office within twenty (20) calendar days from the date of the BP-9 response. The regional appeal is filed on a Regional Administrative Remedy Appeal (form BP-230), commonly referred to as a BP-10, and must include the appropriate number of copies of the BP-9 form, the Warden's response, and any exhibits. The regional appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. The inmate will be notified of the extension.

If the inmate is not satisfied with the Regional Director's response, he may appeal to the General Counsel in the Central Office. The national appeal must be made on the Central Office Administrative Remedy Appeal (form BP-231), commonly referred to as a BP-11, and must have the appropriate number of copies of the BP-9, BP-10, both responses,

and any exhibits. The national appeal must be answered within forty (40) calendar days, but the time limit may be extended an additional twenty (20) days. The inmate will be notified of the extension.

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

- Statement of Facts
- Grounds for Relief
- Relief Requested

### **Sensitive Complaints**

If an inmate believes a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known at the institution, he may file the complaint directly to the Regional Director. See page 58 for address. The request must be clearly marked Sensitive and must explain, in writing the reason for not filing the complaint at the institution. If the Regional Administrative Remedy Coordinator agrees that the complaint is sensitive, the complaint will be processed. If the Regional Administrative Remedy Coordinator does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination. If the complaint is not determined to be sensitive, it will be returned. The inmate may then pursue the matter by filing a BP-229 at the institution level.

### **General Information**

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

### **DISCIPLINARY PROCEDURES**

Inappropriate sexual behavior towards staff and other inmates will not be tolerated. Inappropriate sexual behavior is defined as verbal or physical conduct perceived as a sexual proposal, act, or threat. Examples of inappropriate inmate sexual behavior include: displaying sexually explicit materials; making sexually suggestive jokes, comments, proposals, and gestures; and engaging in stalking, indecent exposure, masturbation, or physical contact. Inmates who engage in this type of behavior will be disciplined and sanctioned accordingly, through the inmate discipline process.

### **Discipline**

The inmate discipline program helps ensure the safety, security, and orderly operation for all inmates. Violations of BOP rules and regulations are handled by the Unit Discipline Committee (UDC) and, for more serious violations, the Disciplinary Hearing Officer (DHO). Upon arrival at an institution, inmates are advised of the rules and regulations and are provided with copies of the Prohibited Acts and Available Sanctions, as well as local regulations.

### **Inmate Discipline Information**

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

### **Initial Hearing**

Inmates will ordinarily be given an initial hearing within five (5) work days after the incident report is issued, excluding the day it was issued, weekends, and holidays. The Warden must approve, in writing, the any extension over five (5) days. The inmate is entitled to be present at the initial hearing and may make statements and present documentary

evidence. The UDC must give its decision in writing to the inmate by the close of the next work day. The UDC may make findings on Moderate and Low severity offenses. The UDC will automatically refer Greatest and High severity offenses to the DHO for final disposition.

### **Discipline Hearing Officer (DHO)**

The Disciplinary Hearing Officer (DHO) conducts disciplinary hearings on all Greatest and High severity prohibited acts and other violations referred by the UDC at the Moderate and Low severity levels. The DHO may not hear any case not referred by the UDC. An inmate will be provided with advance written notice of the charge(s) not less than 24 hours before the inmate's appearance before the DHO. Inmates may waive this requirement. Inmates may appear before the DHO either in person or electronically (for example, by video or telephone conferencing). The Warden provides a full-time staff member to represent an inmate, if requested. An inmate may make statements and present documentary evidence on his or her behalf. The inmate may request witnesses appear at the DHO hearing to provide statements. The DHO will call witnesses who have information directly relevant to the charge(s) and are reasonably available. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant. Inmates may not question a witness at the hearing; however, the staff representative and/or the DHO will question the witness(es). An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. An inmate has the right to be present throughout the DHO hearing, except during deliberations.

The inmate charged may be excluded during appearances of outside witnesses or when institution security may be jeopardized. The DHO may postpone or continue a hearing for good cause or disposition when the case does not warrant DHO involvement, or may refer an incident report back for further investigation or review. The DHO will give the inmate a written copy of the decision and disposition, ordinarily within 15 days of the decision.

### **Appeals of Disciplinary Actions**

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

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

### **Special Housing Unit Status**

Special Housing Units (SHUs) are housing units in BOP institutions where inmates are securely separated from the general inmate population, and may be housed either alone or with other inmates. SHU helps ensure the safety, security, and orderly operation of correctional facilities, and protect the public by providing alternative housing assignments for inmates removed from the general population.

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

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

- A) Pending Classification or Reclassification: You are a new commitment pending classification or under review

for Reclassification. This includes newly arrived inmates from the bus, airlift, and U. S. Marshals Service.

- B) Holdover Status: You are in holdover status during transfer to a designated institution or other destination.
- C) Removal from general population: Your presence in the general population poses a threat to life, property, self, staff, other inmates, the public, or to the security or orderly running of the institution and:
- D) Investigation: You are under investigation or awaiting a hearing for possibly violating a Bureau regulation or criminal law;
- E) Transfer: You are pending transfer to another institution;
- F) Protection cases: You requested, or staff determined, you require administrative detention status for your own protection; or
- G) Post-disciplinary detention: You are ending confinement in disciplinary segregation status, and your return to the general population would threaten the safety, security, and orderly operation of a correctional facility, or public safety.

When placed in A/D status, you will receive a copy of the administrative detention order, ordinarily within 24 hours, detailing the reason(s) for your placement. However, when placed in A/D status pending classification or while in holdover status, you will not receive an administrative detention order.

In A/D status you are ordinarily allowed a reasonable amount of personal property and reasonable access to the commissary. Disciplinary segregation (D/S) status: D/S is a punitive status imposed only by a Discipline Hearing Officer (DHO) as a sanction for committing a prohibited act(s). When you are placed in D/S status, as a sanction for violating BOP regulations, you will be informed by the DHO at the end of your discipline hearing. In D/S status, your personal property will be impounded, with the exception of limited reading/writing materials and religious articles. Your commissary privileges may also be limited. In either status, your amount of personal property may be limited for reasons of fire safety or sanitation. The Warden may modify the quantity and type of personal property allowed. Personal property may be limited or withheld for reasons of security, fire safety, or housekeeping. The unauthorized use of any authorized item may result in the restriction of the item. If there are numerous misuses of an authorized item, the Warden may determine that the item will not be issued in the SHU.

Program staff, including unit staff, will arrange to visit inmates in a SHU within a reasonable time after receiving the inmate's request. A Health Services staff member will visit you daily to provide necessary medical care. While in SHU, you may continue taking your prescribed medications. In addition, after every 30 calendar days of continuous placement in either A/D or D/S status, a Mental Health staff will examine and interview you.

## **RELEASE**

### **Sentence Computation**

The Designation and Sentence Computation Center (DSCC), located in Grand Prairie, Texas, is responsible for the computation of inmate sentences. Once staff at the DSCC have certified the sentence computation as being accurate, staff will provide the inmate with a copy of his or her sentence computation data. Any questions concerning good time, jail time credit, parole eligibility dates, full term dates, or release dates are resolved by staff upon inmate request for clarification.

### **Fines and Costs**

In addition to jail time, the court may impose committed or non-committed fines and/or costs. Committed fines mean that the inmate will remain in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under

the provisions of Title 18 USC, Section 3569 (Discharge of indigent prisoner). Non-committed fines have no condition of imprisonment based on payment of fines or costs. Payments for a non-committed fine or cost are not required for release from prison or transfer to a contract residential reentry center.

### **Detainers**

Case management staff may give assistance to offenders in their efforts to have detainers against them disposed of but the final responsibility is that of the inmate. The degree to which the staff can assist in such matters as these will depend on individual circumstances.

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

### **Good Conduct Good Time**

This applies to inmates sentenced for an offense committed on or after November 1, 1987, under the Sentencing Reform Act of 1984 (SRA), the Violent Crime Control Law Enforcement Act (VCCLEA), or Prison Litigation Reform Act (PLRA).

The SRA became law on November 1, 1987. The two most significant changes made to sentencing statutes concern good time and parole issues. There are no provisions for parole under the SRA. The only good time available under the SRA is 54 days of Good Conduct Time (GCT) for each year served on the sentence. No GCT is applied to life terms, or to sentences of 1 year or less. Good time is not awarded under the SRA until the end of each year served on the sentence, and may be awarded in part or in whole, contingent upon behavior during the year. Once awarded, GCT earned under the SRA is vested, and may not be forfeited at a later time.

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

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

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

### **THE GOOD TIME DISCUSSIONS BELOW DO NOT APPLY TO INMATES SENTENCED UNDER THE NEW SENTENCING GUIDELINES.**

#### **Good Time**

Good Time awarded by the BOP under statutes enacted prior to November 1, 1987, has the effect of reducing the stated term of the sentence that is, it advances the date when release will be mandatory if the offender is not paroled at an earlier date. The award of Good Time does not in itself advance the offender's release date. It has that effect only if the offender would not otherwise be paroled before the mandatory date.

#### **Statutory Good Time**

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



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

More than 1 year, less than 3 years - 6 days for each month of the stated sentence.

At least 3 years, less than 5 years - 7 days for each month of the stated sentence.

At least 5 years, less than 10 years - 8 days for each month of the stated sentence.

10 years or more - 10 days for each month of the stated sentence.

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

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

**Extra Good Time**

The Bureau of Prisons awards extra good time credit for performing exceptionally meritorious service, performing duties of outstanding importance, or for employment in an Industry or Camp. An inmate may earn only one type of good time award at a time (e.g., an inmate earning industrial or Camp good time is not eligible for meritorious good time), except that a lump sum award may be given in addition to another extra good time award. Neither the Warden nor the DHO may forfeit or withhold extra good time.

The Warden may disallow or terminate the awarding of any type of Extra Good Time (except for lump sum awards), but only in a non-disciplinary context and only upon recommendation of staff. The DHO may 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. A disallowance must be for the entire amount of extra good time for that calendar month. There may be no partial disallowance. A decision to disallow or terminate extra good time may not be suspended pending future consideration. A retroactive award of meritorious good time may not include a month in which Extra Good Time has been disallowed or terminated.

**Residential Reentry Center Good Time**

Extra good time for an inmate in a Federal or contract Residential Reentry Center is awarded automatically beginning on arrival at that facility and continuing as long as the inmate is confined to the Center, unless the award is disallowed.

**Camp Good Time**

An inmate assigned to a camp is automatically awarded Extra Good Time, beginning on the date of commitment to the camp, and continuing as long as the inmate is assigned to the camp unless the award is disallowed.

**Lump Sum Awards**

Any staff member may recommend to the Warden the approval of an inmate for a lump sum award of Extra Good Time. Such recommendations must be for an exceptional act or service that is not a part of a regularly assigned duty. The Warden may make lump sum awards of Extra Good Time of not more than thirty (30) days. If the recommendation is for more than thirty days, and the Warden agrees, the Warden will refer the recommendation to the Regional Director, who may approve the award.

**Good Time Procedures**

Extra Good Time is awarded at a rate of three days per month during the first twelve months, and at the rate of five days per month thereafter (i.e., the first twelve 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.

**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.

Federal inmates sentenced prior to 1987 are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment (EXEMPTIONS: inmates sentenced before September 6, 1977 and inmates with a minimum parole eligibility of ten years). Inmates sentenced in the District of Columbia Superior Court who are eligible for parole will normally receive a parole hearing 180 days prior to their parole eligibility date. If the inmate chooses not to appear before the Parole Board for the initial hearing, a waiver must be given to the Case Manager prior to the time of the scheduled parole hearing. This waiver will be made part of the Parole Commission file and the inmate's central file.

All inmates who previously waived a parole hearing are eligible to appear before the Parole Board at any regularly scheduled hearing after they waive. Application for a parole hearing must be made at least 60 days before the first day of the month of the hearings. The Parole Board conducts hearings at most Bureau institutions every two months.

Applications, to the Parole Commission for a hearing, are the responsibility of the inmate, but in certain cases the Unit Team will assist the inmate if necessary. Application forms may be obtained from the Case Manager.

Following the hearing, the inmate will be advised of the tentative decision reached in the case by the hearing examiners. The recommendations of the hearing examiner must be confirmed by the Regional Office of the Parole Board. This confirmation usually takes three to four weeks and is made through the mail on a form called a Notice of Action. Federal inmates may appeal a decision made the Parole Commission by obtaining the appropriate forms from the Case Manager. Inmates with a District of Columbia Superior Court case cannot appeal a decision made by the Parole Commission. If granted a presumptive parole date ( a parole date more than six months following the hearing), a parole progress report will be sent to the Parole Board three to six months before the parole date.

Parole may be granted to a detainer or for the purpose of deportation. The inmate should have an approved residence and an approved employer before being released on parole.

### **Residential Reentry Center Placement**

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

The Residential Reentry Management Regional Administrator supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Residential Reentry Manager (RRM) links the BOP with the U.S. Courts, other Federal agencies, State and local governments, and the community. Located strategically throughout the country, the RRM is responsible for developing and maintaining a variety of contract facilities and programs, working under the supervision of the appropriate regional administrator.

Community programs have two major emphases: residential community-based programs provided by RRCs and programs that provide intensive nonresidential supervision to offenders in the community.

### **Community-Based Residential Programs**

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

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

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

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

The other option for community-based residential programming is local detention facilities. Some local jails and detention centers are used to confine offenders serving short sentences. Many have work release programs where an offender is employed in the community during the day and returns to the institution at night. These facilities may also be used for offenders sentenced to terms of intermittent confinement such as nights, weekends, or other short intervals. Some of these local facilities have work release programs similar to the community corrections component in a RRC, serving to facilitate the transition from the institution to the community.

### **The Adam Walsh Child Protection and Safety Act**

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

### **Conclusion**

Hopefully this information will assist inmates during their incarceration and help clarify any concerns they may encounter. New commitments should feel free to ask any staff member for assistance, particularly unit staff. For individuals who are not yet in custody, and who have been given this publication to prepare for commitment, the BOP's RRM or the staff at the institution to which they have been designated can help clarify any other concerns.

## **INMATE RIGHTS AND RESPONSIBILITIES**

### **RIGHTS**

1. You have the right that as a human being you will be treated respectfully, impartially, and fairly by all personnel.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation, and voluntary religious worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an

### **RESPONSIBILITIES**

1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of

opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.

5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.

6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).

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

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

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

10. You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, need, and abilities.

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

contraband, and to seek medical and dental care as you may need it.

5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.

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

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

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

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

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

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

**PROHIBITED ACTS AND AVAILABLE SANCTIONS****GREATEST SEVERITY LEVEL PROHIBITED ACTS**

- 100 Killing.
- 101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
- 102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, *e.g.*, in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).
- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
- 105 Rioting.
- 106 Encouraging others to riot.
- 107 Taking hostage(s).
- 108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; *e.g.*, hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.

- 196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.

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

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

#### HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person.
- 203 Threatening another with bodily harm or any other offense.

- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 211 Possessing any officer's or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.

- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 231 Requesting, demanding, pressuring, or otherwise creating a situation, which causes an inmate to produce or display his/her own court documents for any unauthorized purpose to another inmate.
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.

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

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 6 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.



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

#### MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.
- 302 Misuse of authorized medication.
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, *e.g.* failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, *e.g.*, counterfeiting release papers to effect escape, Code 102).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).

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

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

- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.

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

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

#### LOW SEVERITY LEVEL PROHIBITED ACTS

- 402 Malingering, feigning illness.
- 404 Using abusive or obscene language.
- 407 Conduct with a visitor in violation of Bureau regulations.
- 409 Unauthorized physical contact (*e.g.*, kissing, embracing).
- 498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This

charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.

- 499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.

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

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

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

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

**U. S. Department of Justice  
Federal Bureau of Prisons**



**Sexually Abusive Behavior  
Prevention and Intervention**

An Overview for Offenders

## Introduction

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

The PREA pamphlet is available to you in both English and Spanish. Additionally, the CSM will identify inmates who have disabilities that prevent them from reading or understanding the pamphlet, and will notify the Unit Manager. The Unit Manager will take appropriate steps to ensure the inmate can benefit from all aspects of the Bureau's efforts to comply with PREA.

### X. What is sexually abusive behavior?

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

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

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

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

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

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

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

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

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

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

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

**NOTE: Sexual acts or contacts between two or more inmates, even when no objections are raised, are**

**prohibited acts, and may be illegal. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised by either party, are always forbidden and illegal. Inmates who have been sexual assaulted by another inmate or staff member will not be prosecuted or disciplined for reporting the assault. However, inmates will be penalized for knowingly filing any false report.**

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

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

- Code 114/(A): Sexual Assault By Force
- Code 205/(A): Engaging in a Sex Act
- Code 206/(A): Making a Sexual Proposal
- Code 221/(A): Being in an Unauthorized Area with a Member of the Opposite Sex
- Code 229/(A): Sexual Assault Without Force
- Code 300/(A): Indecent Exposure
- Code 404/(A): Using Abusive or Obscene Language

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

## XI. Protecting Yourself and Others from Sexually Abusive Behavior/Sexual Harassment

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

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

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

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

## XII. What Should You Do if You Are Sexually Assaulted or Sexually Harassed?

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

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you may want to clean up after the assault, it is important to see medical staff **BEFORE** you shower,



wash, drink, eat, change clothing, or use the bathroom. Medical staff will examine you for injuries which may or may not be readily apparent to you.

They can also check you for sexually transmitted diseases, [pregnancy, if appropriate], and gather any physical evidence of assault. Individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported. Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.

### XIII. Understanding the Investigative Process

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

### XIV. Supportive & Treatment Services

Most people need help to recover from the emotional effects of sexually abusive behavior. If you are the victim of sexually abusive behavior, whether recent or in the past, you may seek counseling and/or advice from a psychologist or chaplain. Crisis counseling, coping skills, suicide prevention, mental health counseling, and spiritual counseling are all available to you at USP Canaan. When you report being the victim of sexually abusive behavior or sexual harassment, you will be assessed by a psychologist. Available supportive services will be discussed in detail at that time and you will be provided access to victim advocacy services if you desire. To contact outside sexual abuse emotional support services, you can call the National Sexual Assault Hotline at [800-656-4673](tel:800-656-4673). However, be aware that inmate communication is monitored in a manner consistent with agency security practices.

### XV. Consequences for Assailants

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

### XVI. How Do You Report an Incident of Sexually Abusive/Harassing Behavior?

It is important that you tell a staff member if you have been sexually assaulted or have been a victim of sexual harassment. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, counselor, chaplain, psychologist, work supervisor, your unit officer, an SIS officer, the Warden or any other staff member. Bureau staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis. Any discussions with other officials are directly related to the victim's welfare or law enforcement and investigative purposes.

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

- **Write directly to the Warden, Regional Director or Director.** You can send the Warden an Inmate Request to Staff Member (a "Cop-out") or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures. The addresses to the Regional Offices are included in the brochure that was provided to you during intake.
- **File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit management staff.

- **Write the Office of the Inspector General (OIG)** which investigates allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

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

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

Note: These e-mails:

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

## Contact Offices

**U.S. Department of Justice  
Office of the Inspector General  
Investigations Division  
950 Pennsylvania Avenue, NW Suite 4706  
Washington, D.C. 20530-0001**

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

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

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

**Federal Bureau of Prisons**

**Northeast Regional Office****Regional Director**

U.S. Customs House, 7th Floor

2nd and Chestnut Streets

Philadelphia, Pennsylvania 19106